



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

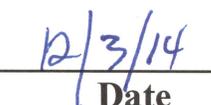
**Agency/Program:** Office of Cultural Development

**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):** NEA -  
National Endowment for the Arts
  - 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"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor?         |

**Signatures:**    
Contract Monitor Date

   
Appointing Authority Date

## ATTACHMENT C

### Budget

#### Arts Council of Greater Baton Rouge – Special Initiative

#### FY15 Special Initiatives Grant “Poetry Out Loud”

#### CASH EXPENSES

<b>Professional Services – Other</b>	=	<b>\$13,400</b>
Baton Rouge Arts Council	=	\$ 850
Houma/ Helio Foundation	=	\$ 850
Lake Charles Arts Council	=	\$ 850
Lafayette Arts Council	=	\$ 850
Monroe/Strauss Academy	=	\$ 850
New Orleans Arts Council	=	\$ 850
Shreveport/Norton Museum	=	\$ 850
St. Tammany Arts Council	=	\$ 850
State Program Coordinators	=	\$ 3,000
Judges/ Honorarium – 4 @ \$150	=	\$ 600
Design Services – poster, program, totes	=	\$ 350
MC state finals	=	\$ 250
Baton Rouge Arts Council/state adm.	=	\$ 2,400
<b>Professional Services – Artistic (ACGBR)</b>	=	<b>\$ 1,650</b>
Artists in schools & state finalist training		
<b>Printing/Supplies/Marketing</b>	=	<b>\$ 950</b>
Printing – programs/posters	=	\$ 300
Framing – finalist posters	=	\$ 300
Supplies/Mileage	=	\$ 350
<b>TOTAL EXPENSES</b>	=	<b>\$16,000</b>

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 15 - 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 70801  
Contact Name: Ms. Toni J Brown  
Telephone Number: 225.344.8558  
Fax Number:

**Program Data:**

Arts Grant #: FY15-027  
**Amount to be**  
Transferred: \$16,000.00  
Funding Source: Federal Funds | 5409  
Beginning Date: July 1, 2014  
Ending Date: June 30, 2015

**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 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.

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- 3. A COMPREHENSIVE BUDGET showing all anticipated uses of the funding MUST BE ATTACHED to this proposal.**
- 4. The entity's total organization-wide budget(s) for the fiscal year(s).**
- 5. This project is viable in accordance with the grant agreement and this form will serve as the report required by Act 15.**