

PARISH OF CADDO

2024 NON-GOVERNMENTAL APPROPRIATION REPORT

This form is the **only** form to be used for reporting the use of Caddo Parish funds. It is important that each section of this report is completed, and the report should **only** detail the use of Caddo Parish funds. All requested attachments **must** be included with the reporting form in order for your report to be considered complete. If attachments are not included, the organization **will not** be eligible for future appropriations. Please add additional pages as needed. Forms should be mailed to **Caddo Parish Department of Finance, P.O. Box 1127, Shreveport, LA 71163.**

Name of entity:	
Address:	Person Preparing Report:
	Title:
Phone Numbers:	Internet Email:
Fax:	
Reporting Period:	<input type="checkbox"/> January 1 - June 30, 2024 (Due July 31, 2024) <input type="checkbox"/> July 1 - December 31, 2024 (Due January 31, 2025)
Program(s) supported with Caddo Parish funds during the reporting period	
Total amount received by organization to date:	\$ _____
Amount used during reporting period:	\$ _____

Itemization of expenses incurred during the reporting period (use a separate sheet for each program supported). (DO NOT REPORT YOUR ORGANIZATION'S ENTIRE BUDGET – ONLY REPORT GRANT FUNDED EXPENSES; GRANT FUNDS CANNOT BE USED FOR THE ORGANIZATION'S DAY TO DAY OPERATING EXPENSES SUCH AS RENT, SALARIES, BUILDING REPAIRS/RENOVATIONS, UTILITIES. PLEASE ATTACH ALL SUPPORTING DOCUMENTATION FOR THE REPORTED EXPENSES, INCLUDING BUT NOT LIMITED TO CANCELLED CHECKS, RECEIPTS, INVOICES CONTRACTS, ETC.)

Supplies

Printing/Postage

Equipment

Training

Consultant(s)/Contract Labor

Other, please specify

MUST BE COMPLETED FOR SOCIAL WELFARE PROJECTS, INCLUDING EDUCATIONAL PROJECTS. Report is INCOMPLETE without this information. (Use a separate sheet for each program supported.)

Methodology used to determine the low-income status of persons served with the program. **INCLUDE ALL ATTACHMENTS SHOWING THE METHODOLOGY.** (The examples below are not exhaustive.)

Examples:

- a. If using Title One Schools, include most recent list of Caddo Parish Title I Schools and information showing which Title I Schools participants attend.
- b. If using census tracts, include the information showing all of the census tract information, including the income.
- c. If using the U.S. Poverty Scale, include a copy of the most recent scale

MUST BE COMPLETED FOR ECONOMIC DEVELOPMENT PROJECTS. Report is INCOMPLETE without this information. (Use a separate sheet for each program supported.)

1. Dollar amount of your program's economic impact to Caddo Parish.
2. Methodology used to determine the amount above. (If using an economic impact statement, a copy of the most recent statement **MUST BE ATTACHED**; please note that economic impact statements can be no older than TEN years, counting from the date of the 2024 event).

SIGNATURE PAGE

Submitted by: _____
(Print Name)

Signature: _____

Title: _____

Date: _____