

**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 for Houma Regional Arts Council

- 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 Breawg*  
**Appointing Authority**

11-7-14  
**Date**

**ATTACHMENT A**

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 15 - Information**

**OFFICE:** Cultural Development – Division of the Arts

**Recipient:**

Name: Arts Council of New Orleans  
Address: 935 Gravier Street  
City & State: New Orleans, LA 70112  
Contact Name: Kim Cook  
Telephone Number: 504.523.1465  
Fax Number: 504.529.2430

**Program Data:**

Arts Grant #: FY15-005  
Amount to be transferred: \$85,245.00  
Funding Source: State Funding - 5514  
Beginning Date: July 1, 2014  
Ending Date: December 31, 2015

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

The Arts Council of New Orleans agrees to develop Decentralized guidelines and applications forms and to publicize the availability of grants. We will also conduct grant workshops and webinars. The Arts Council will provide technical assistance to prospective applicants including, but not limited to, reviewing drafts of applications submitted through our online grants system. We will recruit volunteers to serve as grant panelists to review grant applications through our online system and attend panel meetings. We will hold an appeals panel if necessary. We will notify grantees of their grant awards and notify other applicants that they were not successful in securing funding.

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

The Arts Council will review contracts, pay grantees by direct deposit, monitor funded activities and review final reports. Final reports must include financial documentation, use of LDOA credit line and logo and provide photos. Final report data will be entered into the LDOA's Online Data System.

**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

\_\_\_\_\_  
President & CEO  
Title

Grant # FY15-005  
 Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2014 – December 31, 2015  
 Amount: \$85,245.00

**ATTACHMENT B**

**PARISHES SERVED BY GRANTEE | HOUMA REGIONAL ARTS COUNCIL DAF ALLOCATION FORMULA:**

Region 3 Parish	Population 2010 Census	Dollar Allocation	\$ Admin. Fee	2015 Regrant
Assumption	23,421	\$4,004	\$400	\$3,604
Lafourche	96,318	\$16,466	\$1,647	\$14,819
St. Charles	52,780	\$9,023	\$902	\$8,121
St. James	22,102	\$3,778	\$378	\$3,400
St. John	45,924	\$7,851	\$785	\$7,066
Terrebonne	111,860	\$19,123	\$1,912	\$17,211
<b>Region Total</b>	<b>352,405</b>	<b>\$60,245</b>	<b>\$6,024</b>	<b>\$54,221</b>

**HOUMA REGIONAL ARTS COUNCIL PAYMENT SCHEDULE**

Payment Date	Calculation	Amount	
#1	10/2014	75% of Regrant	\$40,665.75
#2	12/2014	CDC (\$25,000) plus Administrative Fee (\$6,024)	\$31,024.00
#3	06/2015	25% of Regrant	\$13,555.25

**TOTAL AWARD**

**\$85,245.00**