



OREGON ARTS
COMMISSION

Small Operating Grant FY2018 Application

NEW: Fillable PDF submission only

Must be received by e-mail to oregon.artscomm@oregon.gov

Deadline: before 5:00 p.m. Friday, September 15, 2017

Boxes outlined in red indicate required information

What were the total expenses from most recently completed fiscal year (as found on line 17 of the IRS Form 990)?

If the organization files using an IRS 990 e postcard, please state "Gross Receipts not greater than \$50,000"

What are the dates of applicant organization's fiscal year?

Organization Name

Street Address

City

State

Zip

Mailing Address if different

City

State

Zip

Phone

Email

Website

EIN

Primary contact Name

Role/title

Phone

Email

Address

Paid?

Yes

No

Number of hours per week:

Organizational Overview:

State your organization's mission (as used in 501 c 3 application) and describe the primary arts activity of your organization. (500 character limit. You may attach additional materials if needed)

Attached Materials - Please Provide: *Please check the box to the left of the following as you prepare the material.*

- Evidence of Public Programming (at least four events annually). These materials could include website links, social media posting, scanned brochure, newsletter, news releases, or calendar of events to demonstrate public programming. Please provide a bulleted list of attachments.
- A list of staff their roles
- A board list with contact information and member's affiliation

- The most recent 990 (within the past 18 months), 990 e postcard or in the case of a municipally based arts council, a discreet budget within the City or County government signed by the (City or County) Manager.
- A copy of the organization's bylaws

Submission Instructions:

Save this document with your Organization's Name and the letters SOG (i.e. *XYZ Ballet SOG*).

Once you have completed the answers and saved the application to your computer, attach this completed form and the required materials to an e-mail titled "Your Org Name Small Operating Grant Application" (i.e. *XYZ Ballet Small Operating Grant Application*) and e-mail to oregon.artscomm@oregon.gov