

JF ROBLEE FOUNDATION **PROPOSAL SUMMARY**

Use 3 single-sided pages and a minimum 10pt. font. This summary is the primary source of information for preliminary screening. It is important to be as succinct as possible in the limited space on this form, while providing sufficient detail for a clear description. The use of "bullet points" is encouraged. Space may be adjusted between headings if necessary, but the Proposal Summary must be limited to 3 pages. Attach a one-page program budget including projected revenue and expenses.

Date proposal submitted:

1. Organization Information

Organization name:

Address of principal office:

Contact person name:

Title:

Telephone number:

E-mail address:

2. Type of Support Requested: 1) Program__ 2) Operating__ 3) Start up or Planning__ 4) Capacity Building__ 5) Equipment__ 6) Capital Campaign or Endowment__ 7) Other__

3. General Agency Overview (Mission, Programs & General Activities.) (If more than one organization is involved, fill out this section separately for each agency):

4. Proposal Information

Project title & brief description (2-3 lines. Disregard if request is for operating funds):

Total project budget (or agency budget if request is for operating funds):

Amount Requested:

How will this grant be spent (specific breakdown)?

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Target population, including number to be served

Goals and objectives for project (or for organization if request is for operating funds) Please be specific

Key activities to achieve objectives/outcomes and timeline

Need & relevant data (be brief)

Evaluation (How will success be defined and measured? Evidence of past successes?)

Staffing (position, qualifications and experience) List full-time equivalents and if current or new positions
If position not filled list requirements

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Fiscal year for which funds are requested

Donors approached for this project for above fiscal year and responses to date (specific amounts if funded)

Donors approached for this project for current fiscal year (if applicable) and responses to date (specific amounts if funded)

List 3 other major non-governmental donors to the organization

List any grants received from this foundation within the past 5 years

5. Financial Overview

Please attach a one-page program budget including projected revenue and expenses, or consolidated organizational budget for operating funds request

Total current agency budget \$ _____ Agency's fiscal year (month/month)

Total revenue last fiscal year \$ _____

Earned income _____ %

Government Support _____ %

Foundation /corporate support _____ %

Interest income _____ %

Individual support _____ %

Other (please list below) _____ %

Total expenses last fiscal year \$ _____

Spent on programs _____ %

Spent on administration _____ %

Spent on fundraising _____ %

What percentage of the Board made a financial contribution last year?

Amount of current operating reserves or endowment \$ _____

Authorized by (print name & title) _____

Signature of Board Chair/President or Executive Director/CEO

Date