

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

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

Recipient: *LSU Ag Center / 4H Seeds of Service*

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)

KG18315	Louisiana 4-H Seeds of Service: School Garden Project Louisiana State University AgCenter		
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) 0 days x 1 substitute @ \$ 0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
National Service Learning Conference (Optional Attendance for 1 coordinator) 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
Stipend Requested for Designated Service-Learning Coordinator = \$ 0	0	0	0
1) Service-Learning Coordinator 7% + 34% Benefits	0	9365	0
2) Evaluation Coordinator 5% + 34% Benefits	0	4640	0
3) College Student Worker	900	900	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	\$900	\$14905	\$0
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) 400 Volunteer Hours x \$20.25	0	0	8100
2)	0	0	0

3)		0	0	0
4)		0	0	0
5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 0	\$ 0	\$ 8100

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KG18315	Louisiana 4-H Seeds of Service: School Garden Project Louisiana State University AgCenter		
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: 0 mi. round trip to B.R. @ \$.52/mile = \$0 <i>(rounded)</i>	0	0	0
2011 National Conference (Atlanta, GA) (Optional)			
<i>2011 National Conference (Atlanta, GA) (optional)</i> Registration: \$0	400	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Airfare: \$0	500	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: \$0	250	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>	1150		
Transportation and Other Travel Sub-Totals	\$ 1150	\$ 0	\$ 0
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match

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

1) Grantees Travel to Training (mileage reimbursement)	1100	0	0
2) Grantees Travel to Garden Sites (mileage reimburs)	0	1500	0
3)	0	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 1100	\$ 1500	\$ 0

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KG18315	Louisiana 4-H Seeds of Service: School Garden Project Louisiana State University AgCenter		
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) Junior Master Gardener Curricula	20 x \$35.00=\$700.00	700	0
2) Service-Learning Curricula Resources	20 x \$20.00=\$400.00	400	0
3) Ed Material (Plant Models, Rain Gauges, etc)	20 x \$100.00=\$2,000.00	2000	0
4) Garden Kits (Gloves, Measurement Items, etc)	20 x \$75.00=\$1,500.00	1500	0
5) Garden Equipment (Hoes, Rakes, Tillers, etc)	11 x \$250.00=\$2,750.00	2750	0
6) Garden Mini-Grants to Schools	11 x \$1,000.00=\$11,000.00	11000	0
7) Garden Signs	20 x \$20.00=\$400.00	400	0
8) State Fair & Ag Magic Demonstration Supplies		800	0
9) Presidential Service Awards	500 x \$3.00=\$1,500.00	1500	0
10) State Fair & Ag Magic Teacher Bags with L&S Logo	400 x \$2.00=\$800.00	800	0
11)		0	0
12)		0	0
13)		0	0
14)		0	0
15)		0	0
Materials and Supplies Subtotals		\$ 21850	\$ 0
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KG18315	Louisiana 4-H Seeds of Service: School Garden Project Louisiana State University AgCenter
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Budget and Sustainability *continued*

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>			1250
Budget Summary (<i>recap of pages 7, 8 & 9</i>)			
Salaries p7	900	14905	0
Purchased Professional & Technical Services p7	0	0	8100
Transportation and Other Travel p8	1150	0	0
Other Purchased Services p8	1100	1500	0
Materials and Supplies p9	21850	0	0
Administrative/Indirect Costs p10 (above)			1250
Grand Totals	\$ 25000	\$ 16405	\$ 9350
Match Total		\$ 25755	
Initial Reported Values <i>from p2</i>	\$ 25000	\$ 25000	

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.

When service is integrated into rigorous curriculum and schools give students an opportunity and a framework to reflect on their experience, service-learning becomes a powerful tool for connecting students and their communities. Service-learning is built on partnerships within the school and between the community. The project will bring together a wide range of collaborators; each with a definite role to play and benefits from participation. School administrators play a central role in ensuring that service-learning is at the core of achieving education goals. Service-learning provides an avenue for administrators to connect with their teaching colleagues, students and community. Service-learning has the potential to create safe schools, reconnect the public to public education, address academic learning outcomes, develop a new generation of citizens and reignite the spirit in each teacher. While the school's primary focus is on academic achievement, the project will help schools advance academic outcomes by engaging both students and teachers in a cycle in which learning, action and reflection. Service-learning boosts student engagement and achievement by giving students a chance to see the relevance of their studies. Service involves students in more complicated issues outside the classroom and allows them to put together information they need to gather in order to solve the problem. Because service-learning initiatives are developed locally, they provide schools with the youth voice and project ownership critical to advance sustainability within a service-learning project.

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