

Ronald McDonald House Charities of Kentuckiana Grant Application Information

GUIDELINES and INSTRUCTIONS

These guidelines are provided to help your organization prepare a successful grant application. Please study it carefully and include with your proposal all the information requested.

GUIDELINES

- Programs will be evaluated on the merits of:
 - Consistent and effective management
 - Clear goals and objectives
 - A broad base of support
 - A demonstrated ability to respond to the needs of specific groups of children in a manner that yields measurable results
 - Requests for specific program support
- Areas generally not funded include:
 - Advertising or fundraising drives
 - Partisan, political or denominational programs
 - Salaries, travel expenses, or general and administrative costs
 - Intermediary funding agencies
 - Endowment campaigns
 - Requests that are not accompanied with a grant application
- Grant recipients must be classified as 501(c)(3)
- Requests may be submitted for multiple year funding.
- A follow up evaluation is required to ensure that the applicant has complied with the intent of the grant.

GENERAL INSTRUCTIONS

Use English only and avoid unusual abbreviations. **Type** directly on this application, single-spaced. If you need more room, use standard white bond (8 1/2" x 11"). Use standard black type that can be photocopied. Draw all graphs, diagrams, tables and charts in black ink.

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

Once completed, please send the application in two separate folders (as indicated below) secured together in the same envelope. 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 folder should include the following items that are part of the application.**

1-A: Not-for-profit Organization Submitting Application.

1-B: Title of Project. Choose a title that is descriptive and specifically appropriate rather than general.

1-C: Project Director/Principal Investigator. Indicate all titles and degrees that are most relevant to the proposed project, such as Professor or Director of Pediatric Care.

1-D: Mailing Address and Telephone.

1-E: Specific Amount Requested from RMHCK. Indicate the dollar amount your organization is requesting from RMHCK and a detailed budget totaling this amount.

1-F: McDonald's Endorsement. If a McDonald's representative is familiar with your organization, please provide the contact information for that individual. This will assist us with evaluation. Disregard this portion of the application if you have no contact with a McDonald's representative. Your application will be given equal consideration

1-G: Target Audience and Performance Sites. Summarize your population in measurable terms, i.e., who the primary audience is, how many will be served, how old the participants are, where the program will be offered, and the geographic range of your organization. Indicate where the program will take place, including states, hospitals, schools, etc.

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1-H: Background and Significance. Briefly include a background of the not-for-profit organization that is submitting the application.

1-I: 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.

1-J: 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?

1-K: Evaluation of Program. Indicate how your organization will evaluate the program if funded, such as questionnaires, surveys, etc.

1-L: RMHCK Recognition. Indicate how your organization will recognize RMHCK for its contribution to your program.

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- **The second folder should include the following items bound together in the order in which they are listed:**

2-A: Checklist. Use this checklist to indicate that you have submitted all required information.

_____ 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.

_____ IRS 501(c)(3) Form: a copy of the Internal Revenue Service ruling of the organization's tax-exempt status. Letters must be clearly dated, indicating the name of the organization, and specifying that it has been granted charitable tax-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.

_____ Budget and Financial Statements. A detailed budget that specifically outlines all funds that you are requesting from RMHCK. This includes all direct and total costs for the first year of the program (if applicable) and direct and total costs of the entire proposed project period. Also, include the current year's operating budget, which should list basic categories of revenues and expenses, and complete audited financial statements including balance sheet for the organization.

_____ Past Donor Information: A donors list showing all private, corporate and foundation support during the past 12 months.

_____ Board of Directors: A current listing of the members of the organization's board of directors.

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ACKNOWLEDGMENT OF RECEIPT

RMHCK acknowledges receipt of proposals by letter.

AWARDING OF GRANTS

All Committee 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 RMHCK, 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 any grant from RMHCK must use the funds awarded for the specific purpose for what they were originally intended. RMHCK 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 (annually in case of multiple year funding). Any funds not used in the above manner specified will be returned to RMHCK.

FOR FURTHER INFORMATION

Please address all correspondence to:

Ronald McDonald House Charities of Kentuckiana
550 South First Street
Louisville, Kentucky 40202

Thank you for your interest in RMHCK. We look forward to hearing from you.