

Roblee Foundation
Part Two Full Proposal Checklist

Before submitting the part two full proposal, please review this checklist and make certain that all items are addressed.

- The organization has received an e-mail from the Roblee Foundation requesting the organization to submit the part two full proposal.
- The Missouri Common Grant Application, beginning with the narrative, is completed.
- 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
- The full proposal and all required attachments are e-mailed no later than midnight of the due date as stated in the Roblee Foundation's e-mail requesting the full proposal. Organizations in Miami/Dade County, Florida also e-mail the full proposal and all required attachments to the Miami e-mail address provided, no later than midnight of that due date.
- If e-mail is not available, the full proposal is postmarked and mailed no later than midnight of the due date as stated in the Roblee Foundation's e-mail requesting the full proposal. Organizations in Miami/Dade County, Florida also mail the full proposal and all required attachments to the Miami address provided, postmarked no later than midnight of that due date.