

**Odessa Council for the Arts & Humanities
Grant Application
Cover Sheet**

Postmark deadline is September 1, or the next business day thereafter.

Organization Name: _____

Physical Address: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Website: _____

Executive Director or President: _____

Email Address: _____

Contact Person: _____

Email Address: _____

Purpose of Grant: _____ Operating _____ Special Event

Name of Event _____

Amount of Funds Requested: \$ _____

Total Amount of Project Budget: \$ _____

Year End: _____ Calendar or _____ Fiscal – Dates: _____

- 1. Period of support is January 1 to December 31 of the following calendar year.**
- 2. Applications must be typed.**
- 3. Handwritten applications will be returned.**
- 4. Return application to:**
 - Odessa Council for the Arts & Humanities**
 - P.O. Box 7195**
 - Odessa, TX 79760**
 - Physical Address: 119 W. 4th St., Suite 105**

III. DESCRIPTION OF PROJECT

_____ (Name of Organization) requests

\$_____ (amount of request) to:

IV. PROPOSED FINANCIAL INFORMATION

Organization Name: _____

A. Income to be applied to this project

1. Earned Income

Admissions/box office receipts	\$ _____
Advertising	\$ _____
Tuition, class/workshop fees	\$ _____
Interest on investments/endowments	\$ _____
Other earned income	\$ _____

Total Earned Income \$ _____ *[a]*

2. Unearned income

Government support
State: TCA____ TCH____ Other _____ \$ _____
Federal: NEA____ NEH ____ Other _____ \$ _____
Other _____ \$ _____

Private support
Fundraising/Benefits \$ _____
Individual contributors/sponsors \$ _____
Memberships or dues \$ _____
Corporate (businesses, corporations, corporate foundations) \$ _____
Private Foundations \$ _____
Other _____ \$ _____

Total Unearned Income \$ _____ *[b]*

3. Cash from prior year(s) applied to this project \$ _____ *[c]*

B. Total cash income applied to this project

(Total of *[a][b][c]* - **Must** equal total of Column #2, page 4) \$ _____

C. OCA&H grant request (Must equal Column #1) \$ _____

D. TOTAL INCOME (Must equal Column #3) \$ _____

E. Expenditures to be applied to this project

Notes:

- Columns must correspond with indicated numbers from the previous page.
- Round of all numbers to the nearest dollar.
- Leave space blank if not applicable to project.

	OCA&H (#1)	Organization (#2)	Total (#3)
1. Permanent staff salaries and benefits			
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical	_____	_____	_____
2. Fees for outside professional services/contracts			
Administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical & other	_____	_____	_____
3. Facility rental	_____	_____	_____
4. Travel & lodging	_____	_____	_____
5. Marketing & promotion			
Printing	_____	_____	_____
Postage	_____	_____	_____
Paid advertising	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
6. Operating expenses			
Equipment rental	_____	_____	_____
Shipping	_____	_____	_____
Supplies & materials	_____	_____	_____
Rental fee/royalties	_____	_____	_____
Insurance	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
7. Utilities	<u>XXXXXX</u>	_____	_____
8. Other expenses	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Expenses	\$ _____	_____	_____
	(#C)	(#B)	(#D)

V. ORGANIZATIONAL FINANCIAL INFORMATION - BUDGET TO ACTUAL

Name of Organization _____

Year End _____ Calendar _____ Fiscal – Dates _____

A. INCOME:

Category	Budget-Last Yr. Date _____	Actual-Last Yr. Date _____	Budget- Current
Admission/Box office receipts	_____	_____	_____
Advertising	_____	_____	_____
Tuition, class/workshop fees	_____	_____	_____
Interest earned	_____	_____	_____
Other earned income	_____	_____	_____
<u>Grants</u>	_____	_____	_____
State: TCA__ TCH__ Other__	_____	_____	_____
Federal: NEA__ NEH__ Other__	_____	_____	_____
OCA&H Grant	_____	_____	_____
Other _____	_____	_____	_____
Fundraising/Benefits	_____	_____	_____
Individuals/Sponsors	_____	_____	_____
Memberships/Dues	_____	_____	_____
Corporate donations	_____	_____	_____
Private Foundations	_____	_____	_____
Other _____	_____	_____	_____
Total income	_____	_____	_____

B. EXPENSES:

Category	Budget Last Year	Actual Last Year	Budget Current
Permanent Staff salaries	_____	_____	_____
Outside professionals-administrative	_____	_____	_____
Artistic	_____	_____	_____
Technical	_____	_____	_____
Facility Rental	_____	_____	_____
Travel & lodging	_____	_____	_____
Marketing-printing	_____	_____	_____
Marketing- postage	_____	_____	_____
Paid advertising	_____	_____	_____
Equipment rental	_____	_____	_____
Shipping	_____	_____	_____
Supplies & materials	_____	_____	_____
Rental fees/royalties	_____	_____	_____
Insurance-event	_____	_____	_____
Utilities	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Expenses	_____	_____	_____

Name of Organization: _____

VI. ETHNICITY INFORMATION

Please give the approximate ethnic breakdown of the **individuals to be served** by this proposal.

American Indian/Alaskan Native	_____	%
Asian/Pacific Islander	_____	%
Black (not Hispanic)	_____	%
Hispanic	_____	%
White (not Hispanic)	_____	%
Multi-Racial	_____	%
 TOTAL	 _____	 100 %

VII. SIGNATURES

Signature of Preparer _____

Typed Name _____ Title _____

Date _____ Daytime Telephone Number _____

The Board of Directors of the above named organization approved the preceding grant request at a meeting held on _____.

President _____ **Typed Name** _____

Secretary _____ **Typed Name** _____

VIII. REQUIRED ATTACHMENTS – Place behind this page in the order listed.

- 1. One page** narrative about the organization and its programs.
- 2. One page** marketing plan for this project.
- 3.** A list of the organization’s board members with addresses and phone numbers. If there is no board, substitute the executive committee.
- 4.** If the director of the project is either a staff member or volunteer who has never directed an OCA&H grant project, include a resume of that individual.

ODESSA COUNCIL FOR THE ARTS & HUMANITIES
INSTRUCTIONS TO GRANT APPLICATION

READ ALL INFORMATION, INSTRUCTIONS AND ENTIRE GRANT APPLICATION THOROUGHLY BEFORE COMPLETING THIS FORM.

GENERAL INSTRUCTIONS

A. Deadline: Applications must be postmarked, or in the office by 5:00 p.m., on September 1, or if September 1 falls on a Saturday, Sunday or Labor Day, the next business day thereafter.

B. Period of Support: January 1 to December 31 of the following calendar year.

C. Purpose of Grant

- To enhance and promote tourism.
- To enhance the arts (performing, visual and literary), culture and the humanities.
- To support artists and projects that creates a greater appreciation for the cultural and ethnic diversity of the community.
- To stimulate the development of new programs which would otherwise be unavailable.
- To encourage projects that involves the active collaboration and cooperation of more than one arts organization.

D. Eligibility of Organizations

- The project must be held in Odessa or within a 12-mile radius of the city.
- Failure to file evaluation forms on a previous grant makes the organization ineligible for the next grant cycle.
- Any organization that applies for funds from the city hotel/motel tax fund will be ineligible to apply for the next OCA&H grant cycle.
- The organization is not required to have a 501(c)(3) designation.
- Applicant may be either an organization or an individual.
- Must be a paid member of the Odessa Council for the Arts & Humanities at application and during the grant year. Membership can be paid at the time of application and before the first check is distributed.

E. Type of Grants

- **An organization may submit only one application, not including mini-grants.**
- **Operating** – For organizations that present a series of activities (plays, exhibits or concerts) and have on-going operational expenses. Maximum request is \$20,000 or no more than 50% of the current year budget.
- **Special Event** – For organizations that present one or two events per year or choose to apply for a special event. Maximum request is \$15, 000 or no more than 50% of the project budget.

F. Use of Funds

- Granted funds may be used only as described in this application, unless **prior approval is received from the Council**. Should there be a major change in the project after funds are allocated; a new narrative and budget will be required for Council approval. If the change is not approved, any awarded funds must be returned to the Council.
- The Grant Contract and Revised Budget must be prepared and returned to the Council by March 31 of the grant year, or the grant award will be forfeited.
- All funding assistance requires a 1:1 match by the organization. Funds will **not** be provided for **capital improvements, mortgage payments, building construction/renovation, utilities or property and equipment**.
- Any unexpended funds must be returned to the Council.

G. Format

- Applications must be **TYPED**.
- Use the grant application form or a computer facsimile.
- Organization must provide seven (7) copies of the entire application.
- **Copies must be unbound and hole-punched, so they can be placed into three-hole binders.**
- Retain a copy of completed application for your files.

H. Evaluation

- **In-kind contributions may not be included on the application.** Verifiable in-kind contributions **may be** used as part of the final evaluation, but no more than 50% of the match may be in-kind.
- **Evaluations** may be filed as soon as the project is complete or no later than January 31 of the year following the grant cycle. If corrections need to be made to the evaluation after submission, they must be completed by February 28 in order for the evaluation to be approved. The final 25% payment will be made after these documents are received and approved. Failure to submit these forms timely will result in forfeiture of the final payment and the organization will become ineligible for the following cycle.

I. Acknowledgement

- Acknowledgment of the Odessa Council for the Arts & Humanities must be made in all written and broadcast publicity.

APPLICATION INSTRUCTIONS

I. Organization Information

- State the legal name of the organization to which checks should be made payable.
- The Mission Statement should be summarized into no more than two or three sentences.

II. Project Information

- The project should be given a descriptive name. (Ex. Exhibit Season and year or project name.)

- Give the starting and ending dates of the project. For Operating grants the dates should be January 1 to December 31 of the grant year.
- Activities and events should be organized into as few categories as possible.

III. Description of Project

- **Type** on the one-page form, if possible. If not possible, use an additional page and place it behind the one-page form.
- Fill in the name of the organization, amount requested and complete the sentence with a short description of the event.
- Write a specific description of the project in the following paragraphs.
- Indicate that the project fulfills the organization's mission statement and promotes the arts (visual, performing, literary) and/or humanities (history, museums).
- State who will direct the project.
- State the goals of the project and how results will be measured.
- Indicate **the number of anticipated hotel rooms to be used in Odessa**. If the project will be held at the airport or outside the City, indicate how Odessa will benefit from the project.

IV. Proposed Financial Information

- Be sure to read and follow the "Notes" instructions.
- The totals from Page 3 must correspond with the totals on Page 4.
- **Round off numbers, no decimals and do not include zeros if not using that category.**

V. Organizational Financial Information

- Use the attached form.
- Organize your budget in the same categories as the grant application.
- Include actual figures for the most recently completed year.
- Include the budget for the current year on the same form.
- Include the date of the Last Year's budget and actual numbers. Because organizations use different dates, it will help the committee.

VI. Ethnicity Information

- Indicate percentages for **individuals who will be served** by this project. These figures are for informational purposes only.

VII. Signatures

- The person who prepared the grant must sign the application
- **Either** the president or secretary of the organization must sign the application indicating approval by the board of directors. A comprehensive board certification indicating permission to apply for applicable grants may be substituted.

VIII. Attachments

1. The organizational narrative should be no more than one page and include the following information:

- History of the organization including incorporation date
- Whether or not the organization has a 501(c)(3) designation.
- The number of paid staff members or the positions filled by volunteers if the organization is all volunteer.
- Any volunteer organizations associated with the group.
- A list of the organization's programs and activities.

2. Marketing Plan should be no more than one page and include the following information:

- A description of printed materials to be used for the project and where they will be displayed or sent.
- Number of newspaper or magazine ads to be placed.
- Radio and television promotion.
- Mailing information.

3. Board of Directors List with addresses and phone numbers should be included. If there is no board of directors, use the executive committee/officers.

4. Resume is required **only** if the director has never directed an OCA&H grant project before.