

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

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

**Recipient:** Houma Regional Arts Council

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program RDA|GOS
  - 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**

11-30-11  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Appointing Authority**

12-2-11  
\_\_\_\_\_  
**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	\$ 12,000
2. Contracted Services Revenues [workshops, presentations]	\$ 5,000
3. TOTAL EARNED REVENUE	\$ 17,000
4. Corporate Support [source] <u>Downtown Dev. Corp. 5,000 / Budget Dist. 5,000</u>	\$ 10,000
5. Foundation Support [source] <u>GNCF 2,500 / LCEF 2,500 / Greens Found. 10,000</u>	\$ 15,000
6. Other Private Support, Fundraising [source] <u>Hammaphorzen Music Festival</u>	\$ 10,000
7. TOTAL CONTRIBUTED REVENUE	\$ 35,000
8. Federal Government Support [source] <u>NEA Big Read</u>	\$ 12,750
9. Regional Gov't Support [source]	\$ 0
10. State Gov't Support [source] <u>BP Tourism Funds</u>	\$ 20,000
11. Local/Parish Government Support [source] <u>TPCG 90,000 / CVB 40,000</u>	\$ 130,000
12. Local Arts Agency Support	\$ 0
13. TOTAL GOVERNMENT SUPPORT	\$ 162,750
14. Applicant Cash other than above [source]	\$ 0
15. SUB-TOTAL	\$ 214,750
16. DOA Stabilization <u>RDA Gos</u>	\$ 12,000
17. Other DOA Program Grants (specify) <u>Decentralized Program</u>	\$ 124,112
18. Total DOA GRANTS (add lines 16 through 18)	\$ 136,112
19. TOTAL CASH INCOME	\$ 350,862

EXPENSES (this grant only)

	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 5,500	\$ 84,500	\$ 90,000
21. Salaries/Wages/Benefits-Artistic	\$ 0	\$ 0	\$ 0
22. Salaries/Wages/Benefits-Tech	\$ 0	\$ 0	\$ 0
23. Payroll Taxes	\$ 0	\$ 24,500	\$ 24,500
24. Professional Services-Artistic	\$ 1,500	\$ 2,000	\$ 3,500
25. Professional Fees and Services	\$ 0	\$ 4,000	\$ 4,000
26. Production	\$ 0	\$ 12,700	\$ 12,700
27. Occupancy /Utilities	\$ 0	\$ 30,000	\$ 30,000
28. Equipment Rental and Mainten.	\$ 0	\$ 0	\$ 0
29. Technology and Communication	\$ 0	\$ 3,620	\$ 3,620
30. Insurance	\$ 2,000	\$ 2,500	\$ 4,500
31. Supplies	\$ 0	\$ 4,500	\$ 4,500
32. Postage and Shipping	\$ 0	\$ 6,400	\$ 6,400
33. Marketing	\$ 2,000	\$ 2,000	\$ 4,000
34. Development	\$ 0	\$ 7,000	\$ 7,000
35. Travel/Mileage	\$ 1,000	\$ 3,250	\$ 4,250
36. Professional Development	\$ 0	\$ 500	\$ 500
37. Other Expenses	\$ 0	\$ 147,200	\$ 147,200
38. TOTAL EXPENSES	\$ 12,000	\$ 334,670	\$ 346,670
39. SURPLUS/DEFICIT	\$ 0	\$ 0	\$ +4,192
40. ACCUMULATED SURPLUS/DEFICIT	\$ 0	\$ 0	\$ 0
41. In-Kind Donations			\$ 60,000

**Request for First Payment**

TO: Division of the Arts  
P.O. Box 44247  
Baton Rouge, LA 70804

FROM: Houma Regional Arts Council  
PO Box 3678  
Houma, LA 70361-3678

RE: Grant FY12-076  
Regional Development Agency - General Operating Support

This is to request my first payment for the above-mentioned grant in the amount of **\$9,000** for the 2011 - 2012 grant year.

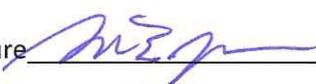
It is understood that this is the first of two payments to be paid by the Division of the Arts.

The check is to be sent to the above address.

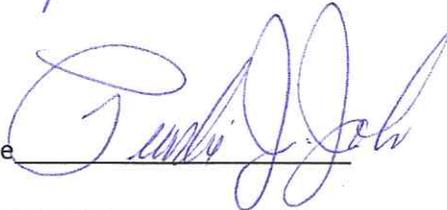
It is also understood that these funds will be expended between July 1, 2011 and June 30, 2012 and conditioned upon the availability of funds appropriated to the Division by the State Legislature and awarded by the NEA.

I hereby agree to submit to the Division a written Final Report no later than the close of business on June 1, 2012.

Houma Regional Arts Council

Signature 	Signature 
Printed Name <u>Glenda Toups</u>	Printed Name <u>Charles Brown</u>
Title <u>Executive Director</u>	Title <u>President</u>
Date <u>9/27/2011</u>	Date <u>9/27/2011</u>

Division of the Arts

Signature _____	Signature 
Printed Name _____	Pearlie J. Johnson
Title _____	Grants Manager
Date _____	Date <u>11/30/11</u>