

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

Agency/Program: DCRT/OCD/ARTS/MAIN STREET

**Recipient: City of Minden
P. O. Box 580
Minden, LA 71058**

- 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

1/10/12
Date


Appointing Authority

1-10-12
Date

Final Payment Request

Name of Main Street Community Minden

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	
Sources of Cash:	
Main to Main Grant Award	\$4,500.00
Other Sources of Cash- list all other sources of cash funding	
Webster Parish Convention & Visitors Grants	\$4,500.00
Sponsorship	\$ 500.00
Minden Main Street	\$ 15.90
Total from Other Sources- must equal a minimum of 25% of grant award	\$5,015.90
Total Sources of Cash – Must equal “Total from Other Sources” + \$4,500 Grant Award	\$9,515.90
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.	
Advertising: Radio & Newspapers	\$5,638.90
Website & Ad, Card Design Work	\$ 587.50
Copies/Printing/Supplies/Postage	\$ 153.70
Entertainment	\$ 500.00
Post Cards/Business Cards	\$ 370.75
Port O Lets	\$1,190.00
Signs	\$1,075.05
Total Uses of Cash	\$ 9,515.90
In-kind Contributions: 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	
½ Webster Parish Tourism In House Advertising (Travel Host, LA Life, Radio)	\$2,000.00
South End Main to Main Planning Committee (5 volunteers/8months) 22 hrs ea =110 hrs X \$18.77	\$2,064.70
Minden Implementation Committee (6 volunteers) 40 hrs ea = 240 hrs X \$18.77	\$4,504.80
In Kind Advertising Minden Press Herald/KASO Radio	\$2,000.00
Youth Challenge Cadets (12 volunteers) 10 hrs ea – 120 hrs X \$18.77	\$2,252.90
Bands/Musicians 4 hours comp entertainment	\$1,000.00
Total Value of In-Kind Contributions	\$ 13,822.40

Final Payment Amount Requested \$ \$4500.00 Signature _____

OKAY TO
PAY
MDS
12-13-11