Steps to Submitting a Tier 2 LOI to the Rasmuson Foundation through the UA Foundation

1. Review RF Funding Guidelines
2. Connect w/ RF Program Coordinator
3. Contact UA Foundation
4. Develop LOI
5. UA Program Staff provides:
   - ✓ Narrative
   - ✓ Itemized Project Budget
   - UA Program Staff & UA Foundation coordinate on:
     - ✓ Representative List of Contributors to Project (current & past)
     - ✓ Fund #
     - ✓ Technology
   - UA Foundation provides:
     - ✓ Signed Cover Sheet
     - ✓ Signed Checklist
     - ✓ 501 (c)(3) Letter
     - ✓ BOT/BOR List
     - ✓ BOT/BOR Giving History
     - ✓ Financial Statements
     - ✓ Balance Sheets
     - ✓ Organizational Budgets

6. o UA Foundation submits completed proposal packet to RF.
   o Connects RF to UA Program Staff for follow-up, including site visits and questions.
   o Processes gift.
   o Reminds UA Program staff of stewardship activities requested by RF.