

## Roblee Foundation Proposal Checklist

Before submitting a proposal, please review this checklist and make certain that all items are addressed.

- The agency and/or project are located within the Foundation's geographic focus areas of the Greater St. Louis, Missouri region or Miami/Dade County in Florida.
- The proposal clearly addresses one of the Foundation's program focus areas.
- The proposal summary is signed by the Executive Director or Board Chair.
- The proposal summary is limited to 3 single-sided pages (not including the program budget).
- A program budget as required by the Missouri Common Grant Application or a consolidated agency budget (for requests for operating grants) is attached to the proposal summary.
- The figures provided in the Financial Overview section of the Proposal Summary are consistent with the audit or IRS 990 (if the organization is not audited).
- The complete Missouri Common Grant Application (beginning with Narrative) is included.
- All attachments required by the Missouri Common Grant Application are included with the proposal.
- Three complete copies of the proposal summary, Missouri Common Grant Application and all required attachments are included.
- For funding in Miami/Dade County, three additional complete copies of the full proposal, including all attachments are forwarded to the Foundation's Miami address.
- The correct address is on the envelope.
- The proposal package is delivered via the United States Postal Service.