

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

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

Recipient: Northeast Louisiana Arts Council

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Indicate Specific Program
 - 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?

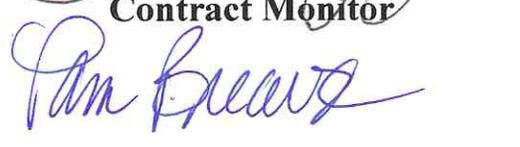
Signatures:



Contract Monitor

10-30-2012

Date



Appointing Authority

10-31-12

Date

DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Northeast Louisiana Arts Council, Inc.
Address: 2305 North 7th Street
City & State: West Monroe, LA 71291-5256
Contact Name: Mr. Usrey
Telephone Number: 318/396-9520
Fax Number: 318/396-6837

Program Data:

Arts Grant #: FY13-068
Amount to be Transferred: \$12,115.00
Funding Source: State Funds | 5301 & Federal Funds | 5204
Beginning Date: July 1, 2012
Ending Date: June 30, 2013

1. Proposed Plan with Detailed Goals and Objectives:

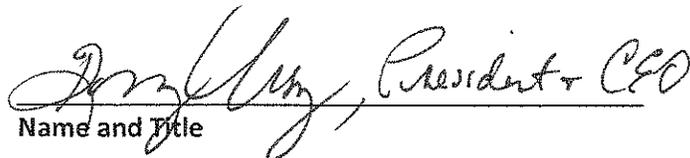
Per Attached

2. Proposed Performance Measures for the Project:

Per Attached

3. A COMPREHENSIVE BUDGET showing all anticipated uses of the appropriation MUST BE ATTACHED to this proposal. *See Revised Budget for Attachment A*

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 13.


Name and Title

REVISED BUDGET for ATTACHMENT A

Grant: FY2013

Dates: July 1, 2012 – June 30, 2013

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	\$ 13,500
2. Contracted Services Revenues [workshops, presentations]	\$ 92,800
3. TOTAL EARNED REVENUE	\$ 106,300
4. Corporate Support [source]	\$ 16,100
5. Foundation Support [source]	\$ 5,500
6. Other Private Support, Fundraising [source]	\$ 18,000
7. TOTAL CONTRIBUTED REVENUE	\$ 39,600
8. Federal Government Support [source]	\$ —
9. Regional Gov't Support [source]	\$ —
10. State Gov't Support [source]	\$ —
11. Local/Parish Government Support [source]	\$ 55,000
12. Local Arts Agency Support	\$ —
13. TOTAL GOVERNMENT SUPPORT	\$ 55,000
14. Applicant Cash other than above [source]	\$ 6,329
15. SUB-TOTAL	\$ 207,229
16. DOA Stabilization	\$ 12,115
17. Other DOA Program Grants (specify)	\$ 77,828
18. Total DOA GRANTS (add lines 16 through 18)	\$ 89,943
19. TOTAL CASH INCOME	\$ 297,172

EXPENSES (this grant only)	DOA Grant	Cash Match	Total
20. Salaries/Wages/Benefits-Adm	\$	\$	\$ 101,850
21. Salaries/Wages/Benefits-Artistic	\$	\$	\$ —
22. Salaries/Wages/Benefits-Tech	\$	\$	\$ —
23. Payroll Taxes	\$	\$	\$ —
24. Professional Services-Artistic	\$	\$	\$ 82,500
25. Professional Fees and Services	\$	\$	\$ 5,400
26. Production	\$	\$	\$ —
27. Occupancy /Utilities	\$	\$	\$ 20,000
28. Equipment Rental and Mainten.	\$	\$	\$ 700
29. Technology and Communication	\$	\$	\$ 1,350
30. Insurance	\$	\$	\$ 3,000
31. Supplies	\$	\$	\$ 500
32. Postage and Shipping	\$	\$	\$ 500
33. Marketing	\$	\$	\$ 3,600
34. Development	\$	\$	\$ 1,082
35. Travel/Mileage	\$	\$	\$ 8,900
36. Professional Development	\$	\$	\$ 2,000
37. Other Expenses	\$	\$	\$ 65,790
38. TOTAL EXPENSES	\$	\$	\$ 297,172
39. SURPLUS/DEFICIT	\$	\$	\$ —
40. ACCUMULATED SURPLUS/DEFICIT	\$	\$	\$ —
41. In-Kind Donations			\$ 5,000

Grant # FY13-081
Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2012 – December 31, 2013
Amount: \$77,828.00

ATTACHMENT A

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 13 - Information**

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Northeast Louisiana Arts Council
Address: 2305 North 7th Street
City & State: West Monroe, LA 71291
Contact Name: Tommy Usrey
Telephone Number: 318.396.9520
Fax Number: 318.396.6837

Program Data:

Arts Grant #: FY13-081
Amount to be
Transferred: \$77,828.00
Funding Source: State Funding - 5314
Beginning Date: July 1, 2012
Ending Date: December 31, 2013

1. Proposed Plan with Detailed Goals and Objectives:

PER Attached

2. Proposed Performance Measures for the Project:

PER Attached

Grant # FY13-081
Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2012 – December 31, 2013
Amount: \$77,828.00

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 13.



Tommy UREY, PRESIDENT + CEO
Grantee's Name and Title

Act 13 Information

1. Proposed Plan with Detailed Goals and Objectives:

NLAC plays the role of guide, facilitator, and catalyst, promoting and expanding cultural awareness in Region 8. Establishing positive relationships with the business community, tourism industry, and government agencies, the Council serves as a cultural liaison to develop new opportunities and partnerships. Staying abreast of current legislation affecting the Arts through its association with state, regional, and national organizations, NLAC plays a leadership role in advocacy at all levels. Through its technical assistance and coordinating services, NLAC gathers information about individual Parish perceptions and cultural needs. Following its annual assessments, programming is secured to fulfill these specific community needs. NLAC's Board of Directors, RUPAR members, and Community Representatives form the nucleus of the committee system which guides the programming to assure consistency with accepted artistic and educational criteria to provide residents with the quality exposure to current trends in all disciplines. Committee members are selected on a basis of educational/professional background and expertise, with considerable consideration given to personal preference as to committee choice. With an emphasis on presenting and Arts-in-Education, the Council uses its financial and manpower resources to provide residents of the 11-parish region with programming designed to enhance current programs that exist in area schools. Through the presentation of regional, national, and international artists, and legendary performers, the Arts Council provides venues for audience development in its urban center and the rural, underserved parishes in the urban cluster.

2. Proposed Performance Measures for the Project:

Following its established tradition, the members of the NLAC's standing and ad hoc committees meet on a timely basis to determine the success of each program, accommodating necessary changes as determined by feedback from constituency and through observations of individual committee members. Recommendations are implemented as quickly as feasible or are incorporated into long range planning.

Act 13 Information

1. Proposed Plan with Detailed Goals and Objectives:

To administer the Decentralized Arts Funding Program for Region 8 by providing developing and/or expanding the arts infrastructure in the 11 parishes served by providing technical assistance in grantmanship, discipline-based programming, and organizational development. This will be accomplished by the CDC and support staff who will promote the Program and available resources of the NLAC and DOA through workshops and on-site planning sessions to assess the needs and wants of each community served. The NLAC will facilitate representative panels to adjudicate the grant requests and award funds to those organizations recommended for funding via grant agreements between the NLAC and the award recipients.

2. Proposed Performance Measures for the Project:

Site visits and annual program assessments with the DOA staff, the NLAC Board of Directors, and representatives from the Region 8 parishes. The CDC will review final reports to assure that they are representative of the amended project as determined from site visits.

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

Parish Re grants	\$47,546
Administrative Salaries	\$25,000
Taxes/Benefits	\$ 3,282
Outside Professional Services	\$ <u>2,000</u>
TOTAL	\$77,828