

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

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

**Recipient:** St. Tammany Art Association      Grant #FY10-0438

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant:** Special Initiatives - American Recovery and

Reinvestment Act

- Line Item Appropriation
- Letter of Agreement

**Yes    No**

- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report every six (6) months?
- Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)
- Has the comprehensive budget been approved by the appointing authority?
- Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? (~~to be transmitted at a later date~~) 11/4/10

**Signatures:**

*Vanessa Ledbetter for Terrell Johnson*  
Contract Monitor

11/3/10  
Date

*[Signature]*  
Appointing Authority

11-3-10  
Date

Grantee Name:

**GRANT BUDGET SUMMARY**

**GRANT Budget Summary**

- A. Use this form to submit a budget for these grant funds. Use the **final** grant amount.
- B. Submit a budget detail explaining line items including "List sources" or "Itemized".
- C. Round all dollar amounts to the nearest \$1.

**1. FINAL GRANT AMOUNT: 28000.00**

<b>INCOME</b>			
2	Admissions, Memberships, Subscriptions		
3	Contracted Services Revenues		
4	<b>TOTAL EARNED REVENUE</b>		\$ 0.00
5	Corporate Support (List sources)		
6	Foundation Support (List sources)		
7	Other Private Support, Fundraising		
8	<b>TOTAL CONTRIBUTED REVENUE</b>		\$ 0.00
9	Federal Government Support (List sources)		
10	Regional/Multi-State Support (List sources)		
11	State, not LDOA (List sources)		
12	Local/Parish Government Support (List sources)		
13	Local Arts Agency Support (List sources)		
14	<b>TOTAL GOVERNMENT SUPPORT</b>		\$ 0.00
15	Other Applicant Cash (Include in-kind) [Itemize]		
16	<b>SUBTOTAL</b>		\$ 0.00
17	State, Louisiana Division of the Arts Grant (Line 1)		\$28,000.00
18	<b>TOTAL INCOME</b>		<b>\$28,000.00</b>
<b>EXPENSE</b>		<b>LDOA Grant</b>	<b>Cash Match</b>
19	Salaries/Wages/Benefits – Administrative	28,000.00	\$3,370.53
20	Salaries/Wages/Benefits – Artistic		
21	Salaries/Wages/Benefits – Technical/Production		
22	Payroll Taxes		
23	Professional Services – Artistic		
24	Professional Fees and Services		
25	Production (Itemize)		
26	Occupancy/Utilities <input type="checkbox"/> Rent <input type="checkbox"/> Own		
27	Equipment Rental and Maintenance > \$2,500		
28	Technology and Communications		
29	Insurance		
30	Supplies		
31	Postage and Shipping		
32	Marketing		
33	Development		
34	Travel/Mileage		
35	Professional Development		
36	Other Expenses (Itemize)		
37	<b>TOTAL EXPENSES</b>	\$28,000.00	\$3,370.53
38	<b>SURPLUS/DEFICIT</b>		<b>(\$3,370.53)</b>
39	In-kind Donations (Itemize if includes staff time)		