

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

Agency/Program: Office of Cultural Development – Division of the Arts

Recipient: St. Tammany Parish Government

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program RDA|GOS
 - Line Item Appropriation
 - Letter of Agreement

Yes No

- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report every six (6) months?
- Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)
- Has the comprehensive budget been approved by the appointing authority?
- Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?

Signatures:



Contract Monitor

10-13-11

Date



Appointing Authority

10-26-11

Date

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 12 - Information**

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: St. Tammany Parish Government
Address: PO BOX 628
City & State: Covington, LA 70434
Contact Name: **Suzanne Stymiest**
Telephone Number: (985) 898-5243
Fax Number: (985) 898-2798

Program Data:

Arts Grant #: FY12-079
Amount to be Transferred: \$18,171
Funding Source: State Funds/
Beginning Date: July 1, 2011
Ending Date: June 30, 2012

1. Proposed Plan with Detailed Goals and Objectives:

Continue to develop and strengthen our cultural communities and the long term growth of the cultural economies in both parishes. Our goals for the upcoming year are to implement the new community Cultural Plan as adopted in St. Bernard Parish, to continue implementing the St. Tammany Parish Cultural Plan, and to sustain community based organizations during this fiscal crisis.

2. Proposed Performance Measures for the Project:

Performance shall be measured by attendance figures, growth of the arts in St. Tammany and St. Bernard, increased number of available arts experiences, quality of those experiences, increased requests for DAF grants, quality of applications and anecdotal evidence from our arts organizations and individuals in the community. We will also be receiving the results of the 2011 Arts and Economic Prosperity Study.

- 3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal.**
- 4. This project is viable and is operational in accordance with the grant agreement and will serve as the interim report, as required by Act 12.**



Name and Title

William Oiler, CAO

REVISED BUDGET for ATTACHMENT A

Grant: FY2012

Dates: July 1, 2011 - June 30, 2012

Provide a revised budget incorporating the exact grant amount. Unless an amendment is approved, categories in the Final Report Budget will not be allowed to exceed those in this budget.

INCOME

1. Admissions,Memberships,Subscriptions	\$ _____
2. Contracted Services Revenues[workshops,presentations]	\$ _____
3. TOTAL EARNED REVENUE	\$ _____
4. Corporate Support[source]	\$ _____
5. Foundation Support[source]	\$ _____
6. Other Private Support, Fundraising[source]	\$ _____
7. TOTAL CONTRIBUTED REVENUE	\$ _____
8. Federal Government Support[source]	\$ _____
9. Regional Gov't Support[source]	\$ _____
10. State Gov't Support[source]	\$ _____
11. Local/Parish Government Support[source] __ STP government	\$ <u>362,483</u>
12. Local Arts Agency Support	\$ _____
13. TOTAL GOVERNMENT SUPPORT	\$ _____
14. Applicant Cash other than above[source]	\$ _____
15. SUB-TOTAL	\$ _____
16. DAF program_FY11, FY12 split	\$ <u>151,786</u>
17. Other DOA Program Grants (specify)_RDA	\$ <u>18,171</u>
18. Total DOA GRANTS (add lines 16 through 18)	\$ _____
19. TOTAL CASH INCOME	\$ <u>532,986</u>

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ _____	\$ <u>254,088</u>	\$ <u>254,088</u>
21. Salaries/Wages/Benefits-Artistic	\$ _____	\$ _____	\$ _____
22. Salaries/Wages/Benefits-Tech	\$ _____	\$ <u>44,951</u>	\$ <u>44,951</u>
23. Payroll Taxes	\$ _____	\$ _____	\$ _____
24. Professional Services-Artistic	\$ <u>12,000</u>	\$ <u>27,589</u>	\$ <u>39,589</u>
25. Professional Fees and Services	\$ _____	\$ <u>4,000</u>	\$ <u>4,000</u>
26. Production	\$ _____	\$ <u>27,666</u>	\$ <u>27,666</u>
27. Occupancy /Utilities	\$ _____	\$ <u>7,194</u>	\$ <u>7,194</u>
28. Equipment Rental and Mainten.	\$ _____	\$ <u>4,149</u>	\$ <u>4,149</u>
29. Technology and Communication	\$ _____	\$ <u>12,150</u>	\$ <u>12,150</u>
30. Insurance	\$ _____	\$ _____	\$ _____
31. Supplies	\$ _____	\$ <u>9,865</u>	\$ <u>9,865</u>
32. Postage and Shipping	\$ _____	\$ <u>1,000</u>	\$ <u>1,000</u>
33. Marketing	\$ <u>6,171</u>	\$ <u>19,233</u>	\$ <u>25,404</u>
34. Development	\$ _____	\$ _____	\$ _____
35. Travel/Mileage	\$ _____	\$ _____	\$ _____
36. Professional Development	\$ _____	\$ _____	\$ _____
37. Other Expenses	\$ _____	\$ <u>97,929</u>	\$ <u>97,929</u>
38. TOTAL EXPENSES	\$ <u>18,171</u>	\$ <u>514,815</u>	\$ <u>532,986</u>
39. SURPLUS/DEFICIT	\$ _____	\$ _____	\$ _____
40. ACCUMLATED SURPLUS/DEFICIT	\$ _____	\$ _____	\$ _____
41. In-Kind Donations			\$ _____