

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

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

Recipient: St. Joseph Arts, Inc Grant #FY10-0421

- Indicate:**
- Cooperative Endeavor
 - Professional Services Contract
 - Personal Services Contract
 - Consulting Services Contract
 - Social Services Contract
 - Grant: Special Initiatives - American Recovery and

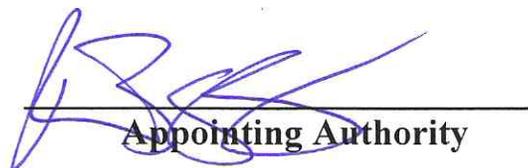
Reinvestment Act

- 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? (~~to be transmitted at a later date~~) 11/4/10

Signatures: Vanessa Ledbetter ^{for} Pearl Johnson 11/3/10
Contract Monitor Date

 4-3-10
Appointing Authority Date

Grantee Name: Saint Joseph Arts, Inc.

GRANT BUDGET SUMMARY

GRANT Budget Summary

- A. Use this form to submit a budget for these grant funds. Use the **final** grant amount.
- B. Submit a budget detail explaining line items including "List sources" or "Itemized".
- C. Round all dollar amounts to the nearest \$1.

1. FINAL GRANT AMOUNT: \$12,000.00

| INCOME | | | |
|---------|--|-------------|--------------------|
| 2 | Admissions, Memberships, Subscriptions | | |
| 3 | Contracted Services Revenues | | |
| 4 | TOTAL EARNED REVENUE | | \$ 0.00 |
| 5 | Corporate Support (List sources) | | |
| 6 | Foundation Support (List sources) | | |
| 7 | Other Private Support, Fundraising | | |
| 8 | TOTAL CONTRIBUTED REVENUE | | \$ 0.00 |
| 9 | Federal Government Support (List sources) | | |
| 10 | Regional/Multi-State Support (List sources) | | |
| 11 | State, not LDOA (List sources) | | |
| 12 | Local/Parish Government Support (List sources) | | |
| 13 | Local Arts Agency Support (List sources) | | |
| 14 | TOTAL GOVERNMENT SUPPORT | | \$ 0.00 |
| 15 | Other Applicant Cash (Include in-kind) [Itemize] | | |
| 16 | SUBTOTAL | | \$ 0.00 |
| 17 | State, Louisiana Division of the Arts Grant (Line 1) | | \$12,000.00 |
| 18 | TOTAL INCOME | | \$12,000.00 |
| EXPENSE | | LDOA Grant | Cash Match |
| 19 | Salaries/Wages/Benefits – Administrative | | |
| 20 | Salaries/Wages/Benefits – Artistic | | |
| 21 | Salaries/Wages/Benefits – Technical/Production | | |
| 22 | Payroll Taxes | | |
| 23 | Professional Services – Artistic | \$12,000.00 | \$0.00 |
| 24 | Professional Fees and Services | | |
| 25 | Production (Itemize) | | |
| 26 | Occupancy/Utilities <input type="checkbox"/> Rent <input type="checkbox"/> Own | | |
| 27 | Equipment Rental and Maintenance > \$2,500 | | |
| 28 | Technology and Communications | | |
| 29 | Insurance | | |
| 30 | Supplies | | |
| 31 | Postage and Shipping | | |
| 32 | Marketing | | |
| 33 | Development | | |
| 34 | Travel/Mileage | | |
| 35 | Professional Development | | |
| 36 | Other Expenses (Itemize) | | |
| 37 | TOTAL EXPENSES | \$12,000.00 | \$ 0.00 |
| 38 | SURPLUS/DEFICIT | | \$ 0.00 |
| 39 | In-kind Donations (Itemize if includes staff time) | | |