

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

Agency/Program: DCRT/OCD/Division of Historic Preservation

Recipient: O. C. Haley Merchants & Business Assoc.

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program – State General Fund
 - 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

3/2/11
Date


Appointing Authority

3-3-11
Date

Final Payment Request

Name of Main Street Community O. C. Haley Boulevard

Please complete the final budget for your 2010 Louisiana Main to Main event(s). Photocopies of labeled receipts supporting all expenditures must be attached to this page.

Louisiana Main to Main 2010 Final Budget	
Sources of Cash:	
Main to Main Grant Award	\$1,400.00
Other Sources of Cash- list all other sources of cash funding	
Kellogg Foundation	\$5,000.00
Ashe Cultural Arts Center	\$3,000.00
Café Reconcile	\$8,500.00
Total from Other Sources- must equal a minimum of 25% of grant award	
Total Sources of Cash – Must equal “Total from Other Sources” + \$1,400 Grant Award	\$16,500.00
Uses of Cash: List all projected expenses that will be paid using the above sources of cash. Total Uses should be equal to Total Sources.	
Marketing, Advertising	\$2,000.00 ✓
Stages	\$7,250.00
Equipment	\$1,000.00
Performers	\$4,500.00
Professional Services	\$1,750.00 ✓
Miscellaneous	
	3,750
Total Uses of Cash	\$ 16,500.00
In-kind Contributions: Please estimate the dollar value for all in-kind contributions. Volunteer hours should be calculated at a rate of \$18.77/hr. Please note the number of volunteers and total hours	
30 Volunteers; Avg. 11.6 hours = 350 hours	\$6,570.00
Total Value of In-Kind Contributions	\$ 6,570.00

OKAY TO PAY
 01-25-11
 AWS

Final Payment Amount Requested \$ 1,400

Signature