

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

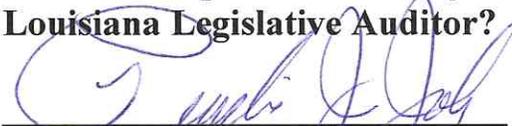
Agency/Program: Office of Cultural Development – Division of the Arts

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**
 - 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? |

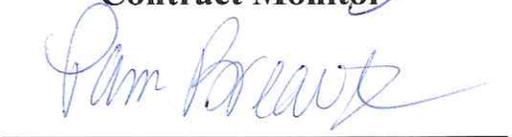
Signatures:



 Contract Monitor

11.29.12

 Date



 Appointing Authority

11-29-12

 Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - 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: Ms. Rogan
Telephone Number: 5043925359
Fax Number: 5043945977

Program Data:

Arts Grant #: FY13-024
Amount to be Transferred: \$4,050.00
Funding Source: State Funds | 5301 & Federal Funds | 5204
Beginning Date: July 1, 2012
Ending Date: June 30, 2013

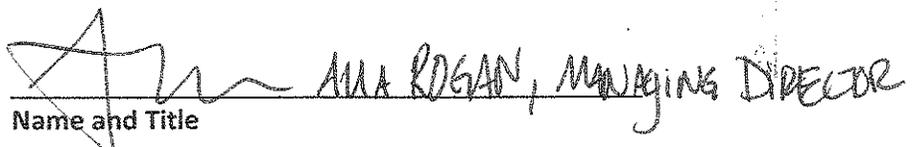
1. **Proposed Plan with Detailed Goals and Objectives:**

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 more than 50 artists working in all media and hailing from four continents. 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 third 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 13.


Name and Title

	ASITW 2012-13	TOTAL 2012-13	FRIENDS of ASITW 2012-13	Tulane University 2012-13	PROJECTED 2012-13 Private and Gov't Grants	Secured Surdna Foundation	PROJECTED 2012-13 Individual Donations	PROJECTED 2012-13 Earned Income	PROJECTED 2012-13 Board giving	PROJECTED 2012-13 Events
total ASITW										
Personnel										
Salary										
Stewards	12,943			12,943						
Managing Director	43,958	11,035		32,923	6376	2732.4				1927
Environmental Curator	9,003	9,003			1300	1050	532	5443		678
Program Coordinator	25,579	25,579			10894	14685.44				
Total Salary	91,483	45,617	45,866	18,570	18,468	532	5,443	-	-	2,605
Benefits										
Stewards				0						
Managing Director	12,499	3,146		9,353	2402.84	743.16				
Environmental Curator	2,558	2,558		0		2558				
Program Coordinator	7,263	7,263			7263					
Total Benefits	22,320	12,967	9,353	9,666	3,301	-	-	-	-	-
Total Salary and Benefits	113,803	58,584								
Contractual										
Staff										
Development Coordinator	22,000	22,000					8,443	1557	5000	7000
Grantwriter	5,000	5,000			5000					
Other Staff	1,200	1,200			1200					
Jurors Honoriums	1,200	1,200			1200					
Consultation	4,000	4,000			2000	2000				
Artists	12,000	12,000				12000				
Custodial	6,400		6,400							
Instructors	6,200	6,200			6200					
Travel	2,000	2,000			2000					
Total Contractual	60,000	53,600	6,400	17,600	14,000	8,443	1,557	5,000	7,000	7,000
Total Personnel	173,803	112,184	61,619	45,836	35,769	8,975	7,000	5,000	9,605	9,605
Supplies										
Office Supplies	1,200	1,200					1200			
Program Supplies	10,000	10,000			1200	8500		300		
Facility Supplies	600	600				600				
Land Maintenance Supplies	200		200							
Food	7,500	7,500			500	5000		600	500	900
Computer software	500	500			250					250
Computer Hardware	2,000	2,000					2000			
Housekeeping Supplies										
Total Supplies	22,000	21,800	200	1,950	14,100	2,000	2,100	500	1,150	1,150
Operations										
Utilities	3,000		3,000							
Postage / Shipping	3,500	3,500			1000	131	1369		480	520
Telephone	2,800	2,800			700				800	1300
Internet										
Pest Control	2,400		2,400							
Transportation	200	200							200	
Maintenance and Repair	12,000		12,000							
Total Operations	23,900	6,500	17,400	1,700	131	1,369	-	1,480	1,820	1,820
Equipment/Furnishings										
repair										
tools	200	200			200					
Rental	1,500	1,500			500					1000
small furnishings	300	300			300					
Total Equipment/Furnishing	2,000	2,000	0	1,000	-	-	-	-	-	1,000
Marketing										
Advertising	350	350	0		350					
Web and Design & Hostings	400	400	0					150	250	
Printing	4,500	4,500	0		2900		275	300	500	525
Mass Email	150	150			105				45	
Design & layout	1,500	1,500			1100				0	400
Total Marketing	6,900	6,900	0	4455	0	275	450	795	925	925
Fees										
Dues & Subscriptions	1,500	1,500					500		500	500
Bank Fees	700	700	0						700	
Registry& Fees	25	25							25	
Audit	1,000	1,000								1000
Total Fees	3,225	3,225	0	0	0	500	0	1225	1500	1500
Staff Support										
Professional Development	100	800	0		100					
Staff Travel Perdiems	500	500			500					
Staff Travel	700	700			300		400			
Total Staff Support	1,300	2,000	0	1450	0	550	0	0	0	0
Misc	1,300	1,300			1300					
Repayment to Capital account	20,254	20,254			3000		4,000		1500	12000
TOTAL	254,682	176,163	79,219	60,691	50,000	17,669	9,550	10,500	28,000	28,000