

FY17 Arts Funding Application - Presentation

Office of Cultural Affairs - City of Columbia

Application Information

Project Name*

Please list your organization's name then title of project.

Character Limit: 100

Amount Requested*

Max. request is \$10,000.

Character Limit: 20

Project Start Date*

Start date must be on or after October 1, 2016.

Character Limit: 10

Project End Date*

End date must be on or before December 31, 2017.

Character Limit: 10

Total Project Cost*

Character Limit: 20

Estimated Audience/Participants*

Numbers only (commas and decimals not accepted)

Character Limit: 50

Missouri annual registration*

Has your organization filed its Missouri annual registration with the Secretary of State?

Choices

- Yes
- No
- N/A

IRS Form 990*

Has your organization filed its IRS Form 990? (*Note: most organization file either the 990-EZ or 990-N*)

Choices

- Yes
- No
- N/A

Draft review*

Did you submit a draft application for early review by OCA staff?

Choices

Yes

No

Correspondence*

Did you meet or correspond individually with OCA staff about your application?

Choices

Yes

No

Collaborating Agencies

If the lead organization is collaborating with other agencies for this project, submit letter(s) of support received summarizing the collaboration. If more than one agency, include multiple letters in one PDF document.

Character Limit: 250 | File Size Limit: 1 MB

Organization Information

Organization Mission*

What is the primary purpose and mission of the organization?

Character Limit: 1500

Board of Directors*

Upload a list of current directors and officers for the lead agency.

File Size Limit: 1 MB

Biographical Summaries*

Upload up to three pages (typed, single spaced) of biographical summary of project director(s) and key artistic personnel or participants, one paragraph per person.

File Size Limit: 1 MB

Application Questions

Project Description*

Describe the proposed project, its objectives, how the objectives will be realized, the need for the project, who the target audiences are and how the project fulfills the organization's mission.

Character Limit: 7500

Use of Funds*

Describe how city funds will be used, if awarded, and cost per person (divide total project budget by the number of participants). If there are specific reasons why the cost is high (i.e. accommodations for disabled populations, transportation, etc.) explain what they are.

Character Limit: 2000

Artistic Quality*

Describe the artistic quality of the project.

- If the project involves the creation of new work, describe the process by which the artist(s) will be chosen and the qualifications of those responsible for the selection as well as the qualifications of the artist(s).
- How will the effectiveness of the project be evaluated?

Character Limit: 3000

Community Outreach*

Describe how this project will provide arts programming to previously unreached or underserved audiences at an affordable price and increase the availability of quality arts experiences to all Columbia residents. How will the project be accessible to individuals with disabilities?

Character Limit: 3000

Project Management - Marketing*

Describe the promotional and publicity plan as it relates directly to the project.

Describe efforts other than those provided by OCA's *Art News* email newsletter and *Art & Culture Minute* radio advertising.

Character Limit: 1500

Management Capabilities*

Describe the organization's ability to complete the project successfully, including such indicators as governing board, adequate and experienced project personnel and fiscal management capabilities.

Character Limit: 1500

Fiscal Development*

Describe the methods used in the development of funding support for this project. Be sure to describe funding sources other than what you are requesting from the city's OCA.

Character Limit: 1500

Budget and Financial Information

Operating Income (Last Fiscal Year - Actual)*

Character Limit: 20

Operating Expenses (Last Fiscal Year - Actual)*

Character Limit: 20

Operating Income (Current Fiscal Year - Budgeted)*

Character Limit: 20

Operating Expenses (Current Fiscal Year - Budgeted)*

Character Limit: 20

Operating Income (Next Fiscal Year - Budgeted)*

Character Limit: 20

Operating Expenses (Next Fiscal Year - Budgeted)*

Character Limit: 20

Lead Agency Budget

This is your annual budget - you do not need to make adjustments to it or rework it for the purpose of this application, other than to show the amount of your request (column 1, line 2.A). You may, however, need to combine some of the line items into the categories we list. Numbers should be rounded to the nearest dollar. If you are showing a deficit, give some basic explanation in the space provided.

Applicants must use [LEAD AGENCY BUDGET FORM \(PDF\)](#).

Download the PDF document, save form to your computer (do not fill out in internet browser), and complete form saved on computer using [Adobe Acrobat Reader DC](#). Submitted forms must be typed, handwritten will not be accepted.

Lead Agency Budget*

File Size Limit: 1 MB

Project Budget

Since your application is a proposal, your project budget should balance, without a profit or loss. As you plan, revisit the list of eligible expenditures. Efforts to obtain funding from sources other than the city are important. Include revenue that is anticipated from other sources and any request that is pending from another funder. All numbers should round to the nearest dollar.

Applicants must use [PROJECT BUDGET FORM \(PDF\)](#).

Download the PDF document, save form to your computer (do not fill out in internet browser), and complete form saved on computer using [Adobe Acrobat Reader DC](#). Submitted forms must be typed, handwritten will not be accepted.

Project Budget*

Funding requests may not exceed \$10,000

File Size Limit: 2 MB

Audit or Financial Review

Prior fiscal year audit or financial review that includes revenues, expenses and fund balance. Please list the name of the person/firm who prepared the report.

File Size Limit: 1 MB

Attachments

Final Report

If a previously funded agency, submit the final report from the most recently completed annual project. If the agency has not received annual funding but has received funding for a small request project, then include the final report from the small request project.

File Size Limit: 2 MB

Participating schools or groups

Submit written confirmation from schools, clubs, groups, etc. that are referenced in your narrative as participating in your project (1 copy per school/group; include in one PDF document).

For example, if you reference schools attending your event(s), you must have a basic letter from each school confirming they are aware of your intended project and are interested in participating. This letter can be a form that you provide and they sign; contact OCA for a sample. ***This is not the same as a support letter and does not pertain to collaborators.***

File Size Limit: 2 MB

Letter of Determination

Submit IRS 501(c)(3) determination letter only if this is the first time your agency is requesting funding.

File Size Limit: 1 MB

Supplementary Materials

It is recommended that you submit up to 5 items of supplementary materials.

Supplementary materials bolster your application with images, video, or audio of your programs. Be sure to include materials that are most pertinent to your application and that directly address evaluation criteria. Examples include: newsletters, brochures, newspaper articles, photos of past programs and/or participants, letters of support, and links to online videos or audio. If you have been funded by the OCA previously, include materials that show the OCA logo/credit line.

These items must be submitted electronically as files uploaded below. Files must be in PDF or JPEG format and less than the maximum size indicated for each item. You may have to submit excerpts or sections of items that otherwise are too large to meet the size restrictions. If you choose to submit a link to online video or audio, please include web address in attached document.

Supplementary Materials 1

Please use the box to describe the item submitted and how it relates to the application.

Character Limit: 250 | File Size Limit: 2 MB

Supplementary Materials 2

Please use the box to describe the item submitted and how it relates to the application.

Character Limit: 250 | File Size Limit: 2 MB

Supplementary Materials 3

Please use the box to describe the item submitted and how it relates to the application.

Character Limit: 250 | File Size Limit: 2 MB

Supplementary Materials 4

Please use the box to describe the item submitted and how it relates to the application.

Character Limit: 250 | File Size Limit: 2 MB

Supplementary Materials 5

Please use the box to describe the item submitted and how it relates to the application.

Character Limit: 250 | File Size Limit: 2 MB

DRAFT REVIEW: Please click "Submit Application" button to send a draft application for OCA staff to review by **Friday, April 1, 2016**. Staff will review application for completeness and have feedback to applicants by April 15.

FINAL DEADLINE: Application must be submitted by **Sunday, May 1, 2016** by 11:59 p.m.