

**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
 - 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

12.28.12

Date



Appointing Authority

1-17-13

Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Houma Regional Arts Council
Address: PO Box 3678
City & State: Houma, LA 70361-3678
Contact Name: Ms. Toups
Telephone Number: 9858736367
Fax Number: 9858504671

Program Data:

Arts Grant #: FY13-074
Amount to be
Transferred: \$12,000.00
Funding Source: State Funds | 5301 & Federal Funds | 5204
Beginning Date: July 1, 2012
Ending Date: June 30, 2013

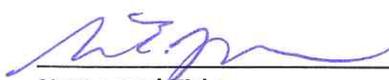
1. Proposed Plan with Detailed Goals and Objectives:

The Houma Regional Arts Council will execute the goals & objectives outlined in the original grant proposal for Regional Development Agencies.

2. Proposed Performance Measures for the Project:

The board of the Houma Regional Arts Council meets monthly and reviews the progress of this grant. In addition, interim reports are made to the La Div. of the Arts as needed.

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 Glenda Toups
Executive Director

REVISED BUDGET for ATTACHMENT A

Grant: FY2013

Dates: July 1, 2012 – June 30, 2013

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	\$ 21,000
2. Contracted Services Revenues[workshops,presentations]	\$ 10,000
3. TOTAL EARNED REVENUE	\$ 31,000
4. Corporate Support[source] <u>Downtown Dev. Corp.</u>	\$ 5,000
5. Foundation Support[source] <u>Greater New Orleans Found., Greens Found.</u>	\$ 130,224
6. Other Private Support, Fundraising[source] <u>Houma/Albion Music Fest.</u>	\$ 25,000
7. TOTAL CONTRIBUTED REVENUE	\$ 160,224
8. Federal Government Support[source] <u>NEA Artworks, Big Read</u>	\$ 31,000
9. Regional Gov't Support[source]	\$ 0
10. State Gov't Support[source]	\$ 0
11. Local/Parish Government Support[source] <u>Terr. Govt., Houma CVB</u>	\$ 48,000
12. Local Arts Agency Support	\$ 0
13. TOTAL GOVERNMENT SUPPORT	\$ 79,000
14. Applicant Cash other than above[source]	\$ 0
15. SUB-TOTAL	\$ 270,224
16. DOA Stabilization	\$ 12,000
17. Other DOA Program Grants (specify) <u>Decentralized Arts Funding Program</u>	\$ 85,245
18. Total DOA GRANTS (add lines 16 through 18)	\$ 97,245
19. TOTAL CASH INCOME	\$ 367,469

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 7,000	\$ 100,000	\$ 107,000
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$ 0
22. Salaries/Wages/Benefits-Tech	\$	\$	\$ 0
23. Payroll Taxes	\$	\$	\$ 10,700
24. Professional Services-Artistic	\$ 5,000	\$ 22,500	\$ 27,500
25. Professional Fees and Services	\$	\$	\$ 22,000
26. Production	\$	\$	\$ 10,000
27. Occupancy /Utilities	\$	\$	\$ 3,000
28. Equipment Rental and Mainten.	\$	\$	\$ 1,500
29. Technology and Communication	\$	\$	\$ 6,000
30. Insurance	\$	\$	\$ 5,000
31. Supplies	\$	\$	\$ 7,000
32. Postage and Shipping	\$	\$	\$ 2,700
33. Marketing	\$	\$	\$ 5,000
34. Development	\$	\$	\$ 21,000
35. Travel/Mileage	\$	\$	\$ 4,000
36. Professional Development	\$	\$	\$ 3,500
37. Other Expenses	\$	\$	\$ 116,569
38. TOTAL EXPENSES	\$ 12,000	\$	\$ 352,469
39. SURPLUS/DEFICIT	\$	\$	\$ 15,000
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$ -0-
41. In-Kind Donations			\$ 49,000