

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

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

**Recipient:** *Livingston Parish Public Schools / Art Smart*

**Indicate:**

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

09KSWLA002

**Yes    No**

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

**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: \$ 2001.00

MATCH (generate/exceed) as per grant app: \$ 2010.00

LB21312 **Art Smart**  
Albany Upper Elementary

**Budget and Sustainability** 20% of evaluation

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Salaries</b> <i>(include related benefits, but can not exceed 20% of Learn &amp; Serve Funds)</i>			
<b>Classroom substitute while conducting service-learning program</b>			
0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
<b>Fall Training Conference (Mandatory Attendance for 1 Coordinator)</b>			
0 days x 1 substitute @ \$ 0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
<b>National Service Learning Conference (Optional Attendance for 1 coordinator)</b>			
0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
1)	0	0	0
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>			
<b>Salaries Sub-Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Purchased Professional &amp; Technical Services</b> <i>(state what consultant is to be used for in the description)</i>			
1) Framing Artwork (with 50% Discount)	300	0	300
2) Partnership In kind donations from page 6	0	0	1500
3)	0	0	0
4)	0	0	0

5)		0	0	0
	Purchased Professional & Technical Services Sub-Totals	\$ 300	\$ 0	\$ 1800

[Print this page](#)

[Return to INDEX](#)

# 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 8 of 10 (Budget Detail 2)

LB21312	Art Smart Albany Upper Elementary		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Transportation and Other Travel</b> <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
<b>Bus Transportation</b> (transporting students to activity sites) 1 round trips to site @ \$ 106 rate/round trip = <b>\$106</b> <i>(rounded)</i>	106	0	60
Provide brief details on transporting students to site: <b>Students sitevisit Tickfaw State Park/draw from nature</b>			
<b>2010 Fall Training Conference in Baton Rouge (Mandatory)</b>			
Mandatory FALL CONFERENCE in Baton Rouge <b>Hotel: 1 night(s) @ \$119 per night = \$119</b>	0	0	0
Mandatory FALL CONFERENCE in Baton Rouge <b>Meals: 1 day(s) @ \$23 per day = \$23</b> <i>(This amount includes breakfast &amp; dinner. Lunch will be provided the day of the conference)</i>	0	0	0
Mandatory FALL CONFERENCE in Baton Rouge <b>Mileage: <del>140</del><sup>48</sup> mi. round trip to B.R. @ \$<del>52</del><sup>139</sup>/mile = \$67</b> <i>(rounded)</i>	67	0	0
<b>2011 National Conference (Atlanta, GA) (Optional)</b>			
2011 National Conference (Atlanta, GA) (optional) <b>Registration: \$0</b>	0	0	0
2011 National Conference (Atlanta, GA) (optional) <b>Airfare: \$0</b>	0	0	0
2011 National Conference (Atlanta, GA) (optional) <b>Ground Transportation: \$0</b>	0	0	0
2011 National Conference (Atlanta, GA) (optional) <b>Hotel: \$0</b>	0	0	0
2011 National Conference (Atlanta, GA) (optional) <b>Meals: \$0</b>	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		
<b>Transportation and Other Travel Sub-Totals</b>	<b>\$ 173</b>	<b>\$ 0</b>	<b>\$ 60</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

**Other Purchased Services**

*(includes postage, printing and binding)*

1) Printing Calendars from Children's Work	115	0	50
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 115	\$ 0	\$ 50

[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)

LB21312	Art Smart Albany Upper Elementary		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Materials and Supplies</b> <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) Big Bare Books/Childrens story books	80 x \$2.25=\$180.00	180	0
2) Bare Book Plastic Crayons	6 x \$4.00=\$24.00	24	0
3) Bare Book Covers	40 x \$1.25=\$50.00	50	0
4) Cool melt glue gun/sticks	12 x \$3.00=\$36.00	36	0
5) Watercolor Paintsset/Acrylic Tube Paints	32 x \$6.00=\$192.00	192	0
6) Printmaking Ink set	1 x \$52.00=\$52.00	52	0
7) Wonderfoam Sheets (for printmaking10 count packs)	10 x \$5.00=\$50.00	50	0
8) Envoro-Blox Extreme builders sets (for sculptures)	10 x \$7.00=\$70.00	70	0
9) Ethnically Diverse Maskmaking forms set	4 x \$9.50=\$38.00	38	0
10) Watercolor paper (12 sheet tablets)	10 x \$10.00=\$100.00	100	0
11) Japanese Book Binding kit (for Handmade Journals)	1 x \$162.00=\$162.00	162	0
12) Roylco Stand up Self-Portrait Kits	3 x \$13.00=\$39.00	39	0
13) Artist Quality paintbrush sets	10 x \$14.00=\$140.00	140	0
14) 11X14 Canvas Panels	40 x \$1.75=\$70.00	70	0
15) Reeves Stretched Canvas Triple Pack 9X12, 11X14ea	20 x \$10.50=\$210.00	210	0
<b>Materials and Supplies Subtotals</b>	<b>\$ 1413</b>	<b>\$ 0</b>	<b>\$ 0</b>
<a href="#">Print this page</a>			
<a href="#">Return to INDEX</a>			

## 2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 10 (Budget Detail 4)

LB21312	Art Smart Albany Upper Elementary		
<b>Budget and Sustainability</b> <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Administrative/Indirect Costs</b> <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			100
Budget Summary <i>(recap of pages 7, 8 &amp; 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
<b>Salaries p7</b>	0	0	0
<b>Purchased Professional &amp; Technical Services p7</b>	300	0	1800
<b>Transportation and Other Travel p8</b>	173	0	60
<b>Other Purchased Services p8</b>	115	0	50
<b>Materials and Supplies p9</b>	1413	0	0
<b>Administrative/Indirect Costs p10 (above)</b>			100
<b>Grand Totals</b>	<b>\$ 2001</b>	<b>\$ 0</b>	<b>\$ 2010</b>
<b>Match Total</b>		<b>\$ 2010</b>	
<b>Initial Reported Values</b> <i>from p2</i>	<b>\$ 2001</b>	<b>\$ 2010</b>	
<b>Sustainability Plan</b>			
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.			
<b>Art Smart will develop community partnerships with local artists and businesses who will continue to support the school by providing resources and professional services to the art program. The artists will continue to conduct workshops and the construction company will continue to provide supplies and labor as needed. School and parental support will continue to be provided as needed. Consumable art materials will need to be replenished annually.</b>			
<input type="button" value="Print this page"/>			
<input type="button" value="Return to INDEX"/>			