

## PARISH OF CADDO

### 2025 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.**

<b>Name of entity:</b>	
<b>Address:</b>	<b>Person Preparing Report:</b>
	<b>Title:</b>
<b>Phone Numbers:</b>	<b>Internet Email:</b>
<b>Fax:</b>	
<b>Reporting Period:</b>	January 1 - June 30, 2025 (Due July 31, 2025) July-1 - December 31, 2025 (Due January 31, 2026)
<b>Program(s) supported with Caddo Parish funds during the reporting period</b>	
<b>Total amount received by organization to date:</b>	\$ ___
<b>Amount used during reporting period:</b>	\$ ___

On the following page, please complete the itemization of expenses incurred during the reporting period (please make copies and use separate ledgers for each program supported). **ALL EXPENSES MUST BE REPORTED ON THIS LEDGER WITH SUPPORTING DOCUMENTATION PROVIDED. DO NOT** report your organization's entire budget - **ONLY REPORT GRANT FUNDED EXPENSES.** Remember: **GRANT FUNDS CANNOT BE USED FOR THE ORGANIZATION'S DAY TO DAY OPERATING EXPENSES SUCH AS RENT, SALARIES, BUILDING REPAIRS/RENOVATIONS, UTILITIES.**

Caddo Commission NGO					
Balance Sheet					
	Payment Type	Check #	Vendor	Amount	Verified
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

**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.
  - a. If using an economic impact statement from 2015 or subsequent, a copy of the statement **MUST BE ATTACHED**; please note that economic impact statements can be no older than **TEN** years and must be prepared by a **third party**.
  - b. The Shreveport-Bossier Tourist Bureau has a **FREE** economic impact calculator that can calculate the economic impact from your event. You can then use the report generated to show your event's economic impact to the Parish. Contact the Tourist Bureau at (318) 429-0629 to obtain information on the calculator.

**SIGNATURE PAGE**

Submitted by: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_