

**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 / The Garden Variety*

- 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"/> | 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)

MQ20202	The Garden Variety GATES Program		
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 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) 3 days x 1 substitute @ \$ 40 rate/day = \$120 <i>(rounded to nearest dollar)</i>	0	0	120
National Service Learning Conference (Optional Attendance for 1 coordinator) 6 days x 1 substitute @ \$40 rate/day = \$240 <i>(rounded to nearest dollar)</i>	0	0	240
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	\$0	\$0	\$360
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) Lamar Salter Technical College (training tools)	0	0	1200
2) Calcasieu Soil and Water (conservation training)	0	0	320
3) BGB Construction (metal training)	0	0	160
4) MeadWestvaco Employees (safety training)	0	500	0

5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 0	\$ 500	\$ 1680
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2010-11 Learn and Serve America Grant Application

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Page 8 of 10 (Budget Detail 2)

MQ20202	The Garden Variety GATES Program		
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) 10 round trips to site @ \$ 50 rate/round trip = \$500 <i>(rounded)</i>	0	0	500
Provide brief details on transporting students to site: Nursing homes, Vernon Council on Aging, Planting sites			
2010 Fall Training Conference in Baton Rouge (Mandatory)			
Mandatory FALL CONFERENCE in Baton Rouge Hotel: 2 night(s) @ \$119 per night = \$238	0	0	238
Mandatory FALL CONFERENCE in Baton Rouge Meals: 2 day(s) @ \$23 per day = \$46 <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	0	0	46
Mandatory FALL CONFERENCE in Baton Rouge Mileage: 350 mi. round trip to B.R. @ \$0.52 ^{.48} /mile = \$168 <i>(rounded)</i>	0	0	168
2011 National Conference (Atlanta, GA) (Optional)			
2011 National Conference (Atlanta, GA) (optional) Registration: \$500	500	0	0
2011 National Conference (Atlanta, GA) (optional) Airfare: \$0	0	0	0
2011 National Conference (Atlanta, GA) (optional) Ground Transportation: \$0	500	0	0
2011 National Conference (Atlanta, GA) (optional) Hotel: \$500	0	0	500
2011 National Conference (Atlanta, GA) (optional) Meals: \$250	250	0	0
Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget	1250		
Transportation and Other Travel Sub-Totals	\$ 1250	\$ 0	\$ 1452
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

Other Purchased Services <i>(includes postage, printing and binding)</i>			
1) Lamar Salter Technical College (storage)	0	0	770
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 0	\$ 0	\$ 770

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2010-11 Learn and Serve America Grant Application

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Page 9 of 10 (Budget Detail 3)

MQ20202	The Garden Variety GATES Program			
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) Cypress wood for projects (DUCK,&BAT BOXES, BEDS)	150 x \$30.00=\$4,500.00	3000	0	1500
2) Items for emergency kits	150 x \$15.00=\$2,250.00	1000	0	1500 1,250
3) Plants for garden beds (ADDITIONAL PLANTS)	100 x \$5.00=\$500.00	500	0	500
4) Paint supplies, nails, etc... (DISCOUNTS/DONATIONS)	150 x \$10.00=\$1,500.00	1500	0	500
5) General supplies, printer ink, jump drives, paper,	50 x \$10.00=\$500.00	500	0	0
6) t-shirts for projects	70 x \$5.71=\$399.70	400	0	0
7) end of year certificates(students and partners)	100 x \$1.00=\$100.00	100	0	0
8)		0	0	0
9)		0	0	0
10)		0	0	0
11)		0	0	0
12)		0	0	0
13)		0	0	0
14)		0	0	0
15)		0	0	0
Materials and Supplies Subtotals		\$ 7000	\$ 0	\$ 4000
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Page 10 (Budget Detail 4)

MQ20202	The Garden Variety GATES Program		
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>			412
Budget Summary <i>(recap of pages 7, 8 & 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	0	0	360
Purchased Professional & Technical Services p7	0	500	1680
Transportation and Other Travel p8	1250	0	1452
Other Purchased Services p8	0	0	770
Materials and Supplies p9	7000	0	4000
Administrative/Indirect Costs p10 (above)			412
Grand Totals	\$ 8250	\$ 500	\$ 8674
	Match Total	\$ 9174	
Initial Reported Values <i>from p2</i>	\$ 8250	\$ 9174	
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>We have a strong partnership training program. This is our eighth year completing service learning projects with many of them. The inkind cash match we recieve from MeadWestvaco for their employee volunteers ranges each year from \$750 to \$2500. This money can be used to complete the same projects; however, they would be a great deal less items completed. We also have the partnerships of the Vernon Parish 4-H program and Calcasieu Soil and Water which donates us materials to uses each year for conservation projects. Our partnership with West Louisiana Dental and Rosepine Family Pharmacy allow us to complete many more emergency disaster kits because of their donations each year of supplies needed. We also receive other supplies needed for the disaster kits from a variety of partners each year.</p>			
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