

Lake Charles Partnership Grant Program, FY2023-2024

ATTACHMENT A – Project Changes

Attachment A only needs to be returned if there are any changes to the project from the original application.

This form is due via email to Shawna Nile Batchelor, Executive Director, at shawnab@artscouncilswla.org on April 8, 2023 by 5 p.m. along with your Grant Agreement Documents, if needed.

Please Return Appropriate Attachments to:

Arts Council of SWLA
809 Kirby Street
Lake Charles, LA 70601

Grant #: LCP-23/24-XXX

Grantee (Organization): _____

Title of Project: _____

Grant Award: \$ _____

Provide a brief description of the changes to the project from the original narrative given in the grant application. For example, any changes to the personnel or artists involved, as well as any changes to the actual services to be provided.

Provide a list of all project activity dates, times, and locations if they have changed from the original application. This information is required in order to facilitate site visits by the Arts & Humanities Council.

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ATTACHMENT B – Amended Budget

Attachment B only needs to be returned if there are any changes to the project from the original application.

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Please Return Appropriate Attachments to:

Arts Council of SWLA
 809 Kirby Street
 Lake Charles, LA 70601

Grant #: LCP-23/24-XXX

Grantee (Organization): _____

Title of Project: _____

Grant Award: \$ _____

Provide a revised budget for the exact grant amount awarded. Unless an amendment is approved, categories in the Final Report budget will not be allowed to exceed those in this budget.

REVENUE				CASH
1. Admissions, Memberships, Subscriptions				\$ _____
2. Contracted Services (workshops, packaged presentations, etc.)				\$ _____
3. Other Applicant Cash: <i>List Source</i>				\$ _____
4. Corporate Support: <i>List Source</i>				\$ _____
5. Foundation Support: <i>List Source</i>				\$ _____
6. Fundraising				\$ _____
7. Federal: <i>List Source</i>				\$ _____
8. State: <i>List Source</i>				\$ _____
9. Regional: <i>List Source</i>				\$ _____
10. Local: <i>List Source</i>				\$ _____
11. Sub-Total				\$ _____
12. Lake Charles Partnership Grant Request				\$ _____
13. Total Revenue				\$ _____
EXPENSES	GRANT	CASH	TOTAL	
14. Personnel – Administrative	_____	_____	\$ _____	
15. Personnel – Artistic	_____	_____	\$ _____	
16. Personnel – Tech/Production	_____	_____	\$ _____	
17. Fiscal Agent Fees	_____	_____	\$ _____	
18. Outside Professional Services – Artistic	_____	_____	\$ _____	
19. Outside Professional Services – Other	_____	_____	\$ _____	

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20. Utilities	_____	_____	_____
21. Space Rental	_____	_____	_____
22. Travel	_____	_____	_____
23. Marketing (promotion, print)	_____	_____	_____
24. Equipment Rental	_____	_____	_____
25. Supplies and Materials	_____	_____	_____
26. Postage/Shipping Costs	_____	_____	_____
27. Insurance	_____	_____	_____
28. Other: List	_____	_____	_____

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ATTACHMENT C – Contingency Plans

*Attachment C **MUST** be returned with the Grant Agreement to the Arts Council.*

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Title of Project: _____

Grant Award: \$ _____

Please provide a description of how the organization would handle a mid-year budget cut to this grant if the Arts & Humanities Council and its grant funders faced necessary budget reduction. You may base this explanation on a possible cut of twenty percent of the grant award.