

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

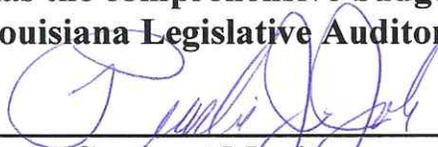
Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: Little Theatre of Monroe, Inc.

- 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

10/27/2011

Date



Appointing Authority

10-27-11

Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Little Theatre of Monroe, Inc.
Address: 1300 Lamy Lane
City & State: Monroe, LA 71201
Contact Name: Jon Baccarini
Telephone Number: (-000) 000-6680
Fax Number: (-000) 000-7693

Program Data:

Arts Grant #: FY12-035
Amount to be Transferred: \$8,000
Funding Source: State Funds/
Beginning Date: July 01, 2011
Ending Date: June 30, 2012

1. Proposed Plan with Detailed Goals and Objectives:

See Attached

2. Proposed Performance Measures for the Project:

See Attached

- 3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal.
- 4. This project is viable and is operational in accordance with the grant agreement and will serve as the interim report, as required by Act 12.

 - General Director
Name and Title

Act 12 Information

1. Proposed Plan with Detailed Goals and Objectives:

The proposed plan is to produce a season of performance opportunities at Strauss Theatre during the 2011-2012 season. Seven productions will be produced on the MainStage, including two shows aimed at our younger actors/audiences. Our plays run for two weekends (eight performances). Goals and objectives include responding to needs of the community with outreach to all of Northeast Louisiana, providing entertainment, education and enrichment for audiences and volunteers. Also includes enhancement of the program by providing Louisiana Artists the opportunity to exercise their talents through arts disciplines of acting, musical productions and performances, as well as the visual arts. Making the theatre accessible to those of all of ALL walks of life and eliminating the "country club" mentality is a major goal this season. By offering a variety of productions that have, not only a broad appeal, but utilize cast members that reflect the different citizens of our community, is a major objectives. Another goal is to reach a younger audience and increase our membership base in that area. The objective is to produce a variety of shows, with the more current and relevant social themed productions aimed at these younger patrons.

2. Proposed Performances Measures for the Project:

Key program evaluators utilized are individual tickets sales, season membership sales, and the number of corporate and media sponsors supporting the program. Also, response to target marketing of program through direct mailings to new audience members indicates program appeal. Audience surveys gathering feedback and demographics give input for selection of season. Professional staff evaluation and annual Board/Staff evaluation provides overall program, measurements. Further tools to measure results of these efforts include emails blasts and Facebook messaging to current membership as well as those who purchased individual show tickets. In doing so, we hope to increase our membership and maintain our current one.

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	\$ 157,000
2. Contracted Services Revenues[workshops,presentations]	\$ 15,500
3. TOTAL EARNED REVENUE	\$ 172,500
4. Corporate Support[source] <u>Local businesses who sponsor shows</u>	\$ 20,000
5. Foundation Support[source]	\$
6. Other Private Support, Fundraising[source] <u>Annual Fundraising Events</u>	\$ 16,000
7. TOTAL CONTRIBUTED REVENUE	\$ 36,000
8. Federal Government Support[source]	\$
9. Regional Gov't Support[source]	\$
10. State Gov't Support[source]	\$
11. Local/Parish Government Support[source]	\$
12. Local Arts Agency Support	\$
13. TOTAL GOVERNMENT SUPPORT	\$
14. Applicant Cash other than above[source]	\$
15. SUB-TOTAL	\$ 208,500
16. DOA Stabilization	\$ 8,000
17. Other DOA Program Grants (specify)	\$ 11,661
18. Total DOA GRANTS (add lines 16 through 18)	\$ 19,661
19. TOTAL CASH INCOME	\$ 228,161

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 8,000	\$ 87,000	\$ 95,000
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$
22. Salaries/Wages/Benefits-Tech	\$	\$	\$
23. Payroll Taxes	\$	\$	\$
24. Professional Services-Artistic	\$	\$	\$ 13,161
25. Professional Fees and Services	\$	\$	\$
26. Production	\$	\$	\$ 55,000
27. Occupancy /Utilities	\$	\$	\$ 29,000
28. Equipment Rental and Mainten.	\$	\$	\$
29. Technology and Communication	\$	\$	\$ 3,000
30. Insurance	\$	\$	\$ 10,000
31. Supplies	\$	\$	\$ 7,500
32. Postage and Shipping	\$	\$	\$ 2,500
33. Marketing	\$	\$	\$ 10,000
34. Development	\$	\$	\$
35. Travel/Mileage	\$	\$	\$
36. Professional Development	\$	\$	\$
37. Other Expenses	\$	\$	\$ 3,000
38. TOTAL EXPENSES	\$	\$	\$ 228,161
39. SURPLUS/DEFICIT	\$	\$	\$ 0
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$
41. In-Kind Donations			\$ 70,000