

Conrad and Virginia KLEE
FOUNDATION

Checklist for Agency Use in Preparing Proposals for Submission

My agency:

- is a 501(c)(3) or a local government agency, municipality or public school system, **and**
- has met with the Klee Foundation staff to confirm agency/project eligibility

I have prepared and submitted ONE complete original application which includes:

- The Uniform Grant Application (UGA), including the Cover Sheet with **original** signatures, Proposal Narrative, Project Budget and Narrative with sections and pages numbered, and the following attachments:
 - This completed checklist
 - Proof of 501 c 3 status (only if requested),
 - A **bound** copy of the most recent audited financial statement *including* the management letter.
 - The operating budget with 5 side by side columns showing:
 1. Prior year budgeted;
 2. Prior year actual;
 3. Current year budgeted;
 4. Current YTD; and, when available,
 5. Proposed or preliminary budget for the next year (or brief statement describing anticipated significant changes)
 - A complete list of current board of directors. Be sure to note officers, affiliations and term dates.
 - Board information sheet signed by board officer

NOTE: Klee Foundation only requires one copy of the complete application.

Proposals received after 1:00 PM on the proposal submission deadline date may not be considered.