

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

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

**Recipient:** Arts Council of Central Louisiana      Grant #FY10-0449

- 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)

**Signatures:**

  
\_\_\_\_\_

**Contract Monitor**

10-27-10  
\_\_\_\_\_

**Date**

  
\_\_\_\_\_

**Appointing Authority**

10-27-10  
\_\_\_\_\_

**Date**

**Grantee Name: Arts Council of Central Louisiana**

**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: \$27,500.00**

<b>INCOME</b>			
2	Admissions, Memberships, Subscriptions		\$22,300.00
3	Contracted Services Revenues		\$1,000.00
4	<b>TOTAL EARNED REVENUE</b>		<b>\$23,300.00</b>
5	Corporate Support (List sources)		\$30,000.00
6	Foundation Support (List sources)		
7	Other Private Support, Fundraising		\$4,900.00
8	<b>TOTAL CONTRIBUTED REVENUE</b>		<b>\$34,900.00</b>
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	<b>TOTAL GOVERNMENT SUPPORT</b>		<b>\$ 0.00</b>
15	Other Applicant Cash (Include in-kind) [Itemize]		
16	<b>SUBTOTAL</b>		<b>\$58,200.00</b>
17	State, Louisiana Division of the Arts Grant (Line 1)		\$27,500.00
18	<b>TOTAL INCOME</b>		<b>\$85,700.00</b>
<b>EXPENSE</b>		<b>LDOA Grant</b>	<b>Cash Match</b>
19	Salaries/Wages/Benefits – Administrative		\$34,750.00
20	Salaries/Wages/Benefits – Artistic		
21	Salaries/Wages/Benefits – Technical/Production		
22	Payroll Taxes		
23	Professional Services – Artistic	\$27,500.00	\$5,950.00
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		\$6,000.00
28	Technology and Communications		
29	Insurance		
30	Supplies		
31	Postage and Shipping		\$4,100.00
32	Marketing		\$800.00
33	Development		\$6,600.00
34	Travel/Mileage		
35	Professional Development		
36	Other Expenses (Itemize)		
37	<b>TOTAL EXPENSES</b>	<b>\$27,500.00</b>	<b>\$58,200.00</b>
38	<b>SURPLUS/DEFICIT</b>		<b>\$ 0.00</b>
39	In-kind Donations (Itemize if includes staff time)		