

**Office of Lt. Governor
Department of Culture, Recreation & Tourism
Funding Agreement Checklist**

Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: Shreveport Metropolitan Ballet

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program** Stabilization
 - Line Item Appropriation
 - Letter of Agreement

- | Yes | No | |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include budget worksheet? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:



Contract Monitor

10/28/11

Date



Appointing Authority

10-31-11

Date

REVISED BUDGET for ATTACHMENT A

Grant: FY2012

Dates: July 1, 2011 - June 30, 2012

Provide a revised budget incorporating the exact grant amount. Unless an amendment is approved, categories in the Final Report Budget will not be allowed to exceed those in this budget.

INCOME

1. Admissions, Memberships, Subscriptions	\$ 157,191
2. Contracted Services Revenues [workshops, presentations]	\$ 20,500
3. TOTAL EARNED REVENUE	\$ 177,691
4. Corporate Support [source]	\$ 9,500
5. Foundation Support [source] Powers Foundation	\$ 1,000
6. Other Private Support, Fundraising [source] Guild fundraisers	\$ 60,000
7. TOTAL CONTRIBUTED REVENUE	\$ 70,500
8. Federal Government Support [source]	\$ 0
9. Regional Gov't Support [source]	\$ 0
10. State Gov't Support [source] DAF	\$ 12,233
11. Local/Parish Government Support [source] City of Shreveport	\$ 4,176
12. Local Arts Agency Support	\$ 0
13. TOTAL GOVERNMENT SUPPORT	\$ 16,409
14. Applicant Cash other than above [source] costume fees/program ads	\$ 29,900
15. SUB-TOTAL	\$ 294,500
16. DOA Stabilization	\$ 3,600
17. Other DOA Program Grants (specify)	\$ 0
18. Total DOA GRANTS (add lines 16 through 18)	\$ 3,600
19. TOTAL CASH INCOME	\$ 298,100

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$	\$ 41,000	\$ 41,000
21. Salaries/Wages/Benefits-Artistic	\$	\$ 0	\$ 0
22. Salaries/Wages/Benefits-Tech	\$	\$ 0	\$ 0
23. Payroll Taxes	\$	\$ 3,200	\$ 3,200
24. Professional Services-Artistic	\$ 3,600	\$ 78,550	\$ 82,150
25. Professional Fees and Services	\$	\$ 43,900	\$ 43,900
26. Production	\$	\$ 19,900	\$ 19,900
27. Occupancy /Utilities	\$	\$ 16,920	\$ 16,920
28. Equipment Rental and Mainten.	\$	\$ 0	\$ 0
29. Technology and Communication	\$	\$ 3,180	\$ 3,180
30. Insurance	\$	\$ 5,700	\$ 5,700
31. Supplies	\$	\$ 3,000	\$ 3,000
32. Postage and Shipping	\$	\$ 3,975	\$ 3,975
33. Marketing	\$	\$ 20,115	\$ 20,115
34. Development	\$	\$ 30,000	\$ 30,000
35. Travel/Mileage	\$	\$ 5,800	\$ 5,800
36. Professional Development	\$	\$ 2,000	\$ 2,000
37. Other Expenses	\$	\$ 16,580	\$ 16,580
38. TOTAL EXPENSES	\$ 3,600	\$ 78,550	\$ 297,420
39. SURPLUS/DEFICIT	\$	\$	\$ 680
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$
41. In-Kind Donations			\$ 8,200

Request for First Payment

TO: Division of the Arts
P.O. Box 44247
Baton Rouge, LA 70804

Please note new address:

FROM: ~~Shreveport Metropolitan Ballet~~
~~6654 St. Vincent Avenue~~
~~Shreveport, LA 71106~~

Shreveport Metropolitan Ballet
800 Spring Street, Suite 215
Shreveport, Louisiana 71101

RE: Grant FY12-007
Stabilization - Entry

This is to request my first payment for the above-mentioned grant in the amount of \$2,700 for the 2011 - 2012 grant year.

It is understood that this is the first of two payments to be paid by the Division of the Arts.

The check is to be sent to the above address.

It is also understood that these funds will be expended between July 1, 2011 and June 30, 2012 and conditioned upon the availability of funds appropriated to the Division by the State Legislature and awarded by the NEA.

I hereby agree to submit to the Division a written Final Report no later than the close of business on June 1, 2012.

Shreveport Metropolitan Ballet

Signature Kate Pedrotty

Signature [Signature]

Printed Name Kate Pedrotty

Printed Name J. David Steen

Title Executive Director

Title TREASURER

Date 9-22-11

Date 09-22-11

Division of the Arts

Signature [Signature]

Signature [Signature]

Printed Name Kelly Pepper

Pearlie J. Johnson

Title Director of Organization Services

Grants Manager

Date 10/25/11

Date 10-17-11