

Roblee Foundation
Part One Preliminary Proposal Checklist

Before submitting the part one preliminary 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 current audit or IRS 990 (if the organization is not audited).
- The proposal summary is limited to 3 pages (not including the budget summary).
- A one page budget summary using the appropriate Missouri Common Grant Application budget template is included.