

The Roberts Foundation

Application Submission Instructions

Before you initiate the online application, please review the lists below and be prepared to provide the information requested.

Questions

You will be asked to answer the following questions:

- Contact Information
- Organization's IRS Tax Identification Number
- Amount Requested
- What is the organization's mission/vision statement?
- Project Description including activity details, dates, venue, admission fees and attendance goals.
- How will you promote/market the project?
- How will Roberts Foundation support be recognized?
- What is your organization's definition of artistic excellence?
- How does this project align with that definition, and how does it advance your mission?
- How will your audience and the community benefit from this project?
- How will the project be evaluated?

Attachments

You will be asked to attach the following documents:

- Cover Letter – on organization letterhead with official address and signed by your Executive Director or Board President
- Board List[‡]
- IRS 501(c)3 Determination Letter[‡]
- Financial Statement or Audit[‡]
- Previous Year Operational Budget[‡]
- Current Year Operational Budget
- Balance Sheet
- Project Budget
- Annual Report (if your organization produces one)
- Strategic Plan (if your organization has one)
- Final Report (if not yet submitted)

Items marked [‡] are NOT required for current grantees applying for \$5,000 or less. However, these applicants will be asked to detail any significant changes to the organization's structure, leadership, board, strategic direction or mission.

Only proposals submitted using our online application will be considered.