

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

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

Recipient: City of Plaquemine
P. O. Box 675
Plaquemine, LA 70765

- 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:

Summy Bridges
Contract Monitor

3/9/12
Date

Pam Breaux
Appointing Authority

3/9/12
Date

Final Payment Request

Name of Main Street Community PLAQUEMINE

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	
Total from Other Sources- must equal a minimum of 25% of grant award	
Total Sources of Cash – Must equal “Total from Other Sources” + \$4,500 Grant Award	
	\$4,500.00
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.	
Iberville Sign & Design (event signage)	175.00
4 fiber art artists' fee stipend (\$75 each)	✓ 300.00
Iberville Parish School Board (MSA West School Band)	✓ 150.00
Baton Rouge Parents Magazine advertisement	✓ 660.00
Total Uses of Cash	
	\$ 1285
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	
Volunteers: 15 volunteers – 12 months preparation/planning – 8 hours each month	27,030.00
Volunteers – during November – 8 hours each – 40 volunteers	751.00
Postage costs for brochures mailed out with City utility bills (5,000 copies)	2,640.00
City of Plaquemine Quarterly Newsletter design and mail out (5,000 copies)	5,000.00
Site preparation and cleanup, insurance, utilities, special event permit, event staff, In kind by City-Parish-State	4,000.00
Mail out for Depot Market (300 flyers)	132.00
Iberville Parish Governmental quarterly newsletter	6,000.00
City of Plaquemine Webpage Event posting; 500 flyer copies made and distributed	
Plaquemine Lock State Historic Site public information press releases	
Total Value of In-Kind Contributions	
	\$ 39,559

Final Payment Amount Requested \$ ~~4,500~~ ^{1,285}

Signature Kristine Helms

OK'd to PKH
 AWS
 02-08-12