

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

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

**Recipient:** *Vernon Parish School Board / Learning to Serve, Serving to Learn*

- 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)

UK19758	Learning to Serve; Serving to Learn Evans High School		
Budget and Sustainability <small>20% of evaluation</small>			
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>  3 days x 1 substitute @ \$50 rate/day = \$150 <i>(rounded to nearest dollar)</i>	150	0	0
<b>Fall Training Conference (Mandatory Attendance for 1 Coordinator)</b>  3 days x 1 substitute @ \$ 50 rate/day = \$150 <i>(rounded to nearest dollar)</i>	0	0	150
<b>National Service Learning Conference (Optional Attendance for 1 coordinator)</b>  5 days x 1 substitute @ \$50 rate/day = \$250 <i>(rounded to nearest dollar)</i>	250	0	0
1) INKIND FOR SUBS PROVIDED BY VPSB	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>\$400</b>	<b>\$0</b>	<b>\$150</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
<b>Purchased Professional &amp; Technical Services</b> <i>(state what consultant is to be used for in the description)</i>			
1) Tammy Kay, Photographer	0	0	100
2) FOREST CAPITAL PARTNERS, LLC.	0	0	1000
3) MCMAHON'S NURSERY	0	0	400
4) Speakers, Service to community, recycling, environ	0	0	500

5) Kathy Jarrell, Landscaper	0	0	140
Purchased Professional & Technical Services Sub-Totals	\$ 0	\$ 0	\$ 2140

[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)

UK19758	Learning to Serve; Serving to Learn Evans High School		
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) 3 round trips to site @ \$ 120 rate/round trip = \$360 <i>(rounded)</i>	0	0	360
Provide brief details on transporting students to site: <b>INKIND MATCH PROVIDED BY KATHY JARRELL</b>			
<b>2010 Fall Training Conference in Baton Rouge (Mandatory)</b>			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Hotel: 2 night(s) @ \$119 per night = \$238</b>	0	0	238
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Meals: 2 day(s) @ \$23 per day = \$46</b> <i>(This amount includes breakfast &amp; dinner. Lunch will be provided the day of the conference)</i>	46	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> <b>Mileage: 211 mi. round trip to B.R. @ \$.52/mile = \$101</b> <i>(rounded)</i>	101	0	0
<b>2011 National Conference (Atlanta, GA) (Optional)</b>			
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Registration: \$500</b>	250	0	250
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Airfare: \$350</b>	350	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Ground Transportation: \$150</b>	150	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Hotel: \$400</b>	400	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> <b>Meals: \$200</b>	100	100	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	1250		
<b>Transportation and Other Travel Sub-Totals</b>	<b>\$ 1397</b>	<b>\$ 100</b>	<b>\$ 848</b>
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

<b>Other Purchased Services</b> <i>(includes postage, printing and binding)</i>			
1) Brochure Printing (400 copies)-EVANS SCHOOL	0	0	200
2) Grant Materials Copied-EVANS SCHOOL	0	0	250
3) Poster Making-EVANS SCHOOL	0	0	400
4) INKIND HOTEL FEES OF \$238 PROVIDED BY VPSB	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 0	\$ 0	\$ 850
<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 9 of 10 (Budget Detail 3)

UK19758	Learning to Serve; Serving to Learn Evans High School			
Budget and Sustainability <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) Building materials for picnic tables	6 x \$150.00=\$900.00	900	0	0
2) Plants, Soil, Seeds, Pavers-VERNON PARISH 4-H		1000	0	150
3) ART SUPPLIES for classroom lessons		703	300	100
4) T-Shirts to promote project	60 x \$10.00=\$600.00	600	0	0
5) 4-H Horticulture and Recycling Workbooks	100 x \$2.00=\$200.00	0	0	200
6) Celebration Picnic Food-PARENTS OF STUDENTS	200 x \$5.00=\$1,000.00	0	0	1000
7) Snacks and Prizes-MEADWESTVACO & LOCAL BUSINESSES		0	200	400
8) Storage of materials-EVANS SCHOOL	9 x \$80.00=\$720.00	0	0	720
9) Tool Use for project building-EVANS SCHOOL	9 x \$30.00=\$270.00	0	0	270
10) Service Learning Fair Materials-MEADWESTVACO		0	250	0
11) LINE #3- PAINT, YARN, PLATES, BEADS, CRAYONS		0	0	0
12) LINE #3-FOAM CRAFTS, GLUE, SCISSORS, ETC.		0	0	0
13) LINE #3- CASH-MEADWESTVACO INKIND-PARENTS		0	0	0
14)		0	0	0
15)		0	0	0
<b>Materials and Supplies Subtotals</b>		<b>\$ 3203</b>	<b>\$ 750</b>	<b>\$ 2840</b>
<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)

UK19758	Learning to Serve; Serving to Learn Evans High 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 &amp; 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	400	0	150
Purchased Professional & Technical Services p7	0	0	2140
Transportation and Other Travel p8	1397	100	848
Other Purchased Services p8	0	0	850
Materials and Supplies p9	3203	750	2840
Administrative/Indirect Costs p10 (above)			250
<b>Grand Totals</b>	<b>\$ 5000</b>	<b>\$ 850</b>	<b>\$ 7078</b>
	<b>Match Total</b>	<b>\$ 7928</b>	
<b>Initial Reported Values from p2</b>	<b>\$ 5000</b>	<b>\$ 7928</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.			
<p>The improvement of our school and community will become an ongoing endeavor with the help of the school, school board, and the community. School maintenance funds and a recently passed community bond are currently being used to reface and repair buildings. In addition to repairs, new buildings are going to be built. Once these projects are complete, the school and bond focus will become outdoor beautification which will enhance projects completed with the Learn and Serve grant monies. School funds have been allocated for a five year improvement effort. Clearing and removing of old fences, trees and shrub planting, and pavement repair are a few of the projects included in the five year plan. Other items may be added as identified by the school government committee and beautification team members.</p> <p>School clubs and individual classrooms will be asked to plan one project each year to help our school and community through the promotion of citizenship and beautification. A Clean-up Community Day will be held each year to promote community beautification. 4-H will host a variety of community service activities with focus on school and community improvement. Some classrooms will plant and maintain gardens through our school's science programs.</p> <p>Future grant monies will be used to add additional flowers, shrubs, and trees to our campus, playgrounds, and common areas.</p> <p>Professional training will continue after the grant expires with previously established partners. Students will</p>			