

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

Agency/Program: Louisiana Serve Commission/Learn & Serve K-12

Recipient: *Literacy Council SWLA/Eagles Reading Partner Program*

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

09KSWLA002

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 type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures: *Patrick L. Roque*
Contract Monitor

12-29-10
Date

Appointing Authority

Date

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 7 of 10 (Budget Detail 1)

2010-11 Learn and Serve Budget

APPROVED: HP 9-30-10

AMOUNT: \$ 4,127.00

MATCH (generate/exceed) as per grant app: \$ 11,256.00

UT21423	Eagles' Reading Partner Program The Literacy Council of Southwest Louisiana, Inc.
---------	---

Budget and Sustainability 20% of evaluation

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Salaries <i>(include related benefits, but can not exceed 20% of Learn & Serve Funds)</i>			
Classroom substitute while conducting service-learning program 4 days x 1 substitute @ \$50 rate/day = \$200 <i>(rounded to nearest dollar)</i>	0	0	200
Fall Training Conference (Mandatory Attendance for 1 Coordinator) 0 days x 1 substitute @ \$ 0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
National Service Learning Conference (Optional Attendance for 1 coordinator) 0 days x 1 substitute @ \$0 rate/day = \$0 <i>(rounded to nearest dollar)</i>	0	0	0
Stipend Requested for Designated Service-Learning Coordinator = \$ 798	798	0	9200
1)	0	0	0
2)	0	0	0
3)	0	0	0
4)	0	0	0
5)	0	0	0

Learn and Serve Amounts for Salaries can not exceed 20% of the Total Funding Requested.

Salaries Sub-Totals	\$798	\$0	\$9400
----------------------------	--------------	------------	---------------

Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Purchased Professional & Technical Services <i>(state what consultant is to be used for in the description)</i>			
1)	0	0	0
2)	0	0	0

3)		0	0	0
4)		0	0	0
5)		0	0	0
Purchased Professional & Technical Services Sub-Totals		\$ 0	\$ 0	\$ 0

[Print this page](#)

[Return to INDEX](#)

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 8 of 10 (Budget Detail 2)

UT21423	Eagles' Reading Partner Program The Literacy Council of Southwest Louisiana, Inc.		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Transportation and Other Travel <i>(Transportation to conduct service activities; travel to attend meetings, conferences, etc. - includes mileage, airfare, meals, and lodging.)</i>			
Bus Transportation (transporting students to activity sites) 20 round trips to site @ \$ 50 rate/round trip = \$1000 <i>(rounded)</i>	1000	0	0
Provide brief details on transporting students to site: students will be transported to Reading Partner site and back to school			
2010 Fall Training Conference in Baton Rouge (Mandatory)			
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Hotel: 2 night(s) @ \$119 per night = \$238	238	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Meals: 2 day(s) @ \$23 per day = \$46 <i>(This amount includes breakfast & dinner. Lunch will be provided the day of the conference)</i>	46	0	0
<i>Mandatory FALL CONFERENCE in Baton Rouge</i> Mileage: 148 mi. round trip to B.R. @ \$.52/mile = \$71 <i>(rounded)</i>	71	0	0
2011 National Conference (Atlanta, GA) (Optional)			
<i>2011 National Conference (Atlanta, GA) (optional)</i> Registration: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Airfare: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Ground Transportation: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Hotel: \$0	0	0	0
<i>2011 National Conference (Atlanta, GA) (optional)</i> Meals: \$0	0	0	0
<i>Attendance at the 2011 National Conference in Atlanta, GA can not exceed \$1,250 of the Total Project Budget</i>	0		
Transportation and Other Travel Sub-Totals	\$ 1355	\$ 0	\$ 0
	Learn & Serve		

Budget Items and Explanation	Amount	Cash Match	In-kind Match
Other Purchased Services <i>(includes postage, printing and binding)</i>			
1) Postage-- celebration 100 1st class stamps	44	0	0
2) Printing/binding--final project, training packets	500	0	150
3)	0	0	0
4)	0	0	0
5)	0	0	0
Other Purchased Services Subtotals	\$ 544	\$ 0	\$ 150

Print this page

Return to INDEX

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 9 of 10 (Budget Detail 3)

UT21423	Eagles' Reading Partner Program The Literacy Council of Southwest Louisiana, Inc.		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Materials and Supplies <i>(Includes books, journals, software and all other items needed for service-learning projects. Equipment costing more than \$300.00 per item MAY NOT be purchased with Learn and Serve grant funds.)</i>			
1) Computer & PowerPoint Projector--project use	1 x \$1,500.00=\$1,500.00	0	1500
2) Binders--Oak Park Middle Student Program Binders	40 x \$2.00=\$80.00	80	0
3) Academic Night Supplies	4 x \$100.00=\$400.00	400	0
4) Literacy Grab Bag Supplies	1 x \$100.00=\$100.00	100	0
5) Learn & Serve Logo Imprinted Items	40 x \$15.00=\$600.00	600	0
6) MLK Day of Service Project--supplies	1 x \$200.00=\$200.00	200	0
7) CDs w/ jewel cases--25 pack	2 x \$25.00=\$50.00	50	0
8)		0	0
9)		0	0
10)		0	0
11)		0	0
12)		0	0
13)		0	0
14)		0	0
15)		0	0
Materials and Supplies Subtotals	\$ 1430	\$ 0	\$ 1500
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px; margin: 5px;">Print this page</div>			
			<div style="border: 1px solid black; display: inline-block; padding: 5px 20px; margin: 5px;">Return to INDEX</div>

2010-11 Learn and Serve America Grant Application

Deadline: April 15, 2010 - 4:00 pm

Page 10 (Budget Detail 4)

UT21423	Eagles' Reading Partner Program The Literacy Council of Southwest Louisiana, Inc.		
Budget and Sustainability <i>continued</i>			
Budget Items and Explanation	Learn & Serve Amount	Cash Match	In-kind Match
Administrative/Indirect Costs <i>See Administrative Costs Guidelines section of the Louisiana Learn and Serve America Grant Application Guidelines before completing this section.</i>			206
Budget Summary <i>(recap of pages 7, 8 & 9)</i>	Learn & Serve Amount	Cash Match	In-kind Match
Salaries p7	798	0	9400
Purchased Professional & Technical Services p7	0	0	0
Transportation and Other Travel p8	1355	0	0
Other Purchased Services p8	544	0	150
Materials and Supplies p9	1430	0	1500
Administrative/Indirect Costs p10 (above)			206
Grand Totals	\$ 4127	\$ 0	\$ 11256
	Match Total	\$ 11256	
Initial Reported Values <i>from p2</i>	\$ 4127	\$ 11256	
Sustainability Plan			
Provide plans to sustain your service-learning program once this grant has expired. Among the items to be included here are a description of partnerships that are expected to continue and the anticipated support from your school, school board or community that will extend beyond this grant.			
<p>The Literacy Council has worked to develop partnerships for all of its programs that serve children. Partnerships are important because they allow programs to have multiple "owners." When all parties feel that they are giving equally and providing a quality service, it makes managing ongoing program planning and sustainability planning possible.</p> <p>ACADEMIC ACTIVITY NIGHTS--ACTIVITY NIGHTS WILL FOCUS ON READING, MATHEMATICS, CREATIVE WRITING AND TECHNOLOGY. PURCHASES WILL INCLUDE BOOKS (FOR READING ACTIVITIES), JOURNALS (FOR CREATIVE WRITING), MATH GAMES, FOLDERS, EASEL PADS (FOR PRESENTATIONS), LOOSE LEAF PAPER AND BASIC SUPPLIES SUCH AS CRAYONS, MARKERS, PENS & PENCILS.</p> <p>LITERACY GRAB BAGS--PURCHASES WILL INCLUDE CANVAS TOTE BAGS, BOOKS, CARDSTOCK, PAGE PROTECTORS, STICKERS, CONSTRUCTION PAPER, EXTRA LARGE CLASP ENVELOPES. THE BAG'S CONTENTS WILL ALLOW STUDENTS TO LEAD STORYTELLING, ORAL READING ACTIVITIES, AND LITERACY GAMES.</p> <p>For this program, the in-kind donations from the school, local school board and McNeese State University are very valuable. We anticipate that this partnership will prove to be successful and continue. ALL-IN-KIND</p>			

CONTRIBUTIONS WILL BE DOCUMENTED.

In addition to maintaining partnerships, we will work to educate the local community about the program. This will increase opportunities for seeking local support in the way of both cash and in-kind donations.

Print this page

Return to INDEX