

**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

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific Program** Decentralized Arts Funding
  - 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**

12.28.12  
\_\_\_\_\_  
**Date**

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

1-9-13  
\_\_\_\_\_  
**Date**

DEPARTMENT OF CULTURE, RECREATION AND TOURISM  
Act 13 - Information

OFFICE: Cultural Development – Division of the Arts

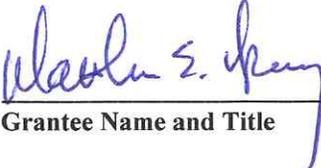
**Recipient:**

Name: Arts Council of Central Louisiana  
Address: 1101 4<sup>th</sup> Street, Suite 201  
City & State: Alexandria, LA 71301  
Contact Name: Matthew E. Henry  
Telephone Number: 318.443.4718  
Fax Number: 318.484.4499

**Program Data:**

Arts Grant #: FY13 - 082  
**Amount to be**  
Transferred: \$ 77,956.00  
Funding Source: State Funding - 5314  
Beginning Date: July 1, 2012  
Ending Date: December 31, 2013

- 1. Proposed Plan with Detailed Goals and Objectives:** The Arts Council of Central Louisiana seeks to support and fund grant proposals from eight parishes: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon and Winn. The ACCL and its Community Development Coordinator publicize the DAF program through blast e-mails, print media, workshops and community meetings. Special effort is made to reach representatives of programs that reach underserved communities and groups. The ACCL conducts a peer review panel to determine grantees. The CDC solicits recommendations for panelists, and selects panel members from each parish based on their participation in civic interests and artistic disciplines. The panel is intentionally diverse and scrupulously fair. Following selection of award recipients by the community jury and approval by the ACCL Board of Directors, initial 75% payments are disbursed. Upon receipt of final reports, final 25% payments are disbursed
- 2. Proposed Performance Measures for the Project:** In order to ensure the success of these grants, the ACCL has several performance measures in place. First, the CDC performs site visits to each grantee to monitor progress. Also, each grantee is required to create an organization SWOT analysis (Strengths, Weaknesses, Opportunities and Threats). This allows the ACCL to discover new ways to assist our constituents. Perhaps the most important performance measure is the final report. Each grantee is required to give account for every dollar of their award. Final reports show the progress and difficulties of each organization and their abilities to achieve their goals and objectives.
- 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 13.**

 **EXECUTIVE DIRECTOR**  
Grantee Name and Title

**ARTS COUNCIL OF CENTRAL LOUISIANA  
FY 2012-2013  
DECENTRALIZED ARTS FUNDS BUDGET**

**REVENUES**

LDOA Subsidy for Administrative Costs	5,296
LDOA Subsidy for Community Development Coordinator	25,000

**TOTAL REVENUES**

**30,296**

**EXPENSES**

Salaries, Payroll Taxes and Benefits	33,967
Accounting and Audit Professional Services	800
Meetings	150
Postage and Shipping	50
Supplies and Materials	250
Travel	1,000

**TOTAL EXPENSES**

**36,217**

**SURPLUS (DEFICIT)**

**-5,921**