

**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 / Baskets from the Heart*

- 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. Rogee*
Contract Monitor

12-29-10
Date

Appointing Authority

Date

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

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2010-11 Learn and Serve Budget

APPROVED: HR 9-30-10

AMOUNT: \$ 7,000

MATCH (generate/exceed) as per grant app: \$ 7,000

TI24309	Baskets from the Heart Westside Jr. High		
Budget and Sustainability 20% of evaluation			
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 5 days x 1 substitute @ \$60 rate/day = \$300 <i>(rounded to nearest dollar)</i>	0	0	300
Fall Training Conference (Mandatory Attendance for 1 Coordinator) 2 days x 1 substitute @ \$ 60 rate/day = \$120 <i>(rounded to nearest dollar)</i>	20	0	100
National Service Learning Conference (Optional Attendance for 1 coordinator) 3 days x 1 substitute @ \$60 rate/day = \$180 <i>(rounded to nearest dollar)</i>	100	0	80
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>			
Salaries Sub-Totals	\$120	\$0	\$480
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) Food Pantry coordinator	0	0	275
2) Sheriffs Office	0	0	250
3) Local Police Department	0	0	350
4) Mayor	0	0	375

5) Nutritionist/Health Teacher	0	0	100
Purchased Professional & Technical Services Sub-Totals	\$ 0	\$ 0	\$ 1350
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2010-11 Learn and Serve America Grant Application

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TI24309	Baskets from the Heart Westside Jr. High		
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) 0 round trips to site @ \$ 0 rate/round trip = \$0 <i>(rounded)</i>	0	0	0
Provide brief details on transporting students to site:			
2010 Fall Training Conference in Baton Rouge (Mandatory)			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Hotel: night(s) @ \$119 per night = \$	0	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Meals: day(s) @ \$23 per day = \$ <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	0	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Mileage: 125 ⁴⁸ mi. round trip to B.R. @ \$0.52 ^{1.35} /mile = \$65 <i>(rounded)</i>	0	0	65
2011 National Conference (Atlanta, GA) (Optional)			
<i>2011 National Conference (Atlanta, GA) (optional)</i> Registration: \$500	500	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Airfare: \$299	299	0	100
<i>2011 National Conference (Atlanta, GA) (optional)</i> Ground Transportation: \$150	50	0	100
<i>2011 National Conference (Atlanta, GA) (optional)</i> Hotel: \$300	300	0	200
<i>2011 National Conference (Atlanta, GA) (optional)</i> Meals: \$150	75	0	75
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	1224		
Transportation and Other Travel Sub-Totals	\$ 1224	\$ 0	\$ 540
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

Other Purchased Services*(includes postage, printing and binding)*

1) POSTAGE	0	0	20
2) BINDING	0	0	50
3) PRINTING (SCHOOL BOARD ALLOWANCE)	0	0	40
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 0	\$ 0	\$ 110

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2010-11 Learn and Serve America Grant Application

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TI24309	Baskets from the Heart Westside Jr. High		
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) Writing Instruments	400 x \$0.50=\$200.00	100	0
2) Paper (POSTER, CONSTRUCTION, COLORED, ETC.)	260 x \$1.25=\$325.00	200	0
3) Notebooks (JOURNALS) - TAX EXEMPT & DISCOUNTS	275 x \$1.00=\$275.00	225	0
4) Baskets (DISCOUNTS ON BASKETS)	60 x \$5.00=\$300.00	150	0
5) Celebration (DONATIONS)		0	600
6) Classroom Resources (DISCOUNTS FOR INKIND)	20 x \$100.00=\$2,000.00	1400	0
7) Equipment (SOFTWARE, PRINTERS, TECHNOLOGY AS NEED)	25 x \$150.00=\$3,750.00	2700	0
8) Supplies (ink for printer) DISCOUNTS	11 x \$25.00=\$275.00	250	0
9) Supplies (film developing) DISCOUNTS	700 x \$0.19=\$133.00	100	0
10) Supplies (cd/dvd, MEMORY CARDS, ETC.)	15 x \$20.00=\$300.00	200	0
11) Art supplies (markers) DISCOUNTS AND DONATIONS	275 x \$2.00=\$550.00	300	0
12) ART SUPPLIES (CRAYONS) DONATIONS	275 x \$1.00=\$275.00	10	0
13) ART SUPPLIES (SCISSORS) DONATIONS	275 x \$1.00=\$275.00	10	0
14) SUPPLIES (TAPE, GLUE,CARDS, ETC.) DONATIONS	100 x \$2.00=\$200.00	11	0
15)		0	0
Materials and Supplies Subtotals		\$ 5656	\$ 0
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2010-11 Learn and Serve America Grant Application

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TI24309	Baskets from the Heart Westside Jr. High		
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>			350
Budget Summary <i>(recap of pages 7, 8 & 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	120	0	480
Purchased Professional & Technical Services p7	0	0	1350
Transportation and Other Travel p8	1224	0	540
Other Purchased Services p8	0	0	110
Materials and Supplies p9	5656	0	4170
Administrative/Indirect Costs p10 (above)			350
Grand Totals	\$ 7000	\$ 0	\$ 7000
	Match Total	\$ 7000	
	Initial Reported Values from p2	\$ 7000	\$ 7000
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>THE PROGRAM WAS STARTED POST-KATRINA TO ASSIST THE DISPLACED FAMILIES IN THE COMMUNITY. AS THE PROGRAM HAS BEEN AFFILIATED WITH LOUISIANA LEARN AND SERVE, IT HAS GROWN BY LEAPS AND BOUNDS. THIS COMMUNITY PROJECT WILL CONTINUE TO PROVIDE THE LESS FORTUNATE FAMILIES IN OUR AREA AS THEY STRUGGLE WITH NUTRITIONAL NEEDS. THE STUDENTS DONATE NON PERISHABLE FOOD ITEMS TO CREATE BASKETS TO BE DISTRIBUTED BY THE PARTNERS. THIS PROJECT HAS MADE A DIFFERENCE IN MANY WAYS: TEST SCORES, COMMUNITY ASSISTANCE, STUDENTS MAKING A DIFFERENCE WHEN THEY DIDN'T THINK THEY COULD, AND SCHOOL SPIRIT/MORALE FOR THE STUDENTS.</p>			
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