

**PARISH OF CADDO**

**2026 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, 2026 (Due July 31, 2025) July-1 - December 31, 2026 (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					
	<b>Payment Type</b>	<b>Check #</b>	<b>Vendor</b>	<b>Amount</b>	<b>Verified</b>
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**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: 1) the list of Caddo Parish Title I Schools for the school-year reported; 2) 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. A Shreveport-Bossier Tourist Bureau economic impact report from your event. It is free to obtain this report. Contact the Tourist Bureau at (318) 429-0629 to obtain information on the calculator.

**SIGNATURE PAGE**

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

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

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

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