

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

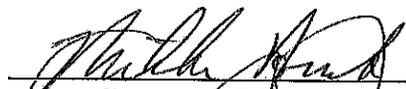
Agency/Program: Volunteer Louisiana/Volunteer Generation

Recipient: Shreveport Green

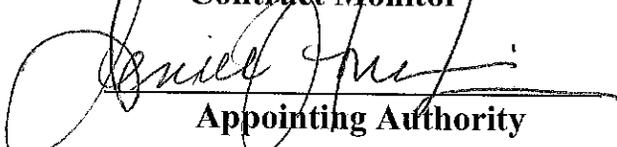
- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program 12VG140950002
 - Line Item Appropriation
 - Letter of Agreement

- | 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 type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:



Contract Monitor



Appointing Authority

Feb 5, 2014
Date

2/5/2014
Date

FUNDING PERIOD: December 31, 2013 through February 15, 2014
SUB-GRANTEE: Shreveport Green

AWARD AMOUNT: \$2,000.00
GRANT AGREEMENT: 12VG140950002

STATE OF LOUISIANA
OFFICE OF THE LIEUTENANT GOVERNOR
VOLUNTEER LOUISIANA COMMISSION
GRANT AGREEMENT

BE IT KNOWN, the Volunteer Louisiana Commission, Office of the Lieutenant Governor of the State of Louisiana (hereafter sometimes referred to as the "State") and Shreveport Green (Adriana Thomas, Program Director, 3625 Southern Avenue; Shreveport, LA 71104) (hereafter sometimes referred to as "Sub-grantee") do hereby enter into this grant Agreement under the following terms and conditions.

1. Performance Indicators

Sub-grantee hereby agrees to utilize the funding to support the Dr. Martin Luther King, Jr. National Day of Service in accordance with the goals and objectives contained in the Sub-grantee's proposal which includes the State-approved budget for this project (See Attachment A, which is by this reference incorporated herein.).

2. Purpose of the Grant

Shreveport Green will work in partnership with several nonprofits to install a kiosk, gardening beds and planting fruit trees at the Centenary Community Garden on January 19-20, 2014 as addressed in the application (see Attachment A).

3. Grant Award

In consideration of the work described above, the State hereby agrees to pay Sub-grantee a maximum sum of \$2,000.00 (Two thousand dollars and no cents).

This funding is contingent upon the availability of funds appropriated to the State by the Louisiana Legislature or accruing to the State from other sources. The grant amount shall be paid in accordance with the following requirements:

a. **Term.** The term of the Agreement shall be from December 31, 2013 and end on February 15, 2014, unless ended earlier for cause, by mutual consent of both parties, or due to lack of continuation of funding.

b. **Reimbursement Requests.** The Sub-grantee may submit Reimbursement Requests under this Agreement. Payments will be made as a reimbursement for allowable expenditures incurred in fulfilling the terms of the Agreement.

However, with prior approval by the Grant Monitor, the Sub-grantee may submit a Reimbursement Request based on work, goods, and services that have been invoiced, but not received.

Sub-grantee shall submit to the Grant Monitor with the Reimbursement Request form, original invoice(s), a Final Report, and all supporting documentation necessary to verify that the qualifying expenses were actually incurred by the Sub-grantee in compliance with the terms of the Agreement, due no later than thirty (30) days after the end of the Agreement. For this Agreement, the Grant Monitor is Nicholas Auck the Director of Volunteer Outreach. All forms shall be mailed with original signatures to their attention at Post Office Box 44243; Baton Rouge, LA 70804.

c. **Payment.** The Grant Monitor shall review and verify the Reimbursement Request form, invoice(s) and all supporting documentation for compliance with the Agreement. Upon approval, Grant

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10. Taxes

The Sub-grantee hereby agrees that the responsibility for payment of taxes, if any, from the funds thus received under this Agreement and/or legislative appropriation shall be Sub-grantee's obligation and identified under Federal Tax Identification number 72-0910610

11. Assignment of Interest

The Sub-grantee shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or notation), without prior written consent of the State, provided however, that claims for money due or to become due to the Sub-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.

12. Anti-discrimination

The Sub-grantee agrees to abide by the requirements of the following as applicable: Title VI and 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 Federal 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 1972, the Fair Housing Act of 1968 as amended, and Sub-grantee agrees to abide by the Requirements of the Americans with Disabilities Act of 1990. Sub-grantee agrees not to discriminate in its employment practices, and will render services under this 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 Sub-grantee, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

13. Signatories

I hereby certify that I fully understand all terms of this Agreement and that I am the authorized official designated to sign this Agreement.

THE STATE OF LOUISIANA

THE SUB-GRANTEE

Charles R. Davis 1/27/14
Charles R. Davis Date
Deputy Secretary
Office of the Lieutenant Governor

Adriana Thomas 01/31/14
Adriana Thomas Date
Program Director
Shreveport Green

Julie Cherry 1/22/14
Julie Cherry Date
Chair
Volunteer Louisiana Commission

Janet Pace 1-15-14
Janet Pace Date
Executive Director
Volunteer Louisiana Commission

Attachment A

(Attach here the Sub-grantee's approved proposal, with its approved budget)

Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

Vision:

During the Dr. Martin Luther King, Jr. Day of Service, thousands of people across Louisiana join together to celebrate the legacy of Dr. Martin Luther King, Jr. by turning community concerns into volunteer actions. Every year, millions of volunteers of all abilities volunteer and serve in their communities in service and service-learning projects. MLK Day takes place January 20, 2014.

Volunteer organizations, non-profits, and schools & community organizations will partner with other groups for a day of service event. The goal of the event is to empower communities to reach out to a large section of the population which is often overlooked in volunteer outreach and create partnerships which will last for service project events to come.

Applications for this project will be accepted until January 3, 2014. *Volunteer Louisiana* will develop and provide marketing materials to help promote the project and to encourage the community to participate as needed.

Projects lead by youth will receive priority, and projects which recruit volunteers from the disability community are highly encouraged. Educational and environmental related projects are also strongly encouraged.

Objectives:

- To introduce a new generation of volunteers to vision of service and dedication to our fellow man that was Dr. Martin Luther King, Jr.'s ministry.
- To introduce citizens with disabilities to volunteer based organizations, community volunteering, and opportunities for becoming involved in service.
- Promotion of MLK Day as a day on rather than a day off and Dr. King's message to work with everyone in our communities.

Requirements:

- 1) Projects should be in partnership with local government/schools
- 2) Project must include a welcome/orientation at the beginning of the event and a reflection/evaluation for volunteers at the end of the service day.
- 3) Grantees must submit a Final Report and Reimbursement Request to receive funds.

Funds:

The grant is available to organizations or individuals operating in the state of Louisiana. *Volunteer Louisiana* will provide grant monies up to \$1,000 per project to pay for project supplies, volunteer refreshments/water (identified in the Project Budget) and some administrative costs. All funds are disbursed on a reimbursement basis. Reimbursement requests should be submitted following the service event to *Volunteer Louisiana* for payment and include an original receipt with a zero balance. **INVOICES WILL NOT BE ACCEPTED.**

FUNDING PERIOD: December 31, 2013 through February 15, 2014
 SUB-GRANTEE: Shreveport Green

AWARD AMOUNT: \$2,000.00
 GRANT AGREEMENT: 12VG140950002

Attachment A
 (Attach here the Sub-grantee's approved proposal, with its approved budget)

Dr. Martin Luther King, Jr. Day 2014
Request for Proposals
Request for Project Funding

Applicant Information	
Organization Name: Shreveport Green	Address: 3433 Southern Ave. Shreveport, LA 71104
Phone: (318) 219-1884	Fax: (318) 219-1887
Email: applied@shreveportgreen.org	Project Director: Adriane Thomas
Authorized applicant signature:	

Project Information	
Project Director: Adriane Thomas	Phone: (318) 219-1886 Ext. 14
Facetel and Facobook Address:	Site Location Address: Courtney Blvd
Fax: (318) 219-1887	Email: applied@shreveportgreen.org
Project Date and Time: January 20, 2014 2:00 p.m.	Award Requested: \$1000.00

Partner Information (Duplicate this box for additional partners)	
Organization Name: Courtney College	Address: 3911 Courtney Blvd Shreveport, LA
Phone: (318) 960-3011	Fax: 318-960-5010
Email: Box361@courtney.edu	Contact: LaToya Hampton
Role: Providing space for project site and additional staff volunteer recruitment.	
I affirm that our organization is a partner with the applicant for MLK Day 2014	

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Dr. Martin Luther King, Jr. Day 2014
Request for Proposals

Briefly describe proposed project:	
<p>Shreveport Green/Shreve Corps will partner with our local college to plant fruit trees, install garden beds, and a kiosk in the Centenary Community Garden. This community garden will be utilized by students and local neighbors in an urban neighborhood as a source of food as well as an educational venue. The community garden will provide fresh and nutritious produce to community participants. The kiosk will keep the community informed of various workshops, workdays, and other relevant information on healthy living.</p>	
Describe how you will engage community volunteers, specifically youth volunteers and volunteers with disabilities:	
<p>Volunteers will be responsible for planting fruit trees, installing a kiosk and garden beds in the Centenary Community Garden. They will be educated on the proper way to install and maintain a community garden; instruction on proper tree planting technique; and information on healthy preparation of the harvest. The event will be publicized in the community by using media releases and door hangers to recruit volunteers. We will also contact the local Veterans Center to recruit disabled veterans.</p> <p>The story of Dr. Martin Luther King will be shared throughout the community by publications and a presentation by the Shreve Corps members. The information shared will give a detailed history of Dr. Martin Luther King's journey and success. The presentations given will also let the community know the importance of SERVICE.</p>	
Youth volunteer recruitment goal	35
Volunteers with disabilities recruitment goal	5
Total volunteer recruitment goal (youth + adults)	40
Provide a detailed narrative of the project timeline (include project development and volunteer training)	
January 3	Deadline for Request for Proposals
January 6-17	Purchase Materials and supplies, finalize plans with volunteers and partners
January 20	Service Projects -- Martin Luther King Jr. Day
January 21	Orientation/Reflection
	Submit Final Reports/Reimbursement Requests

FUNDING PERIOD: December 31, 2013 through February 15, 2014
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AWARD AMOUNT: \$2,000.00
 GRANT AGREEMENT: 12V6140950002

Attachment A
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Dr. Martin Luther King, Jr. Day 2014
 Request for Proposals

While preparing your proposal, any funding that is identified to increase your projects should be included. The following budget is provided to assist in the formation of the budget; but additional items may be added.

PROJECT BUDGET

Project Materials/Supplies

Description	Qty	Unit Price	Grant Amount	Match	Total Amount
Various Supplies: Paper, Pens/Pencils, Wash, Plastic, Room Signs		\$100.00	\$100.00		\$100.00
Total of Budget	1	\$100.00	\$100.00		\$100.00
Class	II	\$100.00		\$100.00	\$200.00
Classroom (10% of the grant) (Maximum of 10% of grant provided for classroom materials)		\$100.00	\$100.00	\$100.00	\$200.00
Total					

Refund Amounts

Description	Qty	Unit Price	Grant Amount	Match	Total Amount
Refund Amounts for 40 projects		\$100.00	\$100.00		\$100.00
Total					

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**Dr. Martin Luther King, Jr. Day 2014
 Request for Proposals**

Contracted and Consultant Services

Item	Description	Unit Price	Grant Amount	Match	Total Amount

Administrative Costs (not to exceed 10% of grant amount)

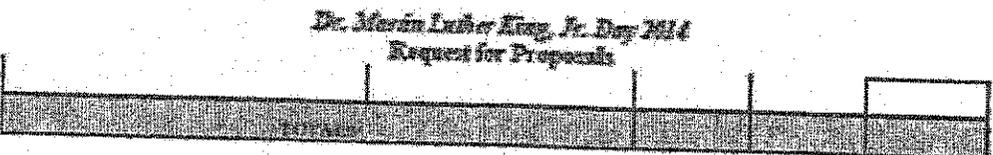
Item	Description	Grant Amount	Match	Total Amount
	Professional Services	\$100.00		\$100.00

Total Available Grant Amount (not to exceed \$1,000)		Grant Amount	Match	Total Amount

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Grant requests should be emailed to:

Nicholas Arach
Vice Mayor, Louisiana
PO Box 62385
New Orleans, LA 70164
Email: narach@nola.gov