

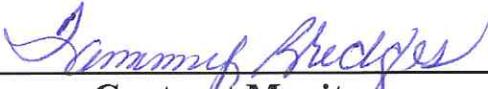
**Office of Lt. Governor  
Department of Culture, Recreation & Tourism  
Funding Agreement Checklist**

**Agency/Program:** DCRT/OCD/Main Street/Arts

**Recipient:** City of Hammond  
# 2 West Thomas Street  
Hammond, LA 70401

- 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                       |  |
|-------------------------------------|--------------------------|--|
| <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

2/7/12  
Date

  
Appointing Authority

2-7-12  
Date

## Final Payment Request

Name of Main Street Community - Hammond

Please complete the final budget for your 2011 Louisiana Main to Main event(s). Photocopies of labeled receipts supporting all expenditures must be attached to this page.

Louisiana Main to Main 2011 Final Budget	
<b>Sources of Cash:</b>	
Main to Main Grant Award	\$4,500.00
<b>Other Sources of Cash- list all other sources of cash funding</b>	
Merchant's Participation	\$1,261.00
Visitor's Participation	\$4,400.00
Merchant's Ads in the Event Brochure	\$ 170.00
<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>\$10,331.00</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	\$ 800.00 ✓
Snow Machine	\$1,200.00 ✓
Plaques for Window Dressing Contest	\$ 85.90 ✓
Advertising	\$2,983.50 ✓
Printing & Design for Event Brochure	\$1,995.00 ✓
Refreshments for Art Stroll \$362.20 and \$456.30	\$ 818.50 ✓
Guests Tumblers for Refreshments	\$1,191.23 ✓
Portable Toilets	\$ 200.00 ✓
Printing – Flyers-Posters-Reflector Safety Signs	\$ 652.84 ✓
ID Wrist Bands	\$ 78.68 ✓
LA Main Street Banners	\$ 327.00 ✓
<b>Total Uses of Cash</b>	<b>\$10,332.65</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	
125 Event Volunteers x 5 hours = 625 x \$18.77 = \$11,731.25	\$11,731.25
27 Promotions Committee Volunteers = 27 x 12 meetings (1 hr. each) = 324 x \$18.77	\$ 6,081.48
Major Music Sponsor for the Stage, Band & Sound	\$ 3,000.00
Navy Band - Secondary Stage –Return Appearance – Signage, Mileage & Food	\$ 1,500.00
<b>Total Value of In-Kind Contributions</b>	<b>\$22,312.73</b>

Final Payment Amount Requested \$ 4,500

Signature

*Larry J. Smith*