

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

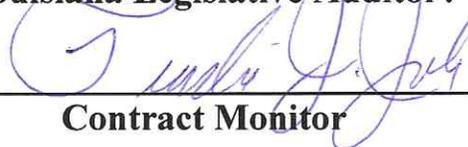
**Agency/Program:** Office of Cultural Development – Division of the Arts

**Recipient:** North Central LA Arts Council

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

10/28/11  
\_\_\_\_\_  
**Date**

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

10-31-11  
\_\_\_\_\_  
**Date**

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: North Central LA Arts Council  
Address: PO Box 911  
City & State: Ruston, LA 71273  
Contact Name: Leigh A Chambers  
Telephone Number: (318) 255-1450  
Fax Number: (318) 255-1425

Program Data:

Arts Grant #: FY12-047  
Amount to be Transferred: \$4,500  
Funding Source: State Funds/  
Beginning Date: July 01, 2011  
Ending Date: June 30, 2012

1. Proposed Plan with Detailed Goals and Objectives:

The North Central Louisiana Arts Council (NCLAC) will use the allotted grant award of \$4500 to pay its staff. NCLAC's staff is instrumental to the execution of their regular and special programming. Regular programming includes Summer Arts Camp, Holiday Arts Tour, Peach Art Exhibit, Piney Hills Gallery, and NCLAC Performances & Residencies. Special programming includes professional development workshops for area artists, educational outreach programs to outlying parishes, Arts Academy Classes, and sponsoring individual artists in visual and performance endeavors. With this award NCLAC's staff will be able to promote, seek funding, and administer above-mentioned programs.

2. Proposed Performance Measures for the Project:

The North Central Louisiana Arts Council (NCLAC) will continue to use its evaluation process already in existence for all their programming. This includes both on site/event surveys as well as surveys administered electronically through e-mail and social media sites. The council uses the results from said surveys to evaluate staff's success at our Annual Meeting held in December. The report is prepared and presented by NCLAC's staff to the Board of Directors and then changes/updates in program are addressed and projects adjusted.

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.

Leigh A Chambers, Executive Director  
Name and Title



NCLAC  
Act 12 Comprehensive Budget

Education	10972	10972
Technical/Production	0	0
Support	0	0
<b>Subtotal</b>	<b>18602</b>	<b>18602</b>

**Production Expenses**

Transportation/Shipping	600	600
Printing	2653	2653
Travel	400	400
Supplies	2450	2450
Postage	700	700
Prof Dues	500	500
<b>Subtotal</b>	<b>7303</b>	<b>7303</b>

**Marketing/Publicity**

Advertising	7450	7450
Design	0	0
Printing	1000	1200
Mailing/Postage	0	0
<b>Subtotal</b>	<b>8450</b>	<b>8650</b>

**Space & Facility Rental**

Office	0	0
Theatre, Hall, Gallery, etc.	0	0
Copying	600	600
Internet	50	50
Supplies	1000	1000
<b>Subtotal</b>	<b>1650</b>	<b>1650</b>

**Remaining Operating Expenses**

Office Supplies	1000	1000
Sales/Concessions	0	0
Fundraising	11500	11500
Interest	0	0
Utilities	0	0
Phone	0	0
Postage	600	600
Insurance	1390	1390
Awards	1660	1660
Accounting Fees	1000	1000
Credit Card Fees	250	250
<b>Subtotal</b>	<b>17400</b>	<b>17400</b>
<b>Total Expense:</b>	<b>93675</b>	<b>93875</b>

**KEY**

Indicates Funds Expenditure