

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

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

**Recipient:** Arts and Humanities Council of SWLA

- 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

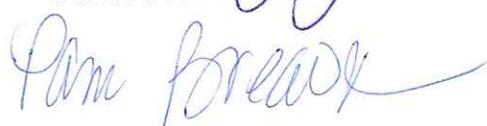
**Yes    No**

- 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**

11-21-2012  
\_\_\_\_\_  
**Date**

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

11-21-12  
\_\_\_\_\_  
**Date**

**ATTACHMENT A**  
**DEPARTMENT OF CULTURE, RECREATION AND TOURISM**  
**Act 13 - Information**

**OFFICE:** Cultural Development – Division of the Arts

**Recipient:**

Name: Arts and Humanities Council of Southwest Louisiana, Inc.  
Address: P.O. Box 1437  
City & State: Lake Charles, LA 70602  
Contact Name: Erica McCreedy, Executive Director  
Telephone Number: 337-439-2787  
Fax Number: 337-439-8009

**Program Data:**

Arts Grant #: FY13 - 073  
**Amount to be**  
Transferred: \$12,000.00  
Funding Source: State Funding | 5301 & Federal Funds | 5204  
Beginning Date: July 1, 2012  
Ending Date: June 30, 2013

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

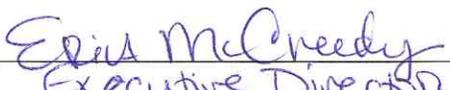
- a. Develop the Arts Council's arts in education efforts by identifying the needs in the community and providing resources and information to schools about area arts programming. An arts in education committee comprised of board members has been established and is already outlining projects to address this goal, including field trip brochures, online databases of art spaces, and school handouts for arts camps and arts events.
- b. Cultivate an extensive marketing and public relations sector of the Arts Council by revamping email marketing, growing a blog, and expanding social media and website presence.
- c. Focus on strengthening the Arts Council's presence in neighboring parishes. An advisory board of directors was established in 2012 which is comprised of ten board members who represent the four neighboring parishes. The annual board retreat will take place in a different parish each year to create a more consistent presence in the neighboring parishes.

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

The staff and board of directors of the Arts Council will evaluate the success of these goals by studying the attendance of school age children at arts education programs and will keep communication with area schools on the improvement of the Arts Council's arts in education outreach. The number of new and repeat visitors to the Arts Council's online platforms, including website, social media pages, and the like, will judge the success of our email marketing and public relations outreach. The Arts Council aims to experience a sizable increase in the number of grant applications from neighboring parishes by keeping a more consistent presence in these parishes.

**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 13.**

  
\_\_\_\_\_  
Executive Director  
Grantee's Name and Title

**REVISED BUDGET for ATTACHMENT A**

Grant: FY2013

Dates: July 1, 2012 - June 30, 2013

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	\$ 0
2. Contracted Services Revenues[workshops,presentations]	\$ 12,500
3. <b>TOTAL EARNED REVENUE</b>	\$ 12,500
4. Corporate Support[source]	\$ 16,000
5. Foundation Support[source]	\$ 6,000
6. Other Private Support, Fundraising[source] Gold Key Quest, Arts & Crabs Fest	\$ 67,600
7. <b>TOTAL CONTRIBUTED REVENUE</b>	\$ 89,600
8. Federal Government Support[source]	\$ 0
9. Regional Gov't Support[source]	\$ 0
10. State Gov't Support[source]	\$ 0
11. Local/Parish Government Support[source]	\$ 134,000
12. Local Arts Agency Support Regional Development Agency	\$ 12,000
13. <b>TOTAL GOVERNMENT SUPPORT</b>	\$ 146,000
14. Applicant Cash other than above[source]	\$ 0
15. <b>SUB-TOTAL</b>	\$ 248,100
16. DOA Stabilization	\$ 0
17. Other DOA Program Grants (specify) DAF total /CDC Salary	\$ 50,023/25,000
18. Total DOA GRANTS (add lines 16 through 18)	\$ 75,023
19. <b>TOTAL CASH INCOME</b>	\$ 323,123

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 12,000	\$ 84,368	\$ 98,368
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$ 5,500
22. Salaries/Wages/Benefits-Tech	\$	\$	\$ 1,700
23. Payroll Taxes	\$	\$	\$ 9,250
24. Professional Services-Artistic	\$	\$	\$ 12,500
25. Professional Fees and Services	\$	\$	\$ 6,300
26. Production	\$	\$	\$ 1,200
27. Occupancy /Utilities	\$	\$	\$ 8,200
28. Equipment Rental and Mainten.	\$	\$	\$ 4,100
29. Technology and Communication	\$	\$	\$ 3,250
30. Insurance	\$	\$	\$ 6,511
31. Supplies	\$	\$	\$ 3,600
32. Postage and Shipping	\$	\$	\$ 1,950
33. Marketing	\$	\$	\$ 1,600
34. Development	\$	\$	\$ 2,900
35. Travel/Mileage	\$	\$	\$ 1,300
36. Professional Development	\$	\$	\$ 3,150
37. Other Expenses (Regrant- DAF and Local)	\$	\$	\$ 150,521
38. <b>TOTAL EXPENSES</b>	\$	\$	\$ 321,900
39. SURPLUS/DEFICIT	\$	\$	\$ 1,223
40. ACCUMLATED SURPLUS/DEFICIT	\$	\$	\$ 1,223
41. In-Kind Donations			\$ 51,550