

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

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

Recipient: *St. Tammany Parish School Board / K.I.S.S.*

- 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/FR 9-9-10*
 AMOUNT: \$ 5,000.00
 MATCH (generate/exceed) as per grant app: \$ 5,100.00

IF18093	KISS-Kids Interacting with Seniors Successfully Tchefuncte Middle School		
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	0	0
0 days x 1 substitute @ \$1 rate/day = \$0 <i>(rounded to nearest dollar)</i>			
Fall Training Conference (Mandatory Attendance for 1 Coordinator)	✓100	0	0
1 days x 1 substitute @ \$ 100 rate/day = \$100 <i>(rounded to nearest dollar)</i>			
National Service Learning Conference (Optional Attendance for 1 coordinator)	✓300	0	0
3 days x 1 substitute @ \$100 rate/day = \$300 <i>(rounded to nearest dollar)</i>			
1) Heidi Rhea, teacher	0	0	✓1016
2) Ceres Kitchens, teacher	0	0	✓1016
3) Vicki Schaus-school bookkeeper	0	0	✓100
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	\$400	\$0	\$2132
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) Robert Rhea, Jefferson Health Care administrator	0	0	✓68
2) Deborah Hood, activities Director	0	0	✓100
3) Deborah Roux, occupational therapist	0	0	✓300
4) Betsy Lucas, quilter	0	0	✓200

5) School Photocopying	0	0	300
Purchased Professional & Technical Services Sub-Totals	\$ 0	\$ 0	\$ 968

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)

IF18093	KISS-Kids Interacting with Seniors Successfully Tchefuncte Middle School		
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: 1 night(s) @ \$119 per night = \$119	119	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Meals: 1 day(s) @ \$23 per day = \$23 <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	23	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Mileage: 145⁴⁸ mi. round trip to B.R. @ \$52^{1.46}/mile = \$70 <i>(rounded)</i>	70	0	0
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: \$250	250	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: \$500	500	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>	1250		
Transportation and Other Travel Sub-Totals	\$ 1462	\$ 0	\$ 0
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

Other Purchased Services

(includes postage, printing and binding)

1) Photo Printing	300	0	200
2) Book Printing	20	0	100
3) Postage	25	0	25
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 345	\$ 0	\$ 325

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)

IF18093	KISS-Kids Interacting with Seniors Successfully Tchefuncte Middle School		
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) KISS T shirts	50 x \$8.00=\$400.00	400	0
2) Fleece Blanket material	50 x \$10.00=\$500.00	500	0
3) Writing supplies-cards, paper, envelopes, journals	20 x \$5.00=\$100.00	100	0
4) Lintor publishing items(hardbound books)	7 x \$40.00=\$280.00	280	0
5) Software (Timeliner, PhotoShop)	4 x \$100.00=\$400.00	400	0
6) Arts and crafts items	100 x \$4.00=\$400.00 #500 per folder 100 x \$5.00=\$500.00	400	0
7) Digital Cameras	6 x \$100.00=\$600.00	600	0
8) Folders	100 x \$0.13=\$13.00	13	0
9) Ink Jet Cartridges	4 x \$25.00=\$100.00	100	0
10) Food and Drinks		0	0
11) Calendars, pens and other materials		0	0
12) Frames	100 x \$5.00=\$500.00	0	0
13)		0	0
14)		0	0
15)		0	0
Materials and Supplies Subtotals		\$ 2793	\$ 0
<input type="button" value="Print this page"/>			
<input type="button" value="Return to INDEX"/>			

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 10 (Budget Detail 4)

IF18093	KISS-Kids Interacting with Seniors Successfully Tchefuncte Middle School		
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	400	0	2132
Purchased Professional & Technical Services p7	0	0	968
Transportation and Other Travel p8	1462	0	0
Other Purchased Services p8	345	0	325
Materials and Supplies p9	2793	0	1425
Administrative/Indirect Costs p10 (above)			250
Grand Totals	\$ 5000	\$ 0	\$ 5100
	Match Total	\$ 5100	
Initial Reported Values from p2	\$ 5000	\$ 5000	

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.

KISS-Kids Interacting with Seniors Successfully is a program that can be continued the following year with some modifications, if this grant is not renewed. We would use our PTA grants, donations and classroom funds to replenish some of the consumable items needed to complete projects produced during the year. Parents will continue to support this program by accompanying us on our walks to the nursing home for the bimonthly visits. Guest speakers will be available each year to speak to our classes. We know Heritage Manor will be pleased to have our students continue visiting, interacting and providing handmade items for their residents. At the nursing home, we have gotten many, often emotional, comments from the residents, their family members and staff thanking us for our visits. We know that what we do makes a wonderful impact on the residents. Many parents who accompany us also comment on what a wonderful and meaningful project it is for their child and the seniors. Our principal is very supportive of this project and nominated us for the Superintendent's Award for Citizenship and Character and the Omni Bank Making the Grade Award. We were selected as the winner for both and were showered with praise about our KISS program. The School Board is pleased that we are incorporating so many required GLEs into real life experiences for our fifth graders. We also entered a video contest about our KISS program in the State Farm Service Learning Showcase Multimedia Contest and have been selected the national winner the last two years. People were so impressed by our heartwarming video that the information about the contest was being forwarded to people all over the U.S. Our current students are asking to go to the nursing home this summer and so we will