

GRANT APPLICATION FORM

Thank you for your interest in Ronald McDonald House Charities. The enclosed guidelines will provide you with a brief introduction of RMHC and our policies, and a list of the specific information we will need to review your proposal.

SUBMISSION

Use English only and avoid unusual abbreviations. Use standard black type that can be photocopied. Draw all graphs, diagrams, tables and charts in black ink. Do not include items that cannot be photocopied.

Your application form should include, in order, all items listed under "Specific Instructions". Please do not send videotapes, magazine articles, books or other collateral material at this time. A RMHC representative will contact you if additional information is required.

Once complete, please send **five** copies of all materials bound with a single staple in the upper left-hand corner. IF ANY OF THESE DOCUMENTS ARE NOT INCLUDED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND THE REVIEW WILL BE DELAYED INDEFINITELY OR DECLINED.

SPECIFIC INSTRUCTIONS

The first section should include the following items that are part of the attached application:

- A-1: **Not-for-profit Organization Submitting Application.** Self-explanatory.
- B-1: **Title of Project.** Choose a title that is descriptive and specifically appropriate rather than general.
- C-1: **Program Director/Principal Investigator.** Indicate all titles and degrees that are most relevant to the proposed project, such as Professor of English or Director of Pediatric Care.
- D-1: **Mailing Address and Telephone.** Self-explanatory.
- E-1: **Specific Amount Requested from RMHC.** Indicate the dollar amount your organization is requesting from RMHC and a detailed budget totaling this amount.
- F-1: **McDonald's Endorsement:** If applicable, a letter of endorsement from the McDonald's representative(s) who is/are familiar with your organization. Include all titles, addresses and telephone numbers. We will contact this individual for information.

- G-1: **Target Audience and Performance Sites.** Summarize your population in measurable terms, i.e., who the primary audience is, how many will be served, age of participants and the number and percentage who fall into specific ethnic groups. Indicate where the program will take place, including states, hospitals, schools, etc.
- H-1: **Background and Significance.** Briefly include a background of the not-for-profit organization that is submitting the application.
- I-1: **Objectives and Aims.** State the broad, long-term objectives and describe concisely and realistically what the research or program described in this application is intended to accomplish.
- J-1: **Description of Project.** Provide a concise description of the need or problem to be addressed. Include the overall goals and purposes of your organization or specific department concerned, the specific purpose of the funds, and how your objectives will be accomplished. Moreover, what is unique about your program?
- K-1: **Evaluation of Program.** Indicate how your organization will evaluate the program if funded, such as questionnaires, surveys, etc.

The **second section** should include the following items bound together in the order which they are listed with a single staple in the upper left hand corner:

- A-2: **Checklist.** The enclosed checklist to indicate that you have submitted all required information.
- B-2: **Cover Letter.** A one or two-page cover letter on your stationary, signed by the senior management official, briefly outlining your proposal with the request.
- C-2: **IRS 501(c) (3) Form.** A copy of the Internal Revenue Service ruling of the organization's tax-exempt status under Section 501(c)(3). Letters must be clearly dated, indicating the name of the organization, and specifying that it has been granted charitable exempt status. Please note that if applicants are using other agencies' 501(c)(3) status, please clearly indicate which 501(c)(3) status letter applies to the organization, and why the application is being submitted under different status.

- D-2: **Budget and Financial Statements.** A detailed budget that specifically outlines all funds that you are requesting from RMHC. This includes all direct and total costs for the first year of the program (if applicable) and direct and total costs for the entire proposed project period. In addition, please indicate how this program will be funded in the following year(s). Include the current year's operating budget, which should list basic categories of revenues and expenses, and completed audited financial statements including balance sheet for the organization.
- E-2: **Past Donor Information.** A donor list, showing all private, corporate and foundation support during the past 12 months. Also, include a list of the organization's board of directors.

ACKNOWLEDGMENT OF RECEIPT

RMHC acknowledges proposals within 30 days of receipt of letter. However, proper investigation and assessment of your application may take up to 60 days. Where the investigation is complete, another letter will be sent confirming when your application will be reviewed by the Board of Trustees.

AWARDING OF GRANTS

All Board decisions on requests are reported by mail. The applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant. An authorized organization official must sign and return the letter to RMHC, thereby indicating acceptance of the terms and conditions of the award. This letter will also highlight arrangements for payment of the grant.

RESPONSIBILITY OF RECIPIENT

The recipient of the grant from RMHC must use the funds awarded for the specific purpose for what they were originally intended. RMHC requires that a detailed accounting of all funds along with a follow-up report be submitted no more than a year from the date of the award. Any funds not used in the above manner specified will be returned to RMHC.

FOR FURTHER INFORMATION

Please address all correspondence to: Susan Bacon
Office Manager
Ronald McDonald House Charities
6102 South Hudson Ave.
Tulsa, OK 74136-2020

If you have any questions about your application, please call (918) 496-2727.

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A-1: NAME OF ORGANIZATION _____

B-1: PROJECT TITLE _____

**C-1: PROGRAM DIRECTOR/
PRINCIPAL INVESTIGATOR** _____

D-1: MAILING ADDRESS _____

CITY, ST, ZIP _____

TELEPHONE _____

E-1: SPECIFIC AMOUNT REQUESTED \$ _____
FROM RMHC

(Please include all budget information in the second section of this application (See item D2 under "Specific Instructions".) If it is not included, your application will not be reviewed.

F-1: McDONALD'S ENDORSEMENT

Please name the nearest McDonald's representative in your area. Your request will receive the same consideration whether or not you have had contact with McDonald's.

McDONALD'S CONTACT _____

TITLE/POSITION _____

ADDRESS _____

CITY, ST, ZIP _____

TELEPHONE _____

To what extent have you worked with the McDonald's representative?

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G-1: TARGET POPULATION AND PERFORMANCE SITES

Please summarize your target population in measurable terms, including who the audience is, how many will be served, age of participants and the number and percentage who fall into specific ethnic groups (i.e., African-American, Hispanic, etc.).

H-1: BACKGROUND AND SIGNIFICANCE

Briefly include a background of your organization.

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I-1: OBJECTIVES AND AIMS

State the broad, long-term objectives and describe concisely and realistically what the program or research described in this application is intended to accomplish.

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J-1: DESCRIPTION OF PROJECT

Please provide a concise description of the need or problem to be addressed.

Include the overall goals and purposes of your organization or specific department concerned, the specific purpose of the funds and how your objectives will be accomplished. Moreover, what is unique about your program?

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K-1: EVALUATION

Indicate how your organization will evaluate the program if funded, such as questionnaires, surveys, etc.