

**CITY OF COLUMBIA – FY13 ARTS FUNDING APPLICATION**

Application and all required attachments must be typed.

OCA USE ONLY	
App. Number	_____
Date Received	_____
Time	_____

Check one:     Education     Presentation     Education & Presentation

Lead Agency \_\_\_\_\_

Address \_\_\_\_\_

Designated contact person who can discuss the details of the application:

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_ Web Site \_\_\_\_\_

Project Title \_\_\_\_\_

Description of Project & Related Activities \_\_\_\_\_

Project Start Date \_\_\_\_\_ Project End Date \_\_\_\_\_

Total Project Cost \_\_\_\_\_ Amount Requested \_\_\_\_\_

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

	Last Fiscal Year	Current Fiscal Year	Next Fiscal Year
Organization's Operating Income	_____	_____	_____

Organization's Operating Expenses	_____	_____	_____
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Has your organization filed its Missouri annual registration report with the Secretary of State?  Yes  No  N/A

Has your organization filed its IRS 990 form? (Note: most organizations file either the 990-EZ or 990-N)  Yes  No  N/A

Did you submit a draft application for early review by OCA staff?  Yes  No

Did you meet or correspond individually with OCA staff about your application?  Yes  No

*We certify that the information included in this application, including all attachments and supplementary materials, is true and correct to the best of our knowledge.*

**AUTHORIZING OFFICIAL FOR LEAD AGENCY** The lead agency is the applicant and must be an arts organization with 501c3 status.

Note: In most cases, the authorizing official will be the president of the board of directors or the executive director. Exceptions are university/college applicants whose grants office staff and/or president will authorize the application.

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

IRS-Exempt ID# \_\_\_\_\_

Phone (day) \_\_\_\_\_ (eve) \_\_\_\_\_

Email \_\_\_\_\_

If more than two collaborating agencies exist, create another page that includes the below-listed information for each additional collaborating agency.

**COLLABORATING AGENCY AUTHORIZING OFFICIAL**

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Date(s) of collaboration planning session(s) \_\_\_\_\_

**COLLABORATING AGENCY AUTHORIZING OFFICIAL**

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title \_\_\_\_\_

Agency \_\_\_\_\_

Date(s) of collaboration planning session(s) \_\_\_\_\_

## ARTS AGENCY TOTAL BUDGET FY 2013

Round to the nearest dollar.  
Lead agency must be an arts organization.

LEAD AGENCY NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

	1	2	3
REVENUES	CASH	*IN-KIND <small>*should net to zero</small>	TOTAL BUDGET (COLUMN 1+2)
1. Direct Support – Fundraising/Donations/In-kind	\$	\$	\$
2. Government Support			
A. City of Columbia – Office of Cultural Affairs			
B. City of Columbia – Other			
C. Boone County			
D. State			
E. Federal			
F. Other (schools, etc.)			
3. Program Service Fees <small>Include earned income (i.e. admissions, sales, registration fees)</small>			
4. Foundations/Corporations			
5. Incidental, Transfers, Investment Income			
6. Other			
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>EXPENDITURES</b>			
1. Personnel			
2. Fringe Benefits			
3. Equipment Rental or Purchase			
4. Supplies & Materials			
5. Travel			
6. Promotion & Publicity			
7. Other			
<b>TOTAL EXPENDITURES</b>			
<b>TOTAL REVENUES (from revenues above)</b>			
<b>SURPLUS (DEFICIT)</b>			

If a deficit is being projected, please explain: \_\_\_\_\_

## PROJECT BUDGET DESCRIPTION FY 2013

If preparing a Combined Proposal (both Education and Presentation) the project budget should reflect both.  
Round to the nearest dollar.

LEAD AGENCY NAME: \_\_\_\_\_

Collaborating agency, if applicable (list all): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

	1	2	3
REVENUES	CASH	***IN-KIND ***should net to zero	TOTAL BUDGET (COLUMN 1+2)
1. Direct Support – Fundraising/Donations (document in-kind*)	\$	\$	\$
2. Government Support**			
A. City of Columbia – Office of Cultural Affairs Request may not exceed \$10,000			
B. City of Columbia – Other			
C. Boone County			
D. State			
E. Federal			
F. Other (schools, etc.)			
3. Program Fees:			
Admissions/Tickets			
Sales of items			
Other			
4. Foundations/Corporations			
5. Incidental, Transfers, Investment Income			
6. Other (be specific)			
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

*In-kind good or service anticipated	Source of donation	Estimated value
		\$
		\$
		\$
		\$
		\$

**Name of program	Source of donation	Estimated value

## PROJECT BUDGET DESCRIPTION FY 2013, continued

If preparing a Combined Proposal (both Education and Presentation) the project budget should reflect both.  
Round to the nearest dollar.

LEAD AGENCY NAME: \_\_\_\_\_

Collaborating agency, if applicable (list all): \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

EXPENDITURES (itemize items in excess of \$100.00)	CASH OCA funds may not exceed \$10,000	CASH Other	*IN-KIND should net to zero	TOTAL
<b>1. Personnel</b>				
Artistic				
Technical				
Administrative				
Other				
<b>2. Equipment Rental</b>				
<b>3. Supplies &amp; Materials</b>				
<b>4. Travel</b>				
<b>5. Promotion and Publicity</b>				
Media				
Printing				
Postage				
<b>6. Other (be specific)</b>				
<b>TOTAL EXPENDITURES</b>				
<b>TOTAL REVENUES (from page 14)</b>				

\*In-kind should net to zero