

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 \$15,000 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 \$10, 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** no smaller than 12 pt. type.
- Use the grant application form or a computer facsimile.
- Organization must provide an original and six (6) 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

- **Special Event** applications should be given a descriptive 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** in 12 pt. type on 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.

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.

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.

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.

4 of 4

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.