

THE JOSEPH H. AND FLORENCE A. ROBLEE FOUNDATION GRANT GUIDELINES AND APPLICATION PROCEDURES

The Joseph H. and Florence A. Roblee Foundation is dedicated to promoting change by supporting organizations that address significant social issues, improve quality of life, and help individuals fulfill their potential.

The foundation arises out of a Judeo-Christian framework and values ecumenical endeavors. The Foundation particularly supports programs which work to break down cultural, racial, ethnic, religious, and sexual barriers. It supports projects designed to elevate children as a societal priority.

The Roblee Foundation, established in 1971, is based in St. Louis, and accepts applications for grants in the greater St. Louis, Missouri region and Miami/Dade County in Florida. However, grants may be made in other areas of special interest to the Board.

Most grants range from \$1,000-\$15,000. In special circumstances, grants may be made up to \$30,000 in one year.

Grant proposals are accepted in the following focus areas:

EDUCATION

To improve the educational delivery system and support systemic change (birth to 12th grade):

- Teacher training
- Parental involvement
- Addressing how students learn

COMMUNITY

To support particular educational and outreach needs:

- Promoting understanding and cooperation between different cultures, ethnic/racial groups, religions, and sexual orientations.
- Teaching tolerance and global understanding
- Literacy
- Developing of leadership and civic responsibility

To support Community Initiatives:

- Empowering and building communities
- Building neighborhood support systems

FAMILY SUPPORT ISSUES

To Strengthen Families through:

- Parenting skills and parenting education
- Family literacy
- Family support programs

To Empower Women through:

- Reproductive freedom
- Welfare to work programs
- Prevention of violence, abuse and poverty
- Economic independence

To support Children and Youth programs that:
Promote development of resiliency
Promote early childhood services which:
Support childcare centers and the professional development
of their workers
Encourage early stimulation
Encourage school readiness
Promote youth development programs, such as:
After school programs
Service-learning opportunities
Prevent and treat
Teen pregnancy
Substance abuse
Violence and abuse
Improve the Foster care system through:
Recruitment, training, and support of foster care parents
Systemic improvement

The Foundation accepts proposals for the following types of support:

- Project and program funds (We have traditionally emphasized programs that support advocacy, prevention, and systemic improvements, but we will support treatment and crisis intervention when the approach is innovative or there is an unusual need.)
- Capacity building and technical assistance
- Startup funds and planning grants
- Policy development and advocacy
- Scholarship programs
- Capital and endowment campaigns

The foundation does not award grants to individuals. Unsolicited proposals for support of the arts, medical research, environmental concerns, or other projects outside the above stated program areas or geographic regions will not be considered. Requests for annual giving are discouraged.

APPLICATION PROCEDURES

First time applicants to the foundation are encouraged to call foundation staff to explore your project's funding potential.

Proposal

Grant seekers are encouraged to submit proposals year round; however, the Roblee Foundation has a two-cycle docket.

Jan 15 (Grants to be awarded in June or early July)

June 15 (Grants to be awarded in Dec.)

Proposals must be postmarked on or before the deadline date to be considered for that particular docket.

Three complete copies of the following information, including three copies of the cover letter, are required when submitting a proposal.

- I. **Cover Letter:** including amount requested, and contact person if other than Executive Director.
- II. **Proposal Summary:** completed on the form provided by the foundation limited to the three single sided pages provided. A one-page budget for the program for which funding is requested must be attached.
- III. **Narrative:** (*Five page maximum – text should be as concise as possible.*)
Purpose of Grant
 - One paragraph description of need to be addressed, including target population and number expected to serve.
 - Description of project goals, measurable objectives, and desired outcomes.
 - Description of program/activities planned to accomplish these goals – is this a new or ongoing activity for the organization?
 - Timetable for implementation.
 - Other organizations, if any, participating in the project.
 - Title and brief summary of qualifications of key staff/volunteers responsible for project implementation. Are these new or existing positions? Will the positions be filled by current or new staff? Is the position full or part-time?

Agency Information – (A brochure with the following information may be substituted.)

- Brief summary of agency history.
- Brief statement of agency's mission, goals and objectives.
- Description of current programs, and overall agency plans for the next year.
- Description of organization structure, overview of board/staff responsibilities and level of volunteer involvement.
- Agency affiliation with federated funds or public agencies.

Evaluation and Report to Foundation

- Expected outcomes during the funding period.
- How success will be defined and measured.
- How project results will be used and/or disseminated.
- Whether outside evaluators will be used.

IV. Attachments

Board of Directors

- List of names with occupations and/or community affiliations.

Finances

- Agency's current operating budget and previous year's actual income and expenses.
- Project budget, including expenses and revenue.
- Current and past funding sources for the organization, including dollar amounts of major contributors (over \$1,000).
- List of other foundations and organizations to which this proposal has been submitted, and responses to-date including specific amount committed if applicable.
- Long-term sources/strategies for funding of this project at end of grant period.
- Annual report (if available).
- A copy of the IRS determination letter indicating 501 © 3 tax exempt status.
- Most recent annual audit including letter to management and notes. If the agency is not audited an independent review or most recent IRS 990 form may be substituted.

Proposals submitted by fax will not be accepted

RESPONSIBILITIES OF GRANT RECIPIENTS

Grants shall be used solely for the purposes and for the period of time outlined in the proposal, unless the Grantee has received permission from the Foundation.

Grantees are required to submit a complete evaluation and financial report at the conclusion of the grant period.

Three complete copies of the proposal summary, narrative and all attachments should be mailed to:

Joseph H. and Florence A. Roblee Foundation
PO Box 191255
St. Louis, MO 63119

For organizations in Florida, three additional complete copies should be mailed to:

Joseph H. and Florence A. Roblee Foundation
5003 S.W. 71st Pl.
Miami, FL 33155