

**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 New Orleans

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program RDA|GOS
  - 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

10-13-11  
 Date

  
 Appointing Authority

10-26-11  
 Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Arts Council of New Orleans  
Address: 935 Gravier Street, Suite 850  
City & State: New Orleans, Louisiana 70112  
Contact Name: Mary Len Costa  
Telephone Number: (504) 523-1465  
Fax Number: (504) 529-2430

Program Data:

Arts Grant #: FY12 - 074  
Amount to be transferred: \$52,405  
Funding Source: State Funds  
Beginning Date: July 1, 2011  
Ending Date: June 30, 2012

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

The Arts Council of New Orleans (ACNO) administers grant programs that provide access to city, state, federal and private funds for individual artists and arts organizations. For 17 years, ACNO has served as LDOA's Regional Distributing Agency to distribute Decentralized Arts Funding (DAF) to Orleans, Jefferson and Plaquemines Parishes. ACNO posts forms, guidelines, narratives of grantees programs and other important resources for artists and arts organization. ACNO utilizes a user-friendly state-of-the-art online application process that offers applicants and grantees streamlined, accessible ways to manage all grants. The online system also provides staff with efficient tracking of financial information that enables accurate grant payments. Guidelines are updated each year as needed to reflect policy changes or improvements made by LDOA or ACNO. Revisions are informed by panelists' evaluations, feedback from grant applicants and grantees, and program evaluation by staff. ACNO staff offers year round technical assistance to all grantees and potential grantees.

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

ACNO Board advises staff in preparing annual LDOA Performance Plan, oversees policy, monitors procedures, and addresses areas of service to the regional cultural community in fulfillment of organizational goals. ACNO looks to the experiences of its two Grants Managers in their roles as Community Developer Coordinators and in response to contract requirements of the City of New Orleans. Grants staff meets regularly with constituents in exploring funding opportunities, partnership resources, and to provide technical assistance for grant applications. They attend DAF funded presentations to assess that grant dollars are fully utilized, overall quality of programming and expertise of artists delivering DAF projects. This action is vital in informing future grants services, criteria, guideline development, and in informing other ACNO staff in annual planning to meet needs of regional arts & cultural providers.

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 12.

  
Name and Title Interim President, CEO

REVISED BUDGET for ATTACHMENT A

Grant: FY2012-074

Dates: July 1, 2011 - June 30, 2012

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	\$ 204,344
2. Contracted Services Revenues[workshops,presentations]	\$ 81,000
3. TOTAL EARNED REVENUE	\$ 285,344
4. Corporate Support[source]	\$ 5,000
5. Foundation Support[source]	\$ 389,500
6. Other Private Support, Fundraising[source] <u>Arts Market</u>	\$ 136,000
7. TOTAL CONTRIBUTED REVENUE	\$ 530,500
8. Federal Government Support[source] <u>NEA</u>	\$ 25,000
9. Regional Gov't Support[source]	\$
10. State Gov't Support[source]	\$
*11. Local/Parish Government Support[source]	\$ 1,115,000*
12. Local Arts Agency Support	\$
13. TOTAL GOVERNMENT SUPPORT	\$ 1,140,000
14. Applicant Cash other than above[source] <u>Investment Income</u>	\$ 18,200
15. SUB-TOTAL	\$ 1,974,044
16. DOA Stabilization <u>RDA</u>	\$ 52,405
17. Other DOA Program Grants (specify) <u>Decentralized Arts Grants</u>	\$ 249,836
18. Total DOA GRANTS (add lines 16 through 18)	\$ 302,241
19. TOTAL CASH INCOME	\$ 2,276,285

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$ 52,405	\$ 535,520	\$ 587,925
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$
22. Salaries/Wages/Benefits-Tech	\$	\$	\$
23. Payroll Taxes	\$	\$ 38,021	\$ 38,021
24. Professional Services-Artistic	\$	\$ 506,000	\$ 506,000
25. Professional Fees and Services	\$	\$ 55,500	\$ 55,500
26. Production	\$	\$	\$
27. Occupancy /Utilities	\$	\$ 56,920	\$ 56,920
28. Equipment Rental and Mainten.	\$	\$ 78,000	\$ 78,000
29. Technology and Communication	\$	\$ 66,287	\$ 66,287
30. Insurance	\$	\$ 18,000	\$ 18,000
31. Supplies	\$	\$ 22,000	\$ 22,000
32. Postage and Shipping	\$	\$ 7,000	\$ 7,000
33. Marketing	\$	\$	\$
34. Development	\$	\$	\$
35. Travel/Mileage	\$	\$ 15,400	\$ 15,400
36. Professional Development	\$	\$ 10,500	\$ 10,500
** 37. Other Expenses	\$	\$ 707,483	\$ 707,483**
38. TOTAL EXPENSES	\$ 52,405	\$ 2,116,631	\$ 2,169,036
39. SURPLUS/DEFICIT	\$	\$	\$ 107,249
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$ 818,842

41. In-Kind Donations  
 \* Community Arts Grants @ \$500,000; Public Art @ \$575,000; Cultural Economy @ \$40,000  
 \*\* See Attached for Details

**Other expenses**

Dues and Membership	7,200
Photography/Video	5,000
arts award luncheon	22,000
Printing and Duplicating	19,000
Public relations/Development	2,500
Advertising	13,080
Subscriptions and Publications	850
bank charges/credit card fees	5,500
regrants	<u>632,353</u>
	707,483