

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

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

Recipient: Arts Council of Greater Baton Rouge Grant #FY10-0480

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant:** Special Initiatives - AIE Special Projects
 - 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 checked="" type="checkbox"/> | <input 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"/> | | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? (to be transmitted at a later date) |

Signatures: _____
Contract Monitor

Date

Appointing Authority

Date

Grantee Name: Arts Council of Greater Baton Rouge

GRANT BUDGET SUMMARY

GRANT Budget Summary

- A. Use this form to submit a budget for these grant funds. Use the **final** grant amount.
- B. Submit a budget detail explaining line items including "List sources" or "Itemized".
- C. Round all dollar amounts to the nearest \$1.

1. FINAL GRANT AMOUNT: \$20,000

INCOME			
2	Admissions, Memberships, Subscriptions		
3	Contracted Services Revenues		
4	TOTAL EARNED REVENUE		\$ 0.00
5	Corporate Support (List sources)		
6	Foundation Support (List sources)		
7	Other Private Support, Fundraising		
8	TOTAL CONTRIBUTED REVENUE		\$ 0.00
9	Federal Government Support (List sources)		
10	Regional/Multi-State Support (List sources)		
11	State, not LDOA (List sources)		
12	Local/Parish Government Support (List sources)		
13	Local Arts Agency Support (List sources)		
14	TOTAL GOVERNMENT SUPPORT		\$ 0.00
15	Other Applicant Cash (Include in-kind) [Itemize]		
16	SUBTOTAL		\$ 0.00
17	State, Louisiana Division of the Arts Grant (Line 1)		\$20,000.00
18	TOTAL INCOME		\$20,000.00
EXPENSE		LDOA Grant	Cash Match
19	Salaries/Wages/Benefits – Administrative		
20	Salaries/Wages/Benefits – Artistic		
21	Salaries/Wages/Benefits – Technical/Production		
22	Payroll Taxes		
23	Professional Services – Artistic	\$2,700.00	\$2,700.00
24	Professional Fees and Services	\$14,561.00	\$14,561.00
25	Production (Itemize)		
26	Occupancy/Utilities <input type="checkbox"/> Rent <input type="checkbox"/> Own		
27	Equipment Rental and Maintenance > \$2,500		
28	Technology and Communications		
29	Insurance		
30	Supplies	\$626.00	\$626.00
31	Postage and Shipping		
32	Marketing	\$1,179.00	\$1,179.00
33	Development		
34	Travel/Mileage	\$934.00	\$934.00
35	Professional Development		
36	Other Expenses (Itemize)	\$0.00	
37	TOTAL EXPENSES	\$20,000.00	\$ 0.00
38	SURPLUS/DEFICIT		\$ 0.00
39	In-kind Donations (Itemize if includes staff time)		