

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

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

**Recipient:** Acadiana Symphony Association

- 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

10/28/11  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Appointing Authority

10-31-11  
\_\_\_\_\_  
Date

**REVISED BUDGET for ATTACHMENT A**

**Grant:** FY12-009 ST

**Dates:** July 1, 2011 – June 30, 2012

**Grantee:** Acadiana Symphony Association

**Amount:** \$10,000

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.

**CASH INCOME (this program only)**

1. Admissions,Memberships,Subscriptions_____	\$175,550
2. Contracted Services Revenues[workshops,presentations] _____	\$0
3. Other Revenues[list source]_____	\$0
4. Corporate Support[source]Moss Motors, Dunns Designs, Iberia Bank, Knight Oil Tools_____	\$195,000
5. Foundation Support[source]Stuller, Pinhook, Moody, Moncus_____	\$45,000
6. Other Private Support, Fundraising[source]Conservatory income, Building Income, Fundraising_____	\$419,030
7. Applicant Cash other than above[source]_____	\$0

**GOVERNMENT SUPPORT**

8a.Federal Government Support[source]_____	\$0
8b.State/Regional Gov't Support[source]Office of LT. Governor- Event Support_____	\$25,000
8c.Local Government Support[source]Lafayette Consolidated Govt_____	\$25,000
9. <b>SUBTOTAL</b> [Cash Income lines 1-8]_____	\$884,580
10. <b>DOA GRANT AWARDED</b> _____	\$10,000
11. <b>TOTAL CASH INCOME</b> [lines 9-10]_____	\$894,580

**EXPENSES (this grant only)**

	<b>DOA Grant</b>	<b>Cash Match</b>	<b>Total</b>
12.Personnel-Admin_____	\$10,000_____	\$21,500_____	\$31,500_____
13.Personnel-Artistic_____	\$_____	\$_____	\$_____
14.Personnel-Tech/Prod_____	\$_____	\$_____	\$_____
15.Fiscal Agent Fees_____	\$_____	\$_____	\$_____
16.Outside Prof.Serv.-Artists_____	\$_____	\$_____	\$_____
17.Outside Prof.Serv.-Other_____	\$_____	\$_____	\$_____
18.Space Rental_____	\$_____	\$_____	\$_____
19.Travel_____	\$_____	\$_____	\$_____
20.Marketing[Promot'n,Print]_____	\$_____	\$_____	\$_____
21.Rentals of Equipment_____	\$_____	\$_____	\$_____
22.Supplies and Materials_____	\$_____	\$_____	\$_____
23.Utilities_____	\$_____	\$_____	\$_____
24.Postage_____	\$_____	\$_____	\$_____
25.Insurance Fees_____	\$_____	\$_____	\$_____
26.Shipping Costs_____	\$_____	\$_____	\$_____
27. <b>SUBTOTALS</b> [lines 12-26]_____	\$_____	\$_____	\$_____
28. <b>TOTAL EXPENSES</b> [must equal lines 12-26]_____	\$_____	\$_____	\$_____

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

**Recipient:**

Name: Acadiana Symphony Association  
Address: 412 Travis St  
City & State: Lafayette, LA 70503  
Contact Name: Jenny M Krueger  
Telephone Number: (337) 232-4277  
Fax Number: (337) 237-4712

**Program Data:**

Arts Grant #: FY12 - 009  
**Amount to be**  
Transferred: \$10,000  
Funding Source: State Funds  
Beginning Date: July 1, 2011  
Ending Date: June 30, 2012

**1. Proposed Plan with Detailed Goals and Objectives:**

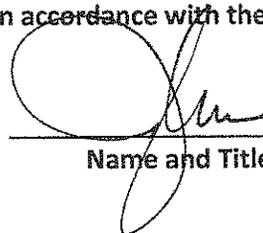
**GOAL:** Increase ASA's income by focusing on efficient sales transactions by streamlining ticketing software and procedures for the ticketing of all concert and fundraising events.

- Objective: Ticketmaster representatives will install necessary software and hardware which will allow the ASA to process Ticketmaster ticket orders for ASA events through our home system.
- Objective: Ticketing manager will attend provided training services in order to maximize the capabilities of the new software, its affects on marketing strategies, and the results in collected revenue.
- Objective: Ticketing manager will implement new ticketing system and train additional staff. Ticketmaster system will work directly with the ASA current ticket system, increasing accuracy and reducing the need for additional fees paid monthly to other ticketing agencies.

**2. Proposed Performance Measures for the Project:**

- Measure accuracy: Accuracy will measure ticketing transactions that do not result in error and can be expressed in terms of a percentage that compares the success rate between the 2011-2012 season and the 2010-2011 season.
- Measure utilization: Utilization will measure the use of our new ticketing system over time, and the income that it generates. Utilization is usually expressed in the form of a percentage that is compared to income generated before the new system was implemented.

- 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 12.**



Name and Title

Jenny Krueger - Executive Director