

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

Agency/Program: *DCRT/OCD/Division of the Arts*
Recipient: *Louisiana Endowment for the Humanities*

- 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

- | 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"/> | | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? (to be transmitted at a later date) |

Signatures: *Vanessa Ledbetter* *10/11/10*
Contract Monitor **Date**

[Signature] *10/11/10*
Appointing Authority **Date**

**Budget will be transmitted to the Louisiana Legislative Auditor at a later date*

“ATTACHMENT B”

Page 1

Project Budget (2010-11)

Louisiana Endowment for the Humanities

Anticipated Income or Revenue

<u>Sources</u> <i>(list all sources of revenue)</i>	<u>Amounts</u>
NEH Grants	\$ 738,810
State Grant (state & LEH fiscal years differ), incl. DCRT grant	\$1,449,352
US Dept. of Education Grant (TAH)	\$ 340,000
Annual Fund	\$ 120,000
Corporations & Foundations	\$ 250,000
LCV Ads & Subscriptions	\$ 67,000
Other Income	<u>\$ 174,500</u>
	<u>\$3,139,662</u>

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$ 1,081,500	\$ 313,600
Related Benefits at 34% <i>(per personnel policy)</i>	\$ 346,080	\$ 106,400
Travel	\$ 44,700	\$
Operating Services	\$	\$
Advertising / Meetings	\$ 27,400	\$
Printing (non-LCV)	\$ 44,700	\$
Maintenance of Equipment	\$ 30,300	\$
Maintenance of Office, Insurance	\$ 12,000	\$
Rentals	\$ 0	\$
Dues and Subscriptions	\$ 6,138	\$
Telephones	\$ 18,000	\$
Postage	\$ 10,800	\$
Utilities / Office Space	\$ 30,000	\$
Other (LCV Printing & Production)	\$ 534,565	\$
Office Supplies	\$ 15,000	\$
Professional & Contract Services	\$ 734,851	\$
Other Charges (grantees / sub-recipients*)	\$ 201,000	\$ 80,000
Acquisitions & Major Repairs	\$	\$
Totals	\$ 3,137,034	\$ 500,000

* to be named later