

**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

01-02-14
Date


Appointing Authority

1-2-14
Date

ATTACHMENT A

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM
Act 14 - Information**

OFFICE: Cultural Development – Division of the Arts

Recipient:

Name: Arts Council of Central Louisiana
Address: 1101 4th Street
City & State: Alexandria, LA 71301
Contact Name: Matt Henry
Telephone Number: 318.443.4470
Fax Number: 318.484.4499

Program Data:

Arts Grant #: FY14-008
Amount to be transferred: \$77,956.00
Funding Source: State Funding - 5414
Beginning Date: July 1, 2013
Ending Date: December 31, 2014

1. Proposed Plan with Detailed Goals and Objectives:

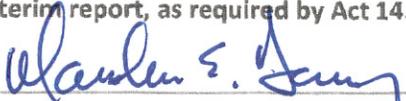
The Arts Council of Central Louisiana seeks to support and fund grant proposals from an 8 parish region including: Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, and Winn parishes. Along with the Community Development Coordinator, the Arts Council of Central Louisiana publicize the DAF program through various methods including: E-mail blasts (to over 333 recipients), 21 different print/advertising media organizations in the various parishes, our local website (www.louisiana-arts.org), social media networking (including facebook and twitter), and multiple workshops and community meetings. Special efforts are made to reach representatives of programs that reach underdeserved 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 the selection of award recipients by the community jury and approval by the ACCL Board of Directors, the initial 75% payments are disbursed. Upon receipt of final reports, the remaining 25% of the payments are dispursed.

2. Proposed Performance Measures for the Project:

In order to ensure the success of these grants, the Arts Council of Central Louisiana has several performance measures in place. First, the CDC performs site visits to most grantee's organizations 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 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 funding MUST BE ATTACHED to this proposal.

4. This project is viable in accordance with the grant agreement and this form will serve as the interim report, as required by Act 14.



Signature of Grantee's Authorized Official
12-13-2013

Title

**Arts Council of Central Louisiana
FY 2012 - 2013
Decentralized Arts Funds Budget**

<u>Revenues</u>	<u>Amount</u>
LDOA Subsidy for Administrative Costs	\$5,296.00
LDOA Subsidy for Community Development Coordinator	\$25,000.00
TOTAL REVENUES	<u>\$30,296.00</u>

<u>Expenses</u>	
Salaries, Payroll Taxes & Benefits	\$34,439.11
Accounting and Audit Professional Services	\$800.00
Meetings	\$300.00
Postage & Shipping	\$250.00
Supplies and Materials	\$250.00
Travel	\$1,000.00
TOTAL EXPENSES	<u>\$37,039.11</u>

SURPLUS (DEFICIT) -\$6,743.11

Grant # FY14-008
 Program: DECENTRALIZED ARTS FUNDING

Dates: July 1, 2013 – December 31, 2014
 Amount: \$77,956.00

Region 1 Parish	Population 2010 Census	Dollar Allocation	\$ Admin. Fee	2014 Regrant
Avoyelles	42,073	\$7,193	\$719	\$6,474
Catahoula	10,407	\$1,779	\$178	\$1,601
Concordia	20,822	\$3,560	\$356	\$3,204
Grant	22,309	\$3,814	\$381	\$3,433
LaSalle	14,890	\$2,545	\$255	\$2,290
Rapides	131,613	\$22,500	\$2,250	\$20,250
Vernon	52,334	\$8,947	\$895	\$8,052
Winn	15,313	\$2,618	\$262	\$2,356
Region Total	309,761	\$52,956	\$5,296	\$47,660

Arts Council of Central Louisiana **PAYMENT SCHEDULE**

Payment Date	Calculation	Amount	
#1	10/2013	75% of Regrant	\$35,745.00
#2	12/2013	CDC (\$25,000) & Administrative Fees (\$5,296)	\$30,296.00
#3	06/2014	25% of Regrant	\$11,915.00

TOTAL AWARD

\$77,956.00