

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

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

Recipient: Lake Charles Symphony, 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

10/28/11

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, <u>concessions, ticket sales, interests</u>	<u>159,500.00</u>
2. Contracted Services Revenues [workshops, presentations]	\$ _____
3. TOTAL EARNED REVENUE	\$ _____
4. Corporate Support [source]	<u>\$ 58,000.00</u>
5. Foundation Support [source]	<u>\$ 7,500.00</u>
6. Other Private Support, Fundraising [source]	<u>\$ 27,000.00</u>
7. TOTAL CONTRIBUTED REVENUE	\$ _____
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	\$ _____
16. DOA Stabilization	<u>\$ 8,000.00</u>
17. Other DOA Program Grants (specify)	<u>\$ 2,000.00</u>
18. Total DOA GRANTS (add lines 16 through 18)	\$ _____
19. TOTAL CASH INCOME	<u>\$ 262,000.00</u>

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ _____	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>
21. Salaries/Wages/Benefits-Artistic	\$ _____	<u>\$ 41,000.00</u>	<u>\$ 41,000.00</u>
22. Salaries/Wages/Benefits-Tech	\$ _____	<u>\$ 25,500.00</u>	<u>\$ 25,500.00</u>
23. Payroll Taxes	\$ _____	<u>\$ 4,500.00</u>	<u>\$ 4,500.00</u>
24. Professional Services-Artistic	<u>\$ 8,000.00</u>	<u>\$ 55,000.00</u>	<u>\$ 63,000.00</u>
25. Professional Fees and Services	\$ _____	<u>\$ 4,000.00</u>	<u>\$ 4,000.00</u>
26. Production	\$ _____	<u>\$ 14,000.00</u>	<u>\$ 14,000.00</u>
27. Occupancy/Utilities	\$ _____	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
28. Equipment Rental and Mainten.	\$ _____	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
29. Technology and Communication	\$ _____	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
30. Insurance	\$ _____	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>
31. Supplies	\$ _____	<u>\$ 9,000.00</u>	<u>\$ 9,000.00</u>
32. Postage and Shipping	\$ _____	<u>\$ 5,000.00</u>	<u>\$ 5,000.00</u>
33. Marketing	\$ _____	<u>\$ 15,000.00</u>	<u>\$ 15,000.00</u>
34. Development	\$ _____	\$ _____	\$ _____
35. Travel/Mileage	\$ _____	<u>\$ 16,000.00</u>	<u>\$ 16,000.00</u>
36. Professional Development	\$ _____	\$ _____	\$ _____
37. Other Expenses	\$ _____	<u>\$ 12,000.00</u>	<u>\$ 12,000.00</u>
38. TOTAL EXPENSES	\$ _____	\$ _____	<u>\$ 262,000.00</u>
39. SURPLUS/DEFICIT	\$ _____	\$ _____	\$ _____
40. ACCUMULATED SURPLUS/DEFICIT	\$ _____	\$ _____	\$ _____
41. In-Kind Donations	\$ _____	\$ _____	\$ _____

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Lake Charles Symphony Inc.
Address: PO Box 3102
City & State: Lake Charles, LA, LA 70602
Contact Name: **Debbie L Reed**
Telephone Number: (337) 433-1611
Fax Number: (337) 433-1615

Program Data:

Arts Grant #: FY12-032
Amount to be Transferred: \$8,000
Funding Source: State Funds/
Beginning Date: July 01, 2011
Ending Date: June 30, 2012

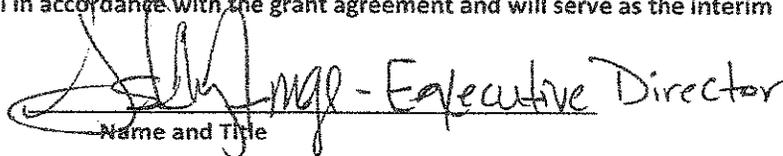
1. **Proposed Plan with Detailed Goals and Objectives:**

The Lake Charles Symphony aims to enrich the lives of residents and visitors of Southwest Louisiana through educational outreach and cultural enrichment within the community. The Symphony will focus its goals for the community's understanding and appreciation of symphonic music. This will be accomplished through outreach programs within regional elementary and high schools, a proactive marketing campaign to re-brand the Symphony as a relevant entity for today's community needs with both print and online media, progressive concerts that reach a whole spectrum of audience members, an expansion of volunteer opportunities, and the strengthening of new and old connections to regional and cultural organizations to provide joint venture entertainment opportunities.

2. **Proposed Performance Measures for the Project:**

The tasks above can be assessed and evaluated through a number of avenues. The Executive Director, the Board of Directors, and the Symphony's extensive volunteer committee take it upon themselves to evaluate programs and events and make joint decisions to address changes, concerns, and comments regarding Symphony programs. Evaluation forms are passed out at each event, and audience members are able to contact the Symphony office via e-mail, phone, or online to provide accurate real-world comments. Performance measures are measured by the attendees and tracking increases or decreases in audience attendance while cross referencing program materials and trends in the community.

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.


Name and Title