

**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
#2 West Thomas Street
Hammond, LA 70401

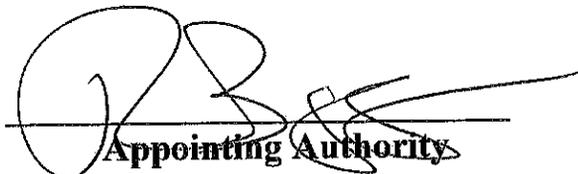
- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program – State General Fund**
 - Line Item Appropriation
 - Letter of Agreement

- | 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

11/21/13
Date


Appointing Authority

11/22/13
Date

**FY13/14 Main to Main Grant
Awarded Amt. \$925.00
Hammond**

I. Budget

Please complete and included this budget form with the Main to Main application. To add a row to any category, place cursor in row and select Table in the toolbar > Insert > Rows Below.

Louisiana Main to Main 2013 Projected Budget	
Sources of Cash:	
Main to Main Grant Requested	\$5,000.00
Other Sources of Cash- list all other sources of cash funding	
Merchant Participation	\$1,615.00
Sale of Guests Wrist Bands	\$2,700.00
Merchants Ads in the Event Brochure	\$750.00
Total from Other Sources- must equal a minimum of 25% of requested grant amount	
Total Sources of Cash	\$10,065.00
Uses of Cash: 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
Event Brochure Design and Printing	\$1,900.00
Advertisements in Local and Regional Publications	\$1,500.00
Snow Making Machine for the Winter Wonderland	\$1,400.00
Refreshment Expenses for Merchants Locations	\$1,180.00
Event Tumblers for Merchant Locations	\$1,300.00
Award Plaque for Starry November Night Theme Window Dressing Winner	\$100.00
Portable Toilets for Visitors	\$425.00
Event Banners, Posters and Signage	\$1,460.00
Total Uses of Cash	\$ 10,065.00
In-kind Contributions: Please estimate the dollar value for all in-kind contributions. Volunteer hours should be calculated at a rate of \$19.06/hr. Please note the number of volunteers and total hours. In-kind contributions may only count for up to 50% of required match amount.	
50 Event Volunteers x 5 hours = 250 x 19.06/hr	\$4,765.00
20 Merchant Promotion Committee – Main Street Members x 12 Meetings(1hr) = 240	\$4,574.40
Clean up and trash bags from the City of Hammond	\$400.00
Stage Sponsor	\$2,000.00
Band Sponsor	\$2,500.00
Total Value of In-Kind Contributions	\$ 14,239.40