

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

**Agency/Program:** DCRT/OCD/Division of Historic Preservation/Main Street

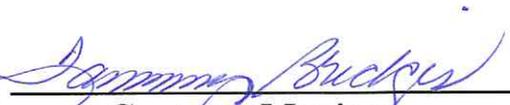
**Recipient:** City of Hammond

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program State General Fund
  - Line Item Appropriation
  - Letter of Agreement

**Yes    No**

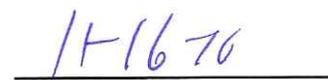
- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report 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

  
Date

  
Appointing Authority

  
Date

## Final Payment Request

**Name of Main Street Community - Hammond**

Please complete the final budget for your 2010 Louisiana Main to Main event(s). Photocopies of labeled receipts supporting all expenditures must be attached to this page.

<b>Louisiana Main to Main 2010 Final Budget</b>	
<b>Sources of Cash:</b>	
<b>Main to Main Grant Award</b>	<b>\$1,400.00</b>
<b>Other Sources of Cash- list all other sources of cash funding</b>	
Merchant's Participation	\$1,615.00
Visitor's Participation	\$3,660.00
Merchant's Ads in the Event Brochure	\$ 750.00
<b>Total from Other Sources- must equal a minimum of 25% of grant award</b>	
<b>Total Sources of Cash – Must equal "Total from Other Sources" + \$1,400 Grant Award</b>	
	<b>\$7,425.00</b>
<b>Uses of Cash:</b> List all projected expenses that will be paid using the above sources of cash. Total Uses should be equal to Total Sources	
Carriage Rides	\$ 700.00 ✓
Snow Machine	\$1,200.00 ✓
Plaques for Window Dressing Contest	\$ 150.00 ✓
Advertising	\$ 150.00 ✓
Printing & Design for Event Brochure	\$1,995.00 ✓
Refreshments for Art Stroll \$660.84 and \$519.84	\$1,180.68 ✓
Southeastern University Shuttle Service for Students	\$ 148.56 ✓
Portable Toilets	\$ 300.00 ✓
Candy Canes for Santa – Distributed to the children	\$ 31.50 ✓
Event Tumblers	\$1,569.52 ✓
<b>Total Uses of Cash</b>	
	<b>\$ 7,425.26</b>
<b>In-kind Contributions:</b> Please estimate the dollar value for all in-kind contributions. Volunteer hours should be calculated at a rate of \$18.77/hr. Please note the number of volunteers and total hours	
102 Event Volunteers x 5 hours = 510 x \$18.77 = \$9572.70	\$9,572.70
12 Promotions Committee Volunteers = 12 x 12 meetings (1 hr. each) = 144 x \$18.77	\$2,702.88
Disposable Trash Containers & Bags – City of Hammond	\$ 400.00
Major Music Sponsor for the "Big Band" Stage	\$2,000.00
Navy Band - Secondary Stage	\$2,000.00
<b>Total Value of In-Kind Contributions</b>	
	<b>\$16,675.58</b>

Final Payment Amount Requested \$     \$1,400    

Signature     Larry J. Smith    

OKAY TO PAY  
 ADS  
 12-22-10