

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

Agency/Program: Louisiana Serve Commission/Learn & Serve K-12

Recipient: *Caddo Parish School Board/Creating Smiles for the Future.*

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 09KSWLA002
 - 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 type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: *Patrick L. Roque*
Contract Monitor

12-29-10
Date

Appointing Authority

Date

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 7 of 10 (Budget Detail 1)

2010-11 Learn and Serve Budget
 APPROVED: Yes/IR 9-9-10
 AMOUNT: \$ 5000.00
 MATCH (generate/exceed) as per grant app: \$ 5002.00

EF3330	Creating Smiles for the Future Caddo Career & Technology Center		
Budget and Sustainability <i>20% of evaluation</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Salaries <i>(include related benefits, but can not exceed 20% of Learn & Serve Funds)</i>			
Classroom substitute while conducting service-learning program 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
Fall Training Conference (Mandatory Attendance for 1 Coordinator) 2 days x 1 substitute @ \$ 75 rate/day = \$150 <i>(rounded to nearest dollar)</i>	150	0	0
National Service Learning Conference (Optional Attendance for 1 coordinator) 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
1) DEBBIE BOTHEL, GRANT COORDIANTOR, TIME/SUPPLIES	0	0	475
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
<i>Learn and Serve Amounts for Salaries can not exceed 20% of the Total Funding Requested.</i>			
Salaries Sub-Totals	\$150	\$0	\$475
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Purchased Professional & Technical Services <i>(state what consultant is to be used for in the description)</i>			
1) Regina Copeland, dental consultant 8 hrs x \$30.00	0	0	240 330
2) Mike Bothel, construction, 10 hrs. x \$26.00 + mile	0	0	270
3) Jane Igo, research consultant, 7 hrs x \$41	0	0	287

4) Kevin Ypya, graphics for boards, 6 hrs x \$41	0	0	246
5)	0	0	0
Purchased Professional & Technical Services Sub-Totals	\$ 0	\$ 0	-\$1133
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2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 8 of 10 (Budget Detail 2)

EF3330	Creating Smiles for the Future Caddo Career & Technology Center		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Transportation and Other Travel <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
Bus Transportation (transporting students to activity sites) 23 round trips to site @ \$ 30 rate/round trip = \$690 <i>(rounded)</i>	0	0	690
Provide brief details on transporting students to site: CCAA transports children to CCTC			
2010 Fall Training Conference in Baton Rouge (Mandatory)			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Hotel: 2 night(s) @ \$119 per night = \$238	238	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Meals: 2 day(s) @ \$23 per day = \$46 <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	46	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Mileage: 562 mi. round trip to B.R. @ \$52 ⁴⁸ mile = \$270 <i>(rounded)</i>	270	0	0
2011 National Conference (Atlanta, GA) (Optional)			
<i>2011 National Conference (Atlanta, GA) (optional)</i> Registration: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Airfare: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Ground Transportation: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Hotel: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Meals: \$0	0	0	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	0		
Transportation and Other Travel Sub-Totals	\$ 554	\$ 0	\$ 690
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

Other Purchased Services <i>(includes postage, printing and binding)</i>			
1) CCTC Graphic Arts Department, printing handouts	0	0	600
2) CCTC Library, printing & laminating	0	0	125
3) Caddo Career & Tech. Center, use of dental equip.	0	0	300
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 0	\$ 0	\$ 1025

Print this page

Return to INDEX

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 9 of 10 (Budget Detail 3)

EF3330	Creating Smiles for the Future Caddo Career & Technology Center		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Materials and Supplies <i>(Includes books, journals, software and all other items needed for service-learning projects. Equipment costing more than \$300.00 per item MAY NOT be purchased with Learn and Serve grant funds.)</i>			
1) Toothprint material, shipping/handling	600 x \$0.73= \$438.00	438	0 912
2) Test tube/litmus papers (classroom experiments)	11 x \$9.41= \$103.51	104	0 0
3) Infection Control-masks/gloves (student PPE)	10 x \$26.90= \$269.00	269	0 6
4) Infection Control-PDCarewipes & chair covers	5 x \$16.54= \$82.70	83	0 4
5) Bags for dental care kits	10 x \$16.95= \$169.50	170	0 40
6) Toothbrushes (dental care kits)	14 x \$25.20= \$352.80	353	0 50
7) Toothpaste (dental care kits)	14 x \$21.95= \$307.30	307	0 0
8) Flossers (dental care kits)	38 x \$16.50= \$627.00	627	0 0
9) Toothbrushing timers (dental care kits)	12 x \$36.99= \$443.88	444	0 10
10) Scrub jackets (worn during activities)	25 x \$21.99= \$549.75	550	0 0
11) Screen (to project teaching video onto)	1 x \$264.00= \$264.00	264	0 162
12) Portfolio binders, sheet protectors, dividers	50 x \$3.20= \$160.00	160	0 220
13) Portfolio paper and ink for printers	6 x \$57.83= \$346.98	347	0 115
14) Toothrings (prizes for the children)	9 x \$19.99= \$179.91	180	0 0
15)		0	0 0
Materials and Supplies Subtotals		\$ 4296	\$ 0 \$ 1519
Print this page			
Return to INDEX			

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 10 (Budget Detail 4)

EF3330	Creating Smiles for the Future Caddo Career & Technology Center		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Administrative/Indirect Costs <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			250
Budget Summary <i>(recap of pages 7, 8 & 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	150	0	475
Purchased Professional & Technical Services p7	0	0	1043 4433
Transportation and Other Travel p8	554	0	690
Other Purchased Services p8	0	0	1025
Materials and Supplies p9	4296	0	1519
Administrative/Indirect Costs p10 (above)			250
Grand Totals	\$ 5000	\$ 0	5002 \$-5092
	Match Total		\$-5092 \$-5002
Initial Reported Values <i>from p2</i>	\$ 5000		\$-5092 \$-5002
Sustainability Plan			
Provide plans to sustain your service-learning program once this grant has expired. Among the items to be included here are a description of partnerships that are expected to continue and the anticipated support from your school, school board or community that will extend beyond this grant.			
<p>CCTC dental assistant students have been working with Head Start for several years and will continue to do so. We will continue to teach the children good oral hygiene techniques and causes and prevention of dental disease. We will also continue to provide activity and information booklets to the children to take home. Before receiving any grant money the teacher provided personally much of the materials and supplies for the activities.</p> <p>CCTC Graphic Arts Department is committed to continue to do our printing.</p> <p>CCTC Dental Assisting class provided a box of toothbrushes, 3 boxes of flossers, and a box of gloves for the project. Several CCTC dental assistant students personally contributed such items as colors, stickers and printing of special items for their presentations.</p> <p>Dr. Wagner has agreed to continue to supply our toothprint material at his cost.</p> <p>Paterson Dental has agreed to provide us substantial savings for dental supplies/materials.</p> <p>CCTC Drafting class has agreed to continue to help us design, draw and print materials used to make presentation boards and gameboards.</p> <p>Mike Bothel will continue to donate his time, skills and milage to help make items needed for the activities and make necessary repairs to equipment as needed.</p> <p>Local dental offices will donate toothbrushes to give to the teachers as "thank you" items for allowing us to come into their classrooms.</p>			