



PARISH OF CADDO, LOUISIANA

GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: Lady Bass Anglers Association

Budget Year: 2022

Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:

- CB 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- CB 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- CB 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable (in a dollar amount) means of economic development for Caddo Parish.
- CB 4. Funds cannot be used for the following:
 - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
 - b. Equipment used in any other program other than the one the Parish is funding;
 - c. To benefit non-Caddo citizens.
- CB 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- CB 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1st - June 30th of the appropriation year (due July 31st), and a report detailing the use of the funds from July 1st - December 31st of the appropriation year (due January 31st of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31st report has not been timely submitted; an approved appropriation will **not** be funded if the January 31st report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.
- CB 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.
- CB 8. All items in the application **may not** be covered in the final Cooperative Endeavor Agreement (CEA) which outlines the terms of the appropriation. **Funds must be spent in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA).**

SECTION I: INTRODUCTION AND FUNDING PURPOSE

Each section of this request must be completed in order to be considered for funding.

1. Name of Entity: Lady Bass Anglers Association

Commission District: Caddo Parish

Physical Address: 573 King Creek Road, Benton, KY 42025

Is this the mailing address for the organization? Yes No

If not, please list mailing address: _____

Is this the address of the organization's headquarters?

Yes No

If not, please list headquarter address: _____

Does your organization provide services in more than one commission district?

Yes No

If yes please list other districts served and addresses (if available):

District: _____ District: _____
Address: _____ Address: _____

Contact Person: Cheryl Bowden

Title: Co-Founder

Phone Number: 214-738-7518 Fax: _____

Email: cbowden@ladybassanglers.com Past Grant Recipient? Yes No

2. Purpose for which Parish funds would be used (Check one and give brief description):

Economic Development Education Social Welfare

When our event comes to a location for a tournament, we infuse approximately \$1065 per entry into the local economy. This occurs as anglers rent housing, visit grocery and convenience stores, restaurants, tackle stores, repair shops, fuel for boats and trucks. Some of our anglers will travel into Shreveport to visit the casinos. We average between 20-25 boats per event. That equates to between 40-50 entries or between \$42,600-\$53,250 into the local economy. Additionally, we are associated with Pond Hopper Nation and they put on a Kid Fish that is open to the community. Each child who registers in advance and attends receives a free t-shirt, a free rod and reel, a small tackle box and sometimes other items. The goal of the kid fish is to bring families together and to get kids

involved in fishing.

3. Amount of this funding request: \$3,000

4. During what time period will the funds be used: March 2022 through May 2022 -

5. Are current audited financial statements available? Yes No

Please furnish most recent financial statement period covered:

I can provide a copy of our bank statement or the 2020 Income tax.

_____ through _____

6. Are you exempt from Federal Income Tax? Yes No

Under IRS Code Section: _____

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)? Yes No

No

Date of last time filed: _____

8. Quarterly drawdowns are agreed to be acceptable: Yes No

(If not, please propose an alternate drawdown schedule and explain)

We have never done a drawdown, so I am not familiar with the process.

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?

Yes No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana? Yes No

- Provide a copy of your Certificate of Good Standing

We have filed for a Certificate of Good Standing for the State of Louisiana and are awaiting the document you requested. Will provide as soon as possible.

11. Attach any information that you wish to submit in support of your application, including:

- Current IRS 501(c)(3) tax exempt statement

- Explanation of any changes in your IRS status (if applicable).

- Other: _____

SECTION II: PROPOSAL NARRATIVE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

A. Background and Capacity of Organization

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

B. Prior Experience of Organization

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

C. Extent of Neighborhood Involvement

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

D. Description of Project and Soundness of Project

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

E. Joint Group Application and Collaboration

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

F. Identify Needs and Gaps in Services in Neighborhood

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

CB Initial here stating you have read and understand the requirements for proposal narratives.

Please attach a file for the proposal narrative formatted as outlined above.

ATTACHMENT B: PROJECT TIMELINE

This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.

October 2021 Project begin date- (selection of 2022 tour site locations)

November 2021- Tour dates and locations finalized; work on 2022 sponsors for the tour.

December 2021- Release of Winter 2021 Digital Magazine with schedule, payouts schedule, etc. Securing of yearlong sponsors; Agreement with Pond Hopper Nation for a kid's fishing event at each tour stop.

Registration for kids' fishing event through Pond Hopper Nation website.

January 2022-Finalization of Title Sponsorship for the 2022 season. Work on the March Digital Magazine; set up of event information on the LBAA website for Hubbard, Caddo, Bull Shoals and Logan Martin. Begin designs of event headers for first event. Hubbard Permit process begins.

February 2022- Finalize March Digital Magazine; Work to design and order advertising graphics, banners, flags for each event. Finalize competitors for Hubbard event. Letter to competitors with event sponsors noted. Work to secure final sponsors and advertising for May event on Caddo Lake. Complete Hubbard Lake permit process.

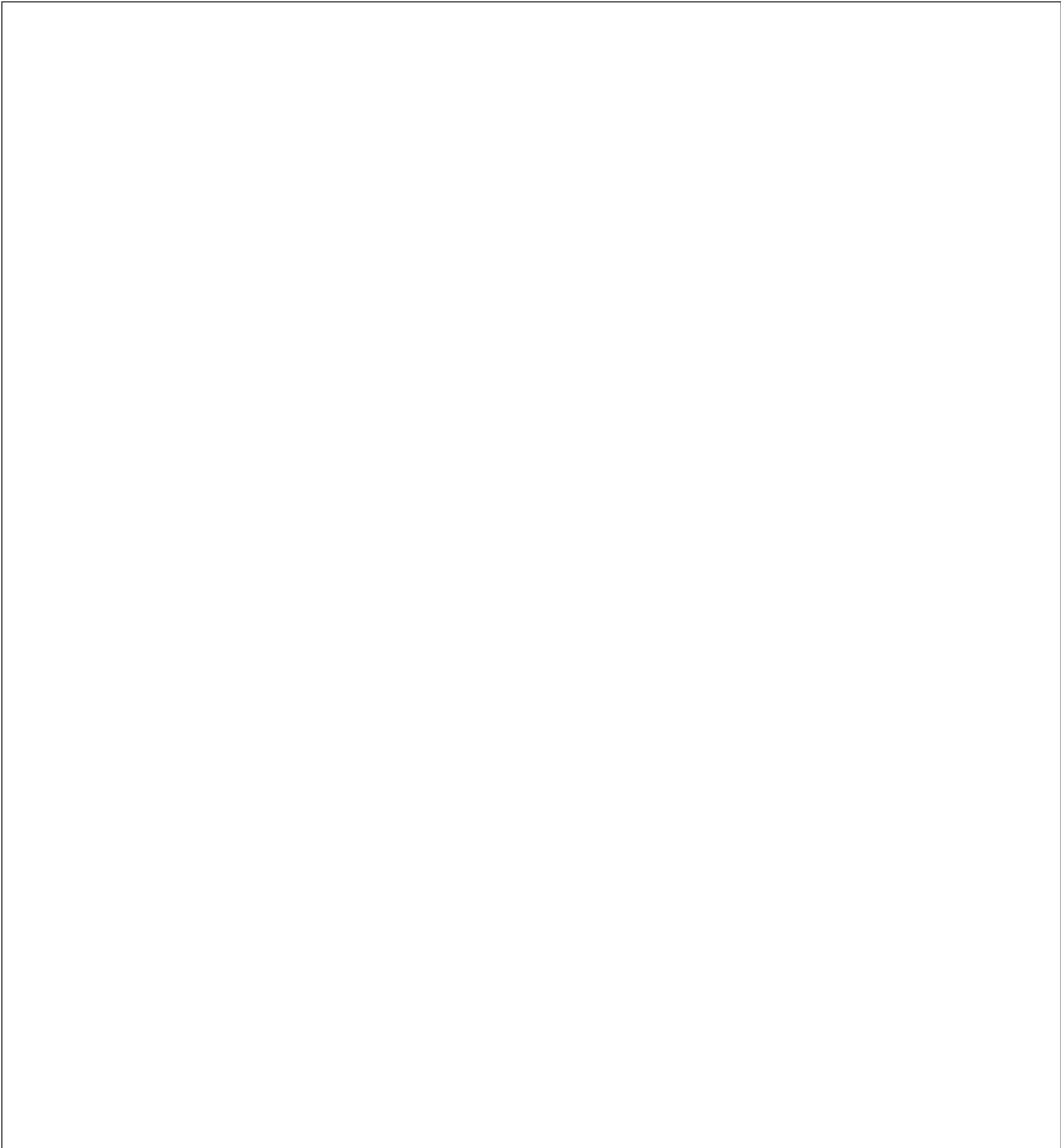
March 2022- Advertising graphics, banners, flags, etc. arrive for use on weigh trailer and at all events. Event insurance purchased for each of the 2022 events. Registration for Caddo event scheduled to close; Letters to competitors created with event sponsors listed. Pond Hopper Nation begins to advertise kids' fishing event at Earl G. Williamson Park. Shirt design for Caddo begins; Facebook Header to promote event and currently available sponsors. Begin development of the May Digital Magazine. (set to publish 1st or 2nd week in April)

April- Caddo Press Release; finalize Caddo shirt design and place order; publish May Digital Magazine. Pond Hopper Nation event registration continues. April 30- anglers arrive in Caddo Parish.

May- event trailer arrives on Wednesday, May 4. Anglers Meeting at 5:00 PM. Shirt order has been separated and bagged by angler. Drawing chips ready for registration. Angler Insurance, Licenses and other documents checked. May 5, 2022- Anglers launch and take off from Earl G. Williamson Park at safe light with check in to begin at 3:00 PM. Staff sets up weigh trailer, tents, weigh tanks, stations, stage, PA system, weigh system and video/photography stations. Weigh-in to follow check-in at approximately 3:30 PM until complete. Event is live streamed on Facebook (Lady Bass Anglers Association Page). Anglers weigh in, results and photos posted. Sponsors recognized throughout weigh in. Repeat on day two. Saturday- Pond Hopper Nation Kid fish at Earl. G. Williamson Park for approximately 50 local children. Goal to get them hooked on fishing. Something they can do for a lifetime. Press release of event goes out.

Larry Valentine- Tournament Director is the immediate contact during the tournament competition days. On Saturday, Cheryl Bowden is the direct contact.

We have held events such as this since 2010. We host 4 events per year and at each location we do one civic event for the community in conjunction with our tournament.



ATTACHMENT C: APPROPRIATION BUDGET FORM

Please provide detailed explanation of each line item.

Organization Name Lady Bass Anglers Association

Budget Year 2022

FUNDING AMOUNT

Line Item Object ¹	Parish Amount ²	Other Amounts ³	In-Kind <i>(Including Food Bank)</i>	Total
Kid Fish- t-shirt, rod, reel, tackle box, bait for up to 50 kids	1500.00			1500.00
Event Insurance	375.00			375.00
Advertising- Graphics (\$791.60/4)	197.90			197.90
Event Awards	400.00			400.00
Event shirts with advertising	856.31			856.31
Digital Magazine- May Design	250.00			250.00
Event Shirt Design Fee	100.00			100.00
Promotional banner for event	65.00			65.00
Event Advertising Posters	46.62			46.62
Wifi- Hot Spot for Live Stream of event	75.00			75.00

¹ If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

² Items to be charged to Caddo Parish funds must be listed in detail; a general program name is not acceptable as a budget item.

³ Provide a detailed listing of the funding source for other amounts.

Additional Line Items Total (from attachment)				
Total				3865.83

Please attach a file for any additional funding line items not listed above and for any required detailed listings.

Required Detailed Listings:

AFFIDAVIT

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

Signature: Cheryl Bowden

Title: Co-Founder

Date: February 25, 2022

CHECKLIST OF REQUIRED DOCUMENTS

- Guidelines for Appropriation Applications
- Application
- Proposal Narrative (See application outline on page 4)
- Attachment A: Contact Information
- Attachment B: Project Timeline
- Attachment C: Appropriation Budget Form
- Affidavit
- Copy of Certificate of Good Standing with State of Louisiana
- Copy of current IRS 501(c)(3) tax exempt statement indicating that the entity requesting funding is not a private foundation
- Explanation of any changes in your IRS status (if applicable)
- Other supporting documents (if applicable)

FOR OFFICIAL USE ONLY

Date Received: _____	Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Saved to File
Date Reviewed: _____	Reviewed by: _____	<input type="checkbox"/> Updated Tracking