

**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

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program SS|Poetry Out Loud
  - Line Item Appropriation
  - Letter of Agreement

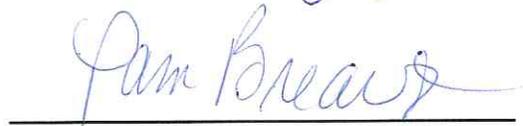
**Yes    No**

- 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**

10-21-13  
\_\_\_\_\_  
**Date**

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

10-23-13  
\_\_\_\_\_  
**Date**

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 14 - Information

OFFICE: Cultural Development – Division of the Arts

**Recipient:**

Name: Arts Council of Greater Baton Rouge  
Address: 427 Laurel Street  
City & State: Baton Rouge, LA  
Contact Name: Toni Brown  
Telephone Number: 225.344.8558  
Fax Number: 225.344.7777

**Program Data:**

Arts Grant #: FY14-027  
**Amount to be**  
Transferred: \$16,000.00  
Funding Source: Federal Funds | 5304  
Beginning Date: July 1, 2013  
Ending Date: June 30, 2014

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

A total of 25 high schools will participate in the Poetry Out Loud recitation program. Participating local arts agencies with education outreach programs will coordinate teacher workshops, artist residencies, a school-based recitation contest and assist with the statewide recitation program by coordinating local logistics. The Division of the Arts and the Arts Education Department of the Arts Council of Greater Baton Rouge will coordinate the statewide competition and will sponsor readings by professional poets from across Louisiana. NEA and the Poetry Foundation will provide all program materials separately, at no cost.

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

The number of participating schools and teachers will be an indicator as well as the number of regions participating. We will also utilize written participant evaluations provided by the NEA and the Poetry Foundation.

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

**3. This project is viable in accordance with the grant agreement and this form will serve as the interim report, as required by Act 14.**



\_\_\_\_\_  
Signature of Grantee's Authorized Official

\_\_\_\_\_  
Education Director

\_\_\_\_\_  
Title

**ATTACHMENT C**

**Budget**

**Poetry Out Loud – Special Initiatives**

**CASH EXPENSES**

<b>Professional Services – Other</b>	=	<b>\$12,896</b>
St. Tammany Arts Council	=	\$ 1,080
Lake Charles Arts Council	=	\$ 1,080
The Helio Foundation	=	\$ 1,080
New Orleans Arts Council	=	\$ 1,080
Baton Rouge Arts Council	=	\$ 1,080
State Program Coordinator	=	\$ 3,500
Judges – 4 @ \$100, 4 @ \$150	=	\$ 1,000
Design Services – poster, program, totes	=	\$ 350
MC state finals	=	\$ 250
Baton Rouge Arts Council/state adm.	=	\$ 2,396
<b>Professional Services – Artistic (ACGBR)</b>	=	<b>\$ 2,300</b>
Artists in schools & state finalist training		
<b>Printing/Supplies/Marketing</b>	=	<b>\$ 804</b>
Printing – programs/posters	=	\$ 250
Framing – finalist posters	=	\$ 250
Supplies/Mileage	=	\$ 304
<b>TOTAL EXPENSES</b>	=	<b>\$16,000</b>