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.