

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 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).
- A one page project budget summary or consolidated agency budget (for requests for operating grants), including projected *income* and *expenses*, is attached to the proposal summary.
- The proposal summary is limited to 3 pages (not including the budget summary).
- A more detailed narrative as outlined in the grant guidelines and application procedures is included.
- All required attachments are included with the proposal.
 - Board of Directors list including Directors' occupations and/or community affiliations
 - 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
 - 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
- Three complete copies of the full proposal, including all 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.