

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

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

**Recipient:** D. Manship Theatre Complex Holding

- 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**

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_

**Appointing Authority**

\_\_\_\_\_  
10-31-11

\_\_\_\_\_  
**Date**

REVISED BUDGET for ATTACHMENT A

Grant: FY2012

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  | \$ 565,000   |
| 2. Contracted Services Revenues[workshops,presentations] rental income                 | \$ 380,000   |
| 3. <b>TOTAL EARNED REVENUE</b>   | \$ 945,000   |
| 4. Corporate Support[source] COX, Manship Media, Albemarle, LongLaw                    | \$ 105,000   |
| 5. Foundation Support[source] BRAF, Pennington   | \$ 450,000   |
| 6. Other Private Support, Fundraising[source] Fundraising, memberships, Manship family | \$ 222,807   |
| 7. <b>TOTAL CONTRIBUTED REVENUE</b>  | \$ 777,807   |
| 8. Federal Government Support[source]  | \$ 0         |
| 9. Regional Gov't Support[source]  | \$ 0         |
| 10. State Gov't Support[source]  | \$ 0         |
| 11. Local/Parish Government Support[source] DAF Grant                                  | \$ 7,000     |
| 12. Local Arts Agency Support Arts Council PA 67 Grant                                 | \$ 3,000     |
| 13. <b>TOTAL GOVERNMENT SUPPORT</b>  | \$ 10,000    |
| 14. Applicant Cash other than above[source]  | \$ 0         |
| 15. <b>SUB-TOTAL</b>   | \$ 1,732,807 |
| 16. DOA Stabilization  | \$ 18,000    |
| 17. Other DOA Program Grants (specify)   | \$ 0         |
| 18. Total DOA GRANTS (add lines 16 through 18)   | \$ 18,000    |
| 19. <b>TOTAL CASH INCOME</b>   | \$ 1,750,807 |

| EXPENSES (this grant only)           | DOA Grant | Cash Match   | Total        |
|--------------------------------------|-----------|--------------|--------------|
| 20. Salaries/Wages/Benefits-Adm      | \$        | \$ 283,854   | \$ 283,854   |
| 21. Salaries/Wages/Benefits-Artistic | \$        | \$ 0         | \$ 0         |
| 22. Salaries/Wages/Benefits-Tech     | \$        | \$ 268,475   | \$ 268,475   |
| 23. Payroll Taxes                    | \$        | \$ 39,624    | \$ 39,624    |
| 24. Professional Services-Artistic   | \$ 18,000 | \$ 430,776   | \$ 448,776   |
| 25. Professional Fees and Services   | \$        | \$ 13,500    | \$ 13,500    |
| 26. Production                       | \$        | \$ 96,443    | \$ 96,443    |
| 27. Occupancy /Utilities             | \$        | \$ 271,000   | \$ 271,000   |
| 28. Equipment Rental and Mainten.    | \$        | \$ 6,000     | \$ 6,000     |
| 29. Technology and Communication     | \$        | \$ 7,200     | \$ 7,200     |
| 30. Insurance                        | \$        | \$ 28,000    | \$ 28,000    |
| 31. Supplies                         | \$        | \$ 4,800     | \$ 4,800     |
| 32. Postage and Shipping             | \$        | \$ 4,000     | \$ 4,000     |
| 33. Marketing                        | \$        | \$ 123,795   | \$ 123,795   |
| 34. Development                      | \$        | \$ 30,000    | \$ 30,000    |
| 35. Travel/Mileage                   | \$        | \$ 10,000    | \$ 10,000    |
| 36. Professional Development         | \$        | \$ 0         | \$ 0         |
| 37. Other Expenses                   | \$        | \$ 114,339   | \$ 114,339   |
| 38. <b>TOTAL EXPENSES</b>            | \$ 18,000 | \$ 1,731,806 | \$ 1,749,806 |
| 39. SURPLUS/DEFICIT                  | \$        | \$           | \$ 1,001     |
| 40. ACCUMULATED SURPLUS/DEFICIT      | \$        | \$           | \$ 36,727    |
| 41. In-Kind Donations                |           |              | \$ 27,500    |

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 12 - Information

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: D. Manship Theater Complex Holding Inc  
Address: 100 Lafayette St  
City & State: Baton Rouge, LA 70801  
Contact Name: ~~Paige H. Hourtin~~ Liz Siccone  
Telephone Number: ~~(000) 000-7256~~ 225-389-7263  
Fax Number: ~~(000) 000-0233~~ 225-344-0234

Program Data:

Arts Grant #: FY12-041  
Amount to be Transferred: \$18,000  
Funding Source: State Funds/  
Beginning Date: July 01, 2011  
Ending Date: June 30, 2012

1. Proposed Plan with Detailed Goals and Objectives:

With the programming described in the grant proposal submitted in March, 2011, Manship Theatre hopes to achieve the following goals:

- > Increase community participation to Manship events
- > Focus on educational outreach and family programming
- > Secure financial stability through fundraising and fiscally responsible and strategic decision making
- > Expanding programming for greater diversity, making use of newly renovated Hartley/Velvet Theatres

2. Proposed Performance Measures for the Project:

Manship will measure the success of its efforts by tracking the following outcomes:

- > Number of students participating in educational outreach events, as well as teacher/artist and student surveys completed after each event
- > Revenue from ticket sales
- > Participation in community-oriented events like Red Stick Green Drinks & Baton Rouge H
- > Number of individual members, as well as total dollar amount of individual donors
- > Revenue from corporate sponsorships and foundation grants.

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.

Liz Siccone Liz Siccone  
Name and Title Director of Grants & Audience Services