

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

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

Recipient: Friends of A Studio in the Woods

- 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

- 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?

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: Friends of A Studio in the Woods
Address: 13401 Patterson Road
City & State: New Orleans, LA 70131
Contact Name: Ama Rogan
Telephone Number: (504) 392-5359
Fax Number: (504) 394-5977

Program Data:

Arts Grant #: FY12-054
Amount to be Transferred: \$4,500
Funding Source: State Funds/
Beginning Date: July 01, 2011
Ending Date: June 30, 2012

1. Proposed Plan with Detailed Goals and Objectives:

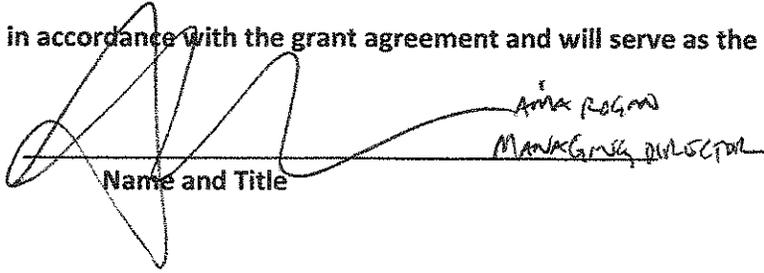
We gratefully accept the Stabilization grant from the LDOA to support innovative arts and environmental programming at A Studio in the Woods. ASITW focuses on four areas of programming that are interrelated. One is the artist in residence program, which since 2001 has hosted almost 50 artists working in all media and hailing from four continents. This year, ASITW will celebrate its 10th anniversary with a number of special events including a retrospective exhibition featuring the work of our alumni artists. The event will be open to the public during the month of October. ASITW's second programming focus is on restoring the diminishing bottomland hardwood forest ecosystem. ASITW works with an ecologist to eradicate invasive species and foster growth of native grasses, shrubs, vines and trees. Thirdly, ASITW offers a number of annual events open to the community including a summer arts camp that allows students to have a similar experience to artists in residence as they create works and are inspired by the natural environment and FORESTival which connects our artists and forested retreat to the community at-large. Fourth, ASITW is building a Steward's Cottage and a Writer's Cabin, which will help address program needs and expansion.

2. Proposed Performance Measures for the Project:

We constantly evaluate our programs to gauge if we were able to meet our goal to engender in the community a more profound appreciation for the arts and the environment through meaningful experiences with our artists and our woods. The extent to which each artist benefits from a residency at ASITW is indicated, in part, by their exit interviews. We stay in touch with all of our former residents and regularly solicit them for ongoing feedback about our programs. The high volume of applications and the quality of the artists' work clearly indicate a resonance with artists looking to explore environmental issues. Community benefit is measured with questionnaires and attendance numbers. We track the number of participants in all our programs and have created online and paper surveys for visitors with specific questions related to their visit and experience. We report our highlights and successes through annual newsletters, bi-monthly e-newsletters, social networks, and regular press releases to local and national media. High artist participation and an overwhelming community turnout for our second annual FORESTival is one of the best indicators of our success.

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

Ama Rogan
MANAGING DIRECTOR

AMENDED 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		\$	0
2. Contracted Services Revenues[workshops,presentations]	program fees / rentals	\$	11,000
3. TOTAL EARNED REVENUE		\$	11,000
4. Corporate Support[source]	Regions, My Macy, TBA - pending	\$	5,000
5. Foundation Support[source]	Secord! SURDNA, Paybank Pending: Brown, Kellie, Cll	\$	76,650
6. Other Private Support, Fundraising[source]	INDIVIDUAL GIFTS, FORESTIAL FUNDRAISER	\$	42,000
7. TOTAL CONTRIBUTED REVENUE		\$	
8. Federal Government Support[source]	NEA	\$	10,000
9. Regional Gov't Support[source]		\$	
10. State Gov't Support[source]		\$	
11. Local/Parish Government Support[source]		\$	
12. Local Arts Agency Support		\$	3,850
13. TOTAL GOVERNMENT SUPPORT		\$	
14. Applicant Cash other than above[source]		\$	
15. SUB-TOTAL		\$	
16. DOA Stabilization		\$	4,500
17. Other DOA Program Grants (specify)		\$	
18. Total DOA GRANTS (add lines 16 through 18)		\$	
19. TOTAL CASH INCOME		\$	153,000

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 4,500	\$ 19,306	\$ 23,806
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$
22. Salaries/Wages/Benefits-Tech	\$	\$	\$
23. Payroll Taxes	\$	\$	\$
24. Professional Services-Artistic	\$	\$	\$
25. Professional Fees and Services	\$	\$	\$
26. Production	\$	\$	\$
27. Occupancy /Utilities	\$	\$	\$
28. Equipment Rental and Mainten.	\$	\$	\$
29. Technology and Communication	\$	\$	\$
30. Insurance	\$	\$	\$
31. Supplies	\$	\$	\$
32. Postage and Shipping	\$	\$	\$
33. Marketing	\$	\$	\$
34. Development	\$	\$	\$
35. Travel/Mileage	\$	\$	\$
36. Professional Development	\$	\$	\$
37. Other Expenses	\$	\$	\$
38. TOTAL EXPENSES	\$	\$	\$
39. SURPLUS/DEFICIT	\$	\$	\$
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$
41. In-Kind Donations			\$

	ASITW Actual 2010-11	TOTAL Projected 2011-12	FRIENDS of ASITW	Tulane Salary	Tulane Facility	PROJECTED 2011-12 Private and Gov't Grants	Secured Surdna Foundation	Secured Payback Foundation	PROJECTED 2011-12 Individual Donations	PROJECTED 2011-12 Earned Income	PROJECTED 2011-12 Board giving	PROJECTED 2011-12 Events	Other Secured Funding
total ASITW													
Personnel													
Salary													
Stewards	12943	12943	0	12,943									
Managing Director	34002	34852	2,732	32119.6			2732.4						
Environmental Curator	8,402	8,784	8,784			1081	1050		532	5443		678	
Program Coordinator	18,259	18,715	18,715			4090	14685.44						
Total Salary	73,606	75,294	30,231	45,063		5,111	18,468		532	5,443		678	
Benefits													
Stewards	0	0	0	0									
Managing Director	7053.71	9479.69	743	8736.53			743.16						
Environmental Curator	1,967	2,389	2,389	0			2389						
Program Coordinator	4,274	5,091	5,091			5091							
Total Benefits	13,295	16,959	8,723	8736.53		5,091	3,132						
Contractual													
Staff													
Development Coordinator	20,000	22,000	22,000						8,443	1557	5000	7000	
Grantwriter	11,749	10,000	10,000			10000							
Other Staff	1,040	4,000	4,000			3600				400			
Jurors Honoriums	1,100	1,600	1,600			1600							
Consultation		3,000	3,000			1000	2000						
Artists	3818.81	13000	13,000				13000						
Custodial	6,400	6,400	0	0	6400								
Instructors	6,000	6,000	6,000			1000		4000		1000			
Travel	2,025	2,000	2,000			2000							
Total Contractual	52,133	68,000	51,600		6,400	19,200	15,000	4,000	8,443	2,957	5,000	7,000	
Total Personnel	139,024	160,253	100,054	53,799	6,400	29,402	36,600	4,000	8,975	8,400	5,000	7,678	
Supplies													
Office Supplies	826.35	1200	1,200							1200			
Program Supplies	2,397	10,200	10,200			1200	8500			500			
Facility Supplies	308	200	0		200								
Land Maintenance Supplies		200	0		200								
Food	5,100	6,800	6,800			500	4600			600	500	600	
Computer software		250	250			250							
Computer Hardware		2,000	2,000						2000				
Housekeeping Supplies		0	0										
Total Supplies	8,631	20,850	20,450		400	1,950	13,100		2,000	2,300	500	600	
Operations													
Utilities	2,648	2,800	0		2800								
Postage / Shipping	1,956	5,250	5,250			1000			3250		400	520	
Telephone	3,200	3,000	3,000			700					800	1500	
Internet		0	0										
Pest Control	2000	2200	0	0	2200								
Transportation		200	200								200		
Maintenance and Repair	10,500	10,500	0		10500								
Total Operations	20,304	23,950	8,450		15,500	1,700			3,250		1,400	1,020	
Equipment/Furnishings													
repair													
tools		200	200	0		200							
Rental	1,857	1,500	1,500			500						1000	
small furnishings		200	200			200							
Total Equipment/Furnishing	1,857	1,900	1,900			900						1,000	
Marketing													
Advertising	175	350	350	0		350							
Web and Design & Hostings	240	250	250	0							250		
Printing	2736.63	4800	4,800	0		2100			275	300	1600	525	
Mass Email	16.58	150	150								150		
Design & layout	350	2000	2,000			1200					400	400	
Total Marketing	3518.21	7550	7,550	0	0	3650	0		275	300	2400	925	
Fees													
Dues & Subscriptions	750	1000	1,000						500		500		
Bank Fees	671.67	800	800	0							800		
Registry& Fees	110	10	10								10		
Audit		0	0										
Total Fees	1531.67	1810	1,810	0	0	0	0		500	0	1310	0	
Staff Support													
Professional Development	30	500	500	0		500							
Staff Travel Perdiems	492.68	300	300			300							
Staff Travel	198.87	350	350			350							
Total Staff Support	721.55	1150	1,150	0	0	1150	0		0	0	0	0	
Misc	622.92	1500	1,500			1500							
Capital Costs		80,000	80,000						26,000				54,000
TOTAL	178,220	298,963	222,864	53,799	22,300	40,252	48,700	4,000	41,000	11,000	10,690	12,223	54,000

The independent 501(c)3 non profit Friends of A Studio in the Woods is the primary funder of A Studio in the Woods, raising 100% of program costs. In fiscal years 2009-10 and 2010-11 Friends of ASITW additionally covered 60% of salary costs. For the coming 2011-12 fiscal year Friends of A Studio in the Woods will be responsible for 100% of programming and 100% of salary costs. The University will continue to provide for routine facility costs. Friends of ASITW relies on support from individuals and private foundations to produce all of our community programs.