

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

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

Recipient: Press Street

- 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

1-9-13

Date



Appointing Authority

1-9-13

Date

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - Information**

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Press Street
Address: 3718 St. Claude Ave.
City & State: New Orleans, LA 70117
Contact Name: Mr. Robert Snead
Telephone Number: 504.298.3161
Fax Number:

Program Data:

Arts Grant #: FY13-019
Amount to be
Transferred: \$4,050.00
Funding Source: State Funds I 5314
Beginning Date: July 1, 2012
Ending Date: June 30, 2013

1. Proposed Plan with Detailed Goals and Objectives:

Press Street will develop: 12 monthly exhibitions, an artist residency program, a flat file program, artists/writer workshops, public lectures and readings, print publications, and a new writing tutor program for local students. The all volunteer organization will also develop a paid administration staff position to help facilitate all of the current and new programming.

2. Proposed Performance Measures for the Project:

The Press Street Board of Directors will evaluate programs based on audience attendance at exhibitions lectures and readings, public and personal responses or criticisms, sales of publications, applications to the residency and flat file programs, and participation in workshops and education programs. The Board will have the lead organizer of each program present an evaluation at a board meeting after the conclusion of the program to discuss successful aspects and areas for improvements, and then the Board will implement necessary modifications to insure that each program maximizes its potential.

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
Louisiana Division of the Arts**

Grant: FY13-019
Grantee: Press Street

Dates: July 1, 2012 – June 30, 2013
Amount: \$4,050.00

REVISED BUDGET for ATTACHMENT A

Organization:

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	5,000
2	Contracted Services Revenues [workshops, presentations]	1,500
3	TOTAL EARNED REVENUE	6,500
4	Corporate Support [source]	-
5	Foundation Support [Warhol, Rauschenberg, Rosamary Foundations]	23,000
6	Other Private Support, Fundraising [donations]	7,000
7	TOTAL CONTRIBUTED REVENUE	30,000
8	Federal Gov't Support [source]	-
9	Regional Gov't Support [source]	-
10	State Gov't Support [source]	-
11	Local/Parish Gov'n't Support [source]	-
12	Local Arts Agency Support	3,750
13	TOTAL GOVERNMENT SUPPORT	3,750
14	Applicant Cash other than above [source]	-
15	SUB-TOTAL	40,250
16	DOA Stabilization	4,050
17	Other DOA program grants (specify)	-
18	Total DOA GRANTS	4,050
19	TOTAL CASH INCOME	44,300

EXPENSES (this grant only)	DOA Grant	Cash Match	TOTAL
20 Salaries/Wages/Benefits - Adm	500	8,500	9,000
21 Salaries/Wages/Benefits - Artistic	-	-	-
22 Salaries/Wages/Benefits - Tech	-	-	-
23 Payroll Taxes	-	-	-
24 Professional Services - Artistic	500	7,500	8,000
25 Professional Fees and Services	-	-	-
26 Production	2,050	6,650	8,700
27 Occupancy/Utilities	1,000	12,500	13,500
28 Equipment Rental and Maintenance	-	-	-
29 Technology and Communications	-	1,000	1,000
30 Insurance	-	700	700
31 Supplies	-	600	600
32 Postage and Shipping	-	1,000	1,000
33 Marketing	-	1,800	1,800
34 Development	-	-	-
35 Travel/Mileage	-	-	-
36 Professional Development	-	-	-
37 Other Expenses	-	-	-
38 TOTAL EXPENSES	4,050	40,250	44,300
39 SURPLUS/DEFICIT	-	-	-
40 ACCUMULATED SURPLUS/DEFICIT	-	-	-
41 In-kind Donations	-	-	-