

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

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

Recipient: Arts & Humanities Council of SWLA

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program** Decentralized Arts Funding
 - 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: Paula White
Contract Monitor

11/5/14
Date

Pam Breau
Appointing Authority

11-7-14
Date

Grant # FY15-002
 Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2014 – December 31, 2015
 Amount: \$75,023.00

ATTACHMENT B

PARISHES SERVED BY GRANTEE | ARTS & HUMANITIES COUNCIL OF SWLA DAF ALLOCATION FORMULA:

Region 5 Parish	Population 2010 Census	Dollar Allocation	\$ Admin. Fee	2015 Regrant
Allen	25,764	\$4,404	\$440	\$3,964
Beauregard	35,654	\$6,095	\$610	\$5,485
Calcasieu	192,768	\$32,954	\$3,295	\$29,659
Cameron	6,839	\$1,169	\$117	\$1,052
Jefferson Davis	31,594	\$5,401	\$540	\$4,861
Region Total	292,619	\$50,023	\$5,002	\$45,021

ARTS & HUMANITIES COUNCIL OF SWLA PAYMENT SCHEDULE

Payment Date	Calculation	Amount
#1 10/2014	75% of Regrant	\$33,765.75
#2 12/2014	CDC (\$25,000) & Administrative Fees (\$5,002)	\$30,002.00
#3 06/2015	25% of Regrant	\$11,255.25

TOTAL AWARD

\$75,023.00

ATTACHMENT A
DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 15 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Arts & Humanities Council of Southwest LA
Address: P. O. Box 1437
City & State: Lake Charles, LA 70602
Contact Name: Erica J McCreedy
Telephone Number: 337.439.2787
Fax Number: 337.439.8009

Program Data:

Arts Grant #: FY15-002
Amount to be transferred: \$75,023.00
Funding Source: State Funding - 5514
Beginning Date: July 1, 2014
Ending Date: December 31, 2015

1. Proposed Plan with Detailed Goals and Objectives:

As Region 5's Regional Development Agency, the Arts & Humanities Council of Southwest Louisiana will continue to support and develop the Decentralized Arts Funding (DAF) grant program to fund proposals for arts initiatives and organizations in Allen, Beauregard, Calcasieu, Cameron, and Jefferson Davis parishes. The Arts Council will focus its efforts in developing outreach services to not only strengthen grant applications for regular grantees but to also work one-on-one with first-time applicants and provide resources that can cultivate new arts events and programs, including more site visits, webinars, workshops, and seminars. The grant program process includes grant workshops across the five parishes, a peer review panel system, appeals process, appropriate financial audits and reporting documents, and employment of a full time Community Development Coordinator who will assist in implementing the DAF grant program in accordance with the current DAF manual.

2. Proposed Performance Measures for the Project:

The success and attendance of the Arts Council's proposed increased outreach services for potential DAF applicants will assist in measuring the program as a whole. The Arts Council seeks to recognize and address the demands and needs of both regular and first-time grant applicants as well as of the communities within the five parish region, and this will be achieved by utilizing measurements of performance. Performance measurements for the DAF grant program include written evaluations of the grant panel process by panel members and Arts Council staff, written evaluations of the application and administration process by each grant applicant and recipient, and written evaluations from grant workshop participants and grant panel audience members.

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

4. This project is viable in accordance with the Grant Agreement and this form will serve as the report required by Act 15.



Signature of Grantee's Authorized Official

Executive Director

Title