

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

Agency/Program: Office of Cultural Development – Division of the Arts

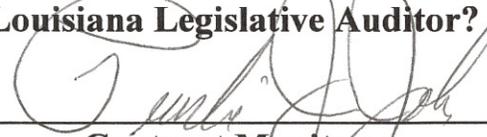
Recipient: Shreveport Regional Arts Council

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program Stabilization
 - Line Item Appropriation
 - Letter of Agreement

Yes No

- Does the agreement include budget worksheet?
- Does the agreement include anticipated uses?
- Does the agreement include estimated duration of the project?
- Does the agreement include goals, objectives, and measures of performance?
- Does the agreement indicate requirement of written progress report every six (6) months?
- Does the agreement notify the recipient of Louisiana Audit Law (R.S.24:513)? (See attached schedule)
- Has the comprehensive budget been approved by the appointing authority?
- Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?

Signatures:



Contract Monitor

12-12-13

Date



Appointing Authority

12/12/13

Date

State of Louisiana

DEPARTMENT OF CULTURE, RECREATION AND TOURISM OFFICE OF CULTURAL DEVELOPMENT - DIVISION OF THE ARTS

GRANT AGREEMENT

Be it known, the State of Louisiana, Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of the Arts (hereinafter sometimes referred to as "State," "Division," or "LDOA"), and the Shreveport Regional Arts Council, 400 Clyde Fant Parkway, Shreveport, LA 71101 (hereafter sometimes referred to as "Grantee" or "RDA") do hereby enter into this agreement under the following terms and conditions.

1. GRANT ACTIVITIES

Grantee hereby agrees to carry out the following activities:

Serve as a Regional Development Agency (RDA) by administering the Stabilization Grant Program for the sub-grantees shown on Attachment C, within the grant period of July 1, 2013 to June 30, 2014, with regrant activity occurring within this grant period. The above activities will be carried out in accordance with the Louisiana Stabilization Grant Program Administrator's Instructions (Attachment A).

2. GRANT AWARD

In consideration of the activities described above, State hereby agrees to pay Grantee a maximum sum of \$92,600.00, conditioned upon the availability of funds appropriated to the Division by the State Legislature or accruing to it from other sources. Of this maximum sum, \$89,600.00 is designated for regrant and \$3,000.00 is allowed for administrative costs. This sum being 100% of allowable costs shown on the budget, per Attachment C, shall be paid in two payments in accordance with the following schedule:

1. First payment of 75% upon receipt of this executed Grant Agreement, submission of Report A (as detailed in Attachment A "RDA Reporting Requirements"), and an original invoice.
2. The final payment of 25% of regrant funds shall be paid upon receipt of an original invoice and Final Report (Report C) as detailed in Attachment A "RDA Reporting Requirements" by **June 2, 2014.**

3. ACKNOWLEDGMENT STATEMENT

The following statement shall be prominently positioned next to the official logo of the Office of Cultural Development/Division of the Arts/Louisiana State Arts Council and shall appear in close proximity to the name of the Grantee organization in ALL publicity, advertising and programs:
"Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development,

Department of Culture, Recreation and Tourism in cooperation with the Louisiana State Arts Council, and administered by Shreveport Regional Arts Council. Funding has also been provided by the National Endowment for the Arts. Art Works. " Additional crediting statements may be added.

4. REGULATIONS

The Grantee will do all work in accordance with the current editions of the Louisiana Stabilization Grant Program Administrator's Instructions (Attachment A), Stabilization Grant Program Guidelines (Attachment B), and with the applicable federal audit requirements set forth in OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations"; federal administrative requirements set forth in either OMB Circular A-102 "Grants and Cooperative Agreements with State, Local and federally-recognized Indian Tribal Governments" or Title 2 in the Code of Federal Regulations (2 CFR) PART 215 "Uniform Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"; and the federal cost principles set forth in 2 CFR PART 230 "Cost Principles for Non-Profit Organizations", 2 CFR PART 220 "Cost Principles for Educational Institutions", or 2 CFR PART 220 "Cost Principles for State, Local and Indian Tribal Governments" shall be used to determine the applicability of costs accrued and to confect all required statements and reports. The Grantee is hereby required to maintain and submit evidence of compliance with federal procurement procedures.

5. AMENDMENTS

Any amendment shall be valid only when requested by the Grantee in writing and approved by the State. Notification of approval or rejection of the requested amendment will be sent to Grantee.

6. ORDER OF PRECEDENCE CLAUSE

In the event of any inconsistent or incompatible provisions, this signed Grant Agreement (excluding the Louisiana Stabilization Grant Program Administrator's Instructions and the Stabilization Grant Program Guidelines) shall take precedence, followed by the provisions of the Louisiana Stabilization Grant Program Administrator's Instructions, the Stabilization Grant Program Guidelines, and then by the Stabilization Grant Application.

7. ANTI-DISCRIMINATION

The Grantee agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and the Grantee agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The Grantee agrees not to discriminate in its employment practices, and will render services under this Grant Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Grant Agreement.

8. WORKPLACE

The Grantee agrees to provide a drug-free workplace according to the U.S. Department of the Interior's Drug-Free Workplace Requirements.

9. ANTI-LOBBYING

No part of the money appropriated by any enactment of the legislature shall in the absence of express authorization by the legislature, be used directly or indirectly to pay for personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device intended or designed to influence in any manner a legislator, to favor or oppose, by vote or otherwise, any legislation or appropriation by the legislature, whether before or after the introduction of any bill or resolution proposing such legislation or appropriation, but this shall not prevent officers or employees of the State or any public entity from communications to members of the legislature on the request of any member of the legislature, through the proper official channels, requests for legislation or appropriation which they deem necessary for the efficient conduct of the public business.

10. TERMINATION FOR CAUSE

The State may terminate this Grant Agreement for cause based upon the failure of the Grantee to comply with the terms and/or conditions of the Grant Agreement; provided that the State shall give the Grantee written notice specifying the Grantee's failure. If within thirty (30) days after receipt of such notice, the Grantee shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Grantee in default and the Grant Agreement shall terminate on the date specified in such notice. The Grantee may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Grant Agreement; provided that the Grantee shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

If the Grant Agreement is terminated for cause, the State will issue a letter of termination to the Grantee. To the extent Grantee has already received funds, Grantee shall repay the State the amount specified in the letter of termination by the State and in accordance with terms set forth by the State. If the Grantee fails to repay the State within thirty (30) days after receipt of such notice, the State will initiate recoupment procedures.

11. TERMINATION FOR CONVENIENCE

Either party may terminate the Grant Agreement at any time by giving thirty (30) days written notice to the other party. The Grantee shall be entitled to payment for activities in progress and for those

expenses that have been incurred by the Grantee prior to receipt of the notice to terminate this Grant Agreement, that cannot be cancelled, and are designated in the Budget as expenses that would be funded through the Grant Agreement described herein, to the extent work has been performed satisfactorily.

12. DOCUMENTATION

Upon completion of this Grant Agreement, or if terminated earlier, all records, reports, worksheets, documents or any other materials related to this Grant Agreement shall become the property of the State. The Grantee must keep all materials for a minimum of three years following the termination date of this Grant Agreement.

13. AUDITING

It is hereby agreed that the Legislative Auditor of the State of Louisiana, and /or the Office of the Governor, Division of Administration auditors and/or the Department of Culture, Recreation and Tourism auditors shall have the option of auditing all accounts of Grantee that are related to this Grant Agreement.

La. R.S. 24:513(A)(1)(b)(iv) defines a quasi public agency or body as “Any not-for-profit that receives or expends any local or state assistance in any fiscal year. Assistance shall include grants, loans, transfers of property, awards, and direct appropriations of state or local funds.”

La. R.S. 24:513(H)(2)(a) states that the Grantee “shall designate an individual who shall be responsible for filing annual financial reports with the legislative auditor and shall notify the legislative auditor of the name and address of the person so designated.”

Pursuant to La. R.S. 24:513(J)(1)(c), the financial statements of the Grantee shall be audited as follows:

Amount received in revenues and other sources in any one fiscal year	Audit requirements
\$50,000 or less	Not required to have an audit but must file a certification with the legislative auditor indicating it received \$50,000 or less in funds for the fiscal year.
More than \$50,000 but less than \$200,000	Cause to be conducted an annual compilation of its financial statements, with or without footnotes, in accordance with the Louisiana Governmental Audit Guide. At the discretion of the legislative auditor, may require an audit of its books and accounts.
\$200,000 or more but less than \$500,000	Cause to be conducted an annual review of its financial statements to be accompanied by an attestation report in accordance with the

Grant #FY14-014
Program: STABILIZATION

Dates: July 1, 2013 – June 30, 2014
Amount: \$92,600.00

	Louisiana Governmental Audit Guide. At the discretion of the legislative auditor, may require an audit of its books and accounts.
\$500,000 or more	Annual audit.

The Grantee is notified that no funds appropriated under Act 14 of the 2013 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State of Louisiana unless the entity executes an agreement or contract and submits to the Division for approval a Comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The Division shall submit the Grant Agreement, the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

14. TAXES

The Grantee hereby agrees that the responsibility for payment of taxes from the funds thus received under this Grant Agreement and/or legislative appropriation shall be said Grantee's obligation and identified under Federal tax identification number 72-0805661.

15. ASSIGNMENT OF INTEREST

The Grantee shall not assign any interest in this Grant Agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Grantee from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of such assignment or transfer shall be furnished promptly to the State.

16. REPORTING

The Grantee shall submit a Final Report (Report C) upon completion of all activities specified in this Grant Agreement, but no later than June 2, 2014. The Final Report shall be submitted using the *Online Database for the DAF/Stabilization Program* provided by the LDOA. The Final Report requires complete documentation of all expenses, a full review and evaluation of the project, and proof the acknowledgment statement was included in all publicity, advertising and programs.

The Grantee agrees to provide information outlined in the Louisiana Stabilization Grant Program Administrator's Instructions (Attachment A).

17. CANCELLATION

The Grantee shall be liable for all grant funds not used in accordance with the terms and conditions of this Grant Agreement and the approved budget. If the Grantee is unable to perform the services agreed to, the Grantee shall so notify the Division in writing before the expiration date of said services and thereby acknowledge the automatic cancellation of the grant, unless such notification contains a request for an amendment as provided.

18. ADMISSION

In order to provide members of the Louisiana State Arts Council, the Division's staff, and appropriate Advisory panel members an opportunity to report and appraise the caliber of activities supported by Division funds, sub-grantees shall be required to admit, without charge, said individuals to such activities. Grantee must notify its sub-grantees of this requirement.

19. DATES OF AGREEMENT

This Grant Agreement shall begin on July 1, 2013 and shall terminate June 30, 2014.

20. RELEASE

The Grantee shall indemnify and save harmless the State against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of any negligent act or omission, operation or work of the Grantee, his agents, servants, or employees while engaged upon or in connection with services required or performed by the Grantee hereunder.

21. PENALTIES

If the Division determines that the Grantee has failed to comply with the agreements and/or conditions set forth herein, the Grantee may become ineligible to receive any remaining payments under this Grant Agreement and/or receive any new grants from the Division during the first complete grant year following the determination of non-compliance. Subsequent failure of Grantee to meet the Division's requirements for the timely and appropriate resolution of non-compliance findings and recommendations may result in legal action. If the Grantee defaults on this Grant Agreement, breaches the terms of this Grant Agreement, or ceases to do business, it shall be required to repay funds to the Division, in accordance with the terms set by the Division.

Grant #FY14-014
Program: STABILIZATION

Dates: July 1, 2013 – June 30, 2014
Amount: \$92,600.00

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the date herein above written.

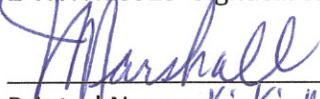
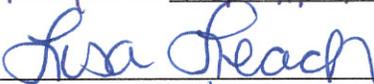
For GRANTEE

2 WITNESSES' Signatures


Printed Name Vickie Marshall

Printed Name Lisa Leach

2 WITNESSES' Signatures

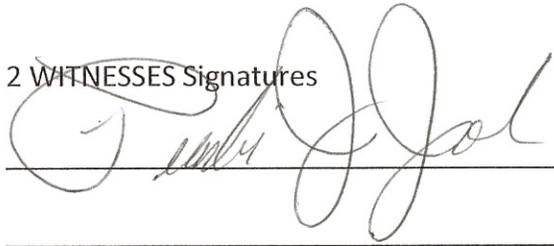

Printed Name Vickie Marshall

Printed Name Lisa Leach

For STATE

2 WITNESSES' Signatures



2 WITNESSES Signatures



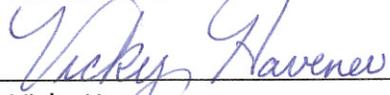
Grantee Signatures

Regional Development Agency
Executive Director

Sign: 

Print: Pam Atchison
Date: 11/01/2013

Regional Development Agency
Chief Financial Officer

Sign: 

Print: Vicky Havner
Date: 11/01/2013

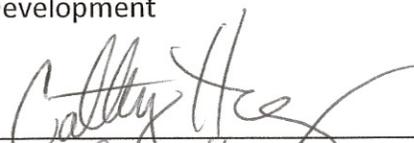
Assistant Secretary

Office of Cultural Development


Print: Pam Bradley
Print: Pam Bradley
Date: 12/12/13

Executive Director

Division of the Arts/Office of Cultural
Development



Print: Cathy Hernandez
Date: 12/13/13

ATTACHMENT A

FY 2014 – 2015 LOUISIANA STABILIZATION GRANT PROGRAM ADMINISTRATOR'S INSTRUCTIONS

INTRODUCTION

The Louisiana Division of the Arts Stabilization Program seeks to support nonprofit 501(c)3 arts organizations that help to create, present, and preserve the various unique arts resources that make up Louisiana. The Stabilization Grant Program provides grants to arts organizations that have made an impact locally, statewide, regionally, nationally, or internationally. Stabilization grants provide general operating funds in three funding tiers. They are **(1) Institution**, **(2) Advancement**, and **(3) Entry**. Applicants compete within their funding tier. The applicant need only apply every other year. Grant Agreements will be issued yearly dependent upon sub-grantees compliance with the Stabilization Grant Program and the availability of funds.

Stabilization grant funds are disbursed from LDOA to the Regional Development Agencies (RDA's), which in turn regrant those dollars to applicants in their service area. A Community Development Coordinator (CDC) is identified by the RDA and it is that person's duty to administer the Stabilization program for that RDA.

GOALS AND OBJECTIVES

- Strengthen the infrastructure of the arts industry
- Celebrate Louisiana's diverse artistic tapestry
- Invest in nonprofit arts organizations to maintain authenticity and uniqueness of their communities
- Increase in-state purchasing of Louisiana cultural products and services by Louisiana residents and businesses
- Develop, stabilize, and maintain the producers and presenters of Louisiana's arts industries and products
- Create and nourish artists of the future and the audiences for those artists

ROLES AND RESPONSIBILITIES

Regional Development Agency

LDOA will grant 100% of the region's Stabilization allocation based on the Louisiana State Arts Council recommendations to the RDA. The RDA should exercise effective fiscal control and accountability using generally accepted accounting procedures and appropriate OMB Circulars.

The RDA has the following responsibilities for each of the Stabilization sub-grantees, including but not limited to:

- Communicate to all Stabilization sub-grantees in the region the protocol for grant administration for FY14 and FY15.
- Provide technical assistance to sub-grantees regarding grants management.
- Participate in training and continuing education provided by LDOA.
- Act as a liaison between the LDOA and the sub-grantees.
- Oversee the financial reporting and efficacy of the Stabilization sub-grantee.
- Provide a written evaluation of the Stabilization Program including strengths and weaknesses, areas of concern and general recommendations in the Final Report for the grants cycle as well as any interim reports requested by the LDOA.

LDOA Support & Training

It is the responsibility of the LDOA to provide the following:

- Training to RDA's and CDC's
- Information on organizations and contacts within their region that have contacted the LDOA
- Sample documents relative to the administration of this program (applications, guidelines, final report forms, administrator's manuals, etc.)
- RDA's letters and grant agreements reconfirming status as RDA's annually
- The Division of the Arts logo on web at <http://www.crt.state.la.us/arts/Grantmanagement.aspx#Logos>
- Site visits as needed
- Reports on the impact of the program from statewide reporting information supplied by the RDA's
- A primary contact on staff to act as **Community Development Director**, available to answer RDA sub-granting questions, and coordinate policy changes or other program information

In-service training may be required for the RDA Executive Directors or their designees. In addition, board presidents, CDC's, and any other RDA staff may attend LDOA training sessions. Topics may include:

- Grants program administration and management
- Non-profit organizational structure
- Grantsmanship/final reports
- Fiscal accountability

Technical assistance to potential applicants will be primarily the responsibility of the CDC's. LDOA Program staff is available to the CDC's to provide advanced technical assistance.

PROCESS AND PROCEDURE

Payments to RDA:

The RDA will receive two payments from the Division upon receipt of an original invoice and reports as required by the RDA Stabilization Grant Agreement as follows:

1. **August/September:**

75% of regrant dollars upon receipt of signed Grant Agreement, Report A, and original invoice

2. **June/July:**

25% of regrant dollars upon receipt of original invoice and Final Report (Report B)

Funding is contingent on the availability of funds appropriated by the Louisiana Legislature to the LDOA, ratification by the State Arts Council, and mid-year budget cuts.

The Stabilization Program Fiscal Year is July 1, 2013 to June 30, 2014. All regrant projects must occur within this time period.

RDA Reporting Requirements:

The RDA must submit the following information in the official *Online Database for the DAF/Stabilization Program*, <http://www.crt.state.la.us/arts/daf>, by the dates specified:

1. Submit Report A - On or before **September 30, 2013** the RDA will submit the Grant Agreement to LDOA with the first payment invoice and the *Online Database for the DAF/Stabilization Program* provided by LDOA with the following fields as related to the sub-grantees completed:
 - a. Grant Category
 - b. Fiscal Year
 - c. Parish
 - d. Grant Number
 - e. Region
 - f. Applicants Names and Contact Information
 - g. House, Senate, US Congress District
 - h. Grant Requested
 - i. Project Title and Description
 - j. Project Activity Dates
 - k. Application Discipline
 - l. Target Audience
 - m. Status

- n. Application Institution Type
 - o. Application Ethnic Make-up
 - p. Federal Employer ID
 - q. Grant Awarded
 - r. Rank
 - s. Total Projected Expenses/Organization Budget
 - t. Project Activity
 - u. Project Discipline
 - v. Project Type
 - w. Target Audience Ethnicity
 - x. Number of Individuals Benefiting
 - y. Number of Artists Employed
 - z. Amount Paid to Artists
 - aa. Number of Performances
 - bb. Number of Residency Activities
 - cc. Number of Schools Participating
 - dd. Number of Artists Participating
 - ee. Number of Full-Time Staff
 - ff. Number of Part-Time Staff
 - gg. Number of Contracted Staff
 - hh. Number of Volunteers
 - ii. Arts Education Level
2. Submit Report B (Financial Documentation/First Payment) – On or before January 15, 2014 the RDA must submit copies of cancelled checks for the first payments to the Stabilization sub-grantees and complete the *Online Database for the DAF/Stabilization Program* provided by LDOA with the following fields as related to the sub-grantees:
- a. Payment amount
 - b. Payment date
 - c. Payment check number
3. Submit Report C (Final Report - Financial Documentation/Final Payment) - On or before **June 2, 2014** the RDA must complete any amended changes to the *Online Database for the DAF/Stabilization Program* provided by LDOA and submit the Amendment Statement provided by LDOA. The Final Report form will be provided to the RDA's by February 3, 2014. The RDA must submit copies of cancelled checks for the final payments to the Stabilization sub-grantees and complete the *Online Database for the DAF/Stabilization Program* provided by LDOA with the following fields as related to the sub-grantees:
- a. Payment amount
 - b. Payment date

- c. Payment check number

REGRANT PROCESS AND PROCEDURE

Application Process

1. The RDA's primary responsibility is the process of regranting state of Louisiana tax dollars to Stabilization sub-grantees who have been identified and approved by the Louisiana State Arts Council under the FY14 and FY15 Stabilization Guidelines.
2. The LDOA will provide a base set of guidelines, evaluation criteria, application forms, grant agreements and final report forms to be used statewide. **Any changes, additions, deletions, or amendments to these standard guidelines MUST be approved in writing from the LDOA prior to distribution by the RDA.**
3. The RDA shall provide technical assistance and grants management to Stabilization sub-grantees. CDC should be available to constituents to provide individual consultations with applicants to assist with Stabilization grant agreements and final reports.

Funding Decisions

The Louisiana State Arts Council has approved recommendations made by the LDOA panels for the Stabilization Program for FY14 and FY15. If a sub-grantee does not meet the guidelines/grant agreement requirements, the LDOA will determine if funding will be revoked or suspended for that sub-grantee. Funding is always contingent on the LDOA's allocation from the state Legislature. If mid-year cuts are instituted, LDOA will determine how the cuts are distributed among the Stabilization sub-grantees.

Panel scores and comments can be provided to the Stabilization sub-grantee by the LDOA staff.

Grant Agreements

An award letter and grant agreement should be mailed or emailed to all awarded sub-grantees no later than the first business day in September. Sub-grantees must submit a signed grant agreement before any Stabilization funds will be disbursed. The approved budgets as well as the original application are considered part of the grant agreement. If the sub-grantee has not executed (signed and returned) the grant agreement within 60 days of the date of mailing, the award will be revoked and reallocated.

To request a change in the grant activity, sub-grantees must contact the RDA's CDC. A written request for amendment and a revised budget to the original grant agreement must be approved by the RDA before any changes to the activity can occur.

Crediting

RDA's are required to credit the Louisiana Division of the Arts\Louisiana State Arts Council as a funding source in printed public material. In addition, each sub-grantee must give credit for grant supported activities in all publicity, advertising, and printed programs by including this credit line:

Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts Council, and as administered by Shreveport Regional Arts Council. Funding has also been provided by the National Endowment for the Arts. Art Works.

The LDOA logo can be downloaded at
<http://www.crt.state.la.us/arts/Grantmanagement.aspx#Logos>

Compliance Procedures

To help ensure that sub-grantees have the best possible opportunity to successfully implement and to account for their projects according to the guidelines of the Stabilization Program, the RDA's should take steps to communicate to sub-grantees what the Stabilization Program expects of them concerning cash flow management, final reporting, and project documentation.

Final reports with documentation from sub-grantees will be due to the RDA by May 1, 2014.

Redistribution Policy

The RDA should make every effort to distribute annually all allocated Stabilization funds to sub-grantees. Notification of all unallocated funds must be communicated to the LDOA no later than May 1, 2014. Final payments may be adjusted to reflect unallocated funds.

Penalties for Non-Compliance

If the LDOA determines that the Grantee has failed to comply with the terms and/or conditions of the grant agreement, the Grantee may become ineligible to receive any remaining payments under the agreement and/or receive any new grants from LDOA during the first complete grant year following the determination of non-compliance.

Subsequent failure of Grantee to meet the LDOA's requirements for the timely and appropriate resolution of non-compliance findings and recommendations may result in legal action. If the Grantee defaults on the agreement, breaches the terms of the agreement, or ceases to do business, it shall be required to repay funds to LDOA, in accordance with the terms set by the LDOA.

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For grantee's determined non-compliant more than once in a five year period, continued eligibility will be addressed by the Executive Director of the LDOA on a case by case basis after reviewing the reasons for non-compliance and any mitigating factors.

Grantees returning to the program after non-compliance will be required to submit a current IRS form 990 and audit with their application.

ATTACHMENT B

Stabilization Grant Program Guidelines

(Attached PDF)

Grant #FY14-014
 Program: STABILIZATION

Dates: July 1, 2013 – June 30, 2014
 Amount: \$92,600.00

ATTACHMENT C

SHRAC - Region 7

ENTRY					
App Number	Organization	City	RDA	Award	Grant Administration
ST0019	Bossier Arts Council	Bossier City	SHRAC	\$ 4,950.00	\$ 300.00
ST0027	North Central LA Arts Council	Ruston	SHRAC	\$ 4,050.00	\$ 300.00
ST0064	Theatre of the Performing Arts of Shreveport	Shreveport	SHRAC	\$ 3,600.00	\$ 300.00

ADVANCEMENT					
App Number	Organization	City	RDA	Award	Grant Administration
ST0026	Shreveport Opera	Shreveport	SHRAC	\$ 9,000.00	\$ 300.00
ST0002	Shreveport Metropolitan Ballet	Shreveport	SHRAC	\$ 7,000.00	\$ 300.00
ST0015	Little Theatre of Shreveport	Shreveport	SHRAC	\$ 7,000.00	\$ 300.00
ST0012	The Strand Theatre of Shreveport	Shreveport	SHRAC	\$ 6,000.00	\$ 300.00

INSTITUTION					
App Number	Organization	City	RDA	Award	Grant Administration
ST0013	Red River Revel, Inc.	Shreveport	SHRAC	\$18,000.00	\$ 300.00
ST0079	Red River Film Society Inc.	Shreveport	SHRAC	\$12,000.00	\$ 300.00
ST0044	Shreveport Symphony Orchestra Inc.	Shreveport	SHRAC	\$18,000.00	\$ 300.00

Total \$89,600.00 \$ 3,000.00

Grant #FY14-014
Program: STABILIZATION

Dates: July 1, 2013 – June 30, 2014
Amount: \$92,600.00

ATTACHMENT D

Stabilization Sub-Grant Applications



SHREVEPORT REGIONAL ARTS COUNCIL

Request for First Payment (1) - Stabilization

Sandi Kallenberg CHAIRMAN
Henry Price PRESIDENT
John Albritton VICE PRESIDENT
Bruce Allen VICE PRESIDENT
Susan B. Muse TREASURER
Janie Samuels SECRETARY

Linda B. Goldsberry ARTSPACE CHAIRMAN
O. Delton Harrison, Jr. PRESIDENT EMERITUS
Joe Kane ARTSPACE PRESIDENT
Jodie Glorioso PUBLIC ART
Anil Chhabra AT LARGE
Pam Atchison EXECUTIVE DIRECTOR

TO: Division of the Arts
P.O. Box 44247
Baton Rouge, LA 70804
FROM: Shreveport Regional Arts Council
801 Crockett Street, Shreveport, LA 71101
RE: Grant #FY14-014
\$92,600.00

This is to request the first payment for the above-mentioned grant in the amount of \$69,450.00 for the 2013-2014 grant years.

It is understood that this is the first of two payments to be paid by the Division of the Arts. The check is to be sent to the above address.

It is also understood that these funds will be expended between July 1, 2013 and June 30, 2014. Funding is conditioned upon the availability of funds appropriated to the State by the Legislature or accruing to the State from other sources.

I hereby agree to submit to the State a written Supplemental Final Report no later than the close of business on June 2, 2014.

Shreveport Regional Arts Council

Signature [Handwritten Signature]
Printed Name Pam Atchison
Title Executive Director
Date 11/11/13
Division of the Arts
Signature [Handwritten Signature]
Printed Name Kelly Pepper
Title Director of Org. Services
Date 12/12/13

Signature [Handwritten Signature]
Printed Name Vickie Marshall
Title Community Development Director
Date 11/11/13
Signature [Handwritten Signature]

Signature [Handwritten Signature]
Printed Name Pearl J. Johnson
Grants Manager
Date 12-12-13

LaSonia Ashley
Waynette Ballengee
Marjorie Briley
Jay Covington
Leon Emanuel
Ilene Fraser
Margaret Furrh-Green
Mike Green
Roy & Nelva Griggs
Stewart Hamel
Charlton Holmes
Heidi Kallenberg
Daryl Mitchell
Peter Moncrief
Jerry Nelson
John Peak
June Phillips
Bill Sharp
Stephen White
EX-OFFICIO MEMBERS
Carlos Colon
Angelique Feaster
Michael Graham
Shelly Ragle-Stone

Act 14 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Shreveport Regional Arts Council
Address: 801 Crockett Street
City & State: Shreveport, LA 71101
Contact Name: Pam Atchison
Telephone Number: 318.673.6500
Fax Number: 318.673.6515

Program Data:

Arts Grant #: FY14-014
Amount to be
Transferred: \$92,600.00
Funding Source: State Funding - Stabilization
Beginning Date: July 1, 2013
Ending Date: June 30, 2014

1. Proposed Plan with Detailed Goals and Objectives:

As the Regional Development Agency of Region 7, Shreveport Regional Arts Council will administer the Louisiana Division of the Arts Stabilization Program to support nonprofit 501(c)3 arts organizations that help to create, present, and preserve the various unique arts resources that make up Louisiana. The Stabilization Grant Program provides grants to arts organizations that have made an impact locally, statewide, regionally, nationally, or internationally. Stabilization grants provide general operating funds in three funding tiers. They are **(1) Institution, (2) Advancement, and (3) Entry**. Applicants compete within their funding tier. The applicant need only apply every other year. Grant Agreements will be issued yearly dependent upon sub-grantees compliance with the Stabilization Grant Program and the availability of funds.

Shreveport Regional Arts Council will regrant stabilization dollars to applicants in Region 7. The Community Development Coordinator (CDC) will administer the Stabilization program for that RDA in accordance with the policy set in place by the LDOA.

GOALS AND OBJECTIVES

- Strengthen the infrastructure of the arts industry
- Celebrate Louisiana's diverse artistic tapestry
- Invest in nonprofit arts organizations to maintain authenticity and uniqueness of their communities
- Increase in-state purchasing of Louisiana cultural products and services by Louisiana residents and businesses
- Develop, stabilize, and maintain the producers and presenters of Louisiana's arts industries and products
- Create and nourish artists of the future and the audiences for those artists

2. Proposed Performance Measures for the Project:

Performance measures for the Stabilization process will include, project evaluations through site visits, final reporting, documenting projects and programs in accordance with approved grants. Stabilization Grantees will also benefit from participating in our Online Organization Capacity Survey that will further assess organizations needs as they develop programming in each parish in Northwest Louisiana.

3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal.

4. This project is viable and is operational in accordance with the grant agreement and will serve as the interim report, as required by Act 14.

Shreveport Regional Arts Council
Pam Atchison, Executive Director
Grantee's Name and Title

REVISED BUDGET

Organization: Shreveport Regional Arts Council

Grant: FY2014

Dates: July 1, 2013 - June 30 - 2014

Provide a revised budget incorporating the exact grant amount. Unless an amendment is approved, categories in the Final Report budget will not be allowed to exceed those in this budget.

INCOME

1	Admissions, Memberships, Subscriptions	125,630
2	Contracted Services Revenues [workshops, presentations]	360,230
3	TOTAL EARNED REVENUE	485,860
4	Corporate Support [Citizens National Bank, Community Trust Bank, BHP Billiton, LA Lottery, SWEPCO]	308,250
5	Foundation Support [Community Foundation, Phillips, Chase Foundation, EFA, Beard, ArtPlace]	950,400
6	Other Private Support, Fundraising [Individual Donors]	419,445
7	TOTAL CONTRIBUTED REVENUE	1,678,095
8	Federal Gov't Support [NEA]	270,000
9	Regional Gov't Support [source]	-
10	State Gov't Support [source]	-
11	Local/Parish Gov't Support [Caddo Parish School Board, City of Shreveport, Caddo Parish]	642,400
12	Local Arts Agency Support	
13	TOTAL GOVERNMENT SUPPORT	912,400
14	Applicant Cash other than above [source]	
15	SUB-TOTAL	3,076,355
16	DOA Stabilization	61,055
17	Other DOA program grants (DAF) (Stabilization Admin)	218,632
18	Total DOA GRANTS	279,687
19	TOTAL CASH INCOME	3,356,042

EXPENSES (this grant only)	DOA Grant	Cash Match	TOTAL
20 Salaries/Wages/Benefits - Adm			646,825
21 Salaries/Wages/Benefits - Artistic			221,240
22 Salaries/Wages/Benefits - Tech			40,000
23 Payroll Taxes			62,373
24 Professional Services - Artistic			936,130
25 Professional Fees and Services			259,580
26 Production			314,565
27 Occupancy/Utilities			2,600
28 Equipment Rental and Maintenance			57,250
29 Technology and Communications			15,300
30 Insurance			48,240
31 Supplies			18,500
32 Postage and Shipping			23,500
33 Marketing			120,850
34 Development			-
35 Travel/Mileage			80,170
36 Professional Development			5,400
37 Other Expenses			503,006
38 TOTAL EXPENSES	-	-	3,355,529
39 SURPLUS/DEFICIT			513
40 ACCUMULATED SURPLUS/DEFICIT			
41 In-kind Donations			