

**City of Columbia Office of Cultural Affairs  
Arts Project Small Request Form**

OCA USE ONLY
Date Received_____
Budget Reviewed_____
Approval_____/_____

**Request may not exceed \$750.**

This page may be reproduced if done so exactly. All items must be typed in 12pt font.

**Use the Small Request application form online...available at [www.GoColumbiaMo.com](http://www.GoColumbiaMo.com) (on the Cultural Affairs page).**

Lead Agency Name: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Agency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Audience/Participants: \_\_\_\_\_

**TOTAL AGENCY BUDGET FOR THE PRECEDING YEAR:**

**Use this format for your narrative:** “(Organization name) requests (\$) for (project name), to be held (date & time). City funds will be used to (specify).” Include methods for reaching your target audience and addressing diversity. Explain how the project will impact/benefit the community and *detail exactly how city funds will be used*. Additional narrative and unrequested attachments *will not* be reviewed.

**Date(s):** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_

**Financial Statement:** Is a copy of prior year’s financial statement attached?    Yes    No

**OCA Funding Final Report:** Is a final report attached? (most recently completed OCA funded project)    Yes    N/A

**Collaborators’ signature(s), title and organization:**

Collaborators’ Organization: \_\_\_\_\_

Focus of collaborators’ organization: \_\_\_\_\_

Signature/title of collaborators: \_\_\_\_\_

**Lead Agency Authorizing Signature & title (please also print info.)** \_\_\_\_\_

**SMALL REQUEST PROJECT BUDGET**

Name of Organization \_\_\_\_\_

Name of Project \_\_\_\_\_

**REVENUE:**

Ticket Sales \$ \_\_\_\_\_

Individual \_\_\_\_\_

Subscription \_\_\_\_\_

Other (specify) \_\_\_\_\_

\_\_\_\_\_

Individual Contributions, Business Donations and Sponsorships \$ \_\_\_\_\_

Specify category \_\_\_\_\_

Missouri Arts Council \$ \_\_\_\_\_

City of Columbia (amount of this request) \$ \_\_\_\_\_

Other City funding \_\_\_\_\_ \$ \_\_\_\_\_

Other Revenues (specify) \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_

**TOTAL REVENUE** \$ \_\_\_\_\_

**EXPENSES:**

Salaries/Benefits \$ \_\_\_\_\_

Professional Services or Fees \$ \_\_\_\_\_

Artistic \_\_\_\_\_

Technical \_\_\_\_\_

Other ( jury fees, accountant fees, etc.)

\_\_\_\_\_

Advertising and Marketing \$ \_\_\_\_\_

Printing and Postage \$ \_\_\_\_\_

Utilities (rent and /or occupancy cost, telephone,  
repairs, services and other overhead expense) \$ \_\_\_\_\_

Supplies \_\_\_\_\_ \$ \_\_\_\_\_

Non-Cash Expenses (subsidized tickets, etc.) \$ \_\_\_\_\_

Miscellaneous (should not be a significant amount) \$ \_\_\_\_\_

**TOTAL OPERATING EXPENSES** \$ \_\_\_\_\_