

**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 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: *Summer Budget*
Contract Monitor

11/29/13
Date

[Signature]
Appointing Authority

11/22/13
Date

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

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	\$3,750.00
Other Sources of Cash- list all other sources of cash funding	
Sponsorships	\$1,000.00
Webster Parish Convention & Visitors Bureau	\$1,500.00
Vendor Registration Fees	\$2,000.00
Total from Other Sources- must equal a minimum of 25% of requested grant amount	\$4,500.00
Total Sources of Cash	\$8,250.00
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	
Advertising -- newspaper, radio, magazine	\$5,970.00
Posters	\$ 180.00
Design, Printing, rack cards, business cards, post catds	\$ 875.00
Postage	\$ 125.00
Port o lets ½ of 1200.00	\$ 600.00
Music, Entertainment	\$ 500.00
Total Uses of Cash	\$ 8,250.00
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 be used for program expenses.	
Volunteers – 15 volunteers X 24 hours of meetings @ \$19.06/hr	\$ 6,861.60
Newspaper, Radio, TV Free PSA's and Advertising	\$ 3,000.00
Musicians - volunteer	\$ 2,000.00
Sound Equipment – donation of use of equipment and time for set up	\$ 1,000.00
Youth Challenge Cadets – 12 volunteers 10 hrs ea = 120 hours @ \$19.06	\$ 2,287.20
In House Advertising – Webster Parish Tourism	\$ 2,000.00
Total Value of In-Kind Contributions	\$17,148.80