



May 5, 2010

Dear Potential Applicant,

Thank you for your interest in the Ronald McDonald House Charities grant program. Enclosed please find a grant application from Ronald McDonald House Charities (RMHC) of the Philadelphia Region, Inc. Also enclosed are the Guidelines for Giving.

To be considered for an RMHC grant, the application must be completed fully, with all additional information attached. The application deadline is September 15, 2010 for review at the fall funding meeting. **Grants will not be considered for operating income or administrative expenses including salaries.** The funding maximum for any grant is \$25,000.

Thank you again for your inquiry about RMHC of the Philadelphia Region.

Sincerely,

John Durante
President
RMHC of the Philadelphia Region, Inc.

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PLEASE NOTE

Before preparing your application, please read and follow the instructions in "Guidelines for Giving." Please pay particular attention to the "Preparation and Submission" requirements.

**All Materials submitted must be on 8 1/2' x 11" paper, single sided, black type, and capable of being easily duplicated.
(No annual reports, spreadsheets, bound reports, etc.)
Applications not prepared in this format will be returned.**

*Thank you for your interest in Ronald McDonald House Charities
of the Philadelphia Region, Inc.*

RONALD McDONALD HOUSE CHARITIES OF THE PHILADELPHIA REGION, INC.

- GUIDELINES FOR GIVING -

FUNDING CONSIDERATIONS

To be considered for funding, an organization must be designated as not-for-profit and tax-exempt as defined under IRS code.

Ronald McDonald House Charities of the Philadelphia Region, Inc. (RMHC) Board of Trustees is most interested in organizations that have:

- A program that directly benefits children under 21
- Consistent and effective management
- Clear goals and objectives
- A broad base of funding support
- A demonstrated ability to respond to the needs of specific groups of children in a manner that yields measurable results
- Request funds for specific programs support

RMHC DOES *NOT* FUND:

- General and administrative costs (including overhead)
- Ongoing salaries or travel expenses
- Advertising and fundraising drives
- Partisan, political, or denominational programs
- Intermediary funding agencies
- Endowment campaigns
- Scholarships/fellowships to individuals
- Medical research
- Fundraising sponsorships
- Requests that are not in writing
- Organizations who have received funding from the chapter within the last 12-18 months

PREPARATION AND SUBMISSION

Your grant proposal must be submitted in English and on an RMHC of the Philadelphia Region, Inc. grant application form. The application should include the check list along with the grant application form.

Type directly on the grant application form, single space and single-side pages only. You may duplicate the application form on your computer; however, it must look like our application, page for page. Use standard black type that can be photocopied. Draw all graphs, diagrams, tables and charts in black ink. Do not include any items that cannot be photocopied. **IF ANY OF THE ITEMS REQUIRED ARE NOT INCLUDED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND THE REVIEW WILL BE DELAYED OR DECLINED.**

REVIEW PROCESS

- The Board meets to review, select and award grants to not-for-profit organizations, which have demonstrated an ability to respond to the needs of specific groups of children in a definitive, "hands-on" manner that yields measurable results.
- RMHC will acknowledge receipt of your proposal in writing within 30 days. If the Board has questions regarding your proposal, you may receive a telephone call or a letter requesting further information, or an appointment for a site visit.
- All Board decisions are reported by mail, generally within 14 days of the Board meeting.
- If your proposal is approved, your organization will receive a Letter of Agreement outlining the terms and conditions of the grant which must be signed by an authorized organization official and returned to RMHC. This letter will also highlight arrangements for awarding of the grant.

The recipient of any grant from RMHC must use the funds awarded for the specific purpose of their original intent. RMHC requires detailed accounting of all funds awarded. A follow-up report form is included with this application and must be returned to RMHC 12 months from the date of the award. It is understood that any funds not used in the manner specified in the letter of agreement will be returned to RMHC. Any request for a revision regarding use of funds must receive prior approval and be submitted in writing to RMHC.

PLEASE ADDRESS ALL CORRESPONDANCE TO:

Ronald McDonald House Charities
c/o Tierney Communications
200 South Broad Street
Philadelphia, PA 19102

Phone: 215.790.4338
Fax: 215.790.4407

RONALD McDONALD HOUSE CHARITIES OF THE PHILADELPHIA REGION, INC.

- CHECK LIST -

PLEASE INCLUDE THIS CHECKLIST WITH YOUR APPLICATION

- 1) COVER LETTER**
- 2) McDONALD'S ENDORSEMENT LETTER** (not required)
- 3) GRANT APPLICATION FORM INCLUDING:**
 - A. NAME OF NOT-FOR-PROFIT ORGANIZATION**
 - B. TITLE OF PROJECT**
 - C. PROGRAM DIRECTOR/PRINCIPLE INVESTIGATOR**
 - D. MAILING ADDRESS AND TELEPHONE NUMBER**
 - E. SPECIFIC AMOUNT REQUESTED**
 - F. PAST RECIPIENT INFORMATION** (if applicable)
 - G. SPECIFIC, ITEMIZED PROJECT BUDGET**
 - H. DESCRIPTION OF PROJECT**
 - I. TARGET AUDIENCE AND PERFORMANCE SITES**
 - J. OBJECTIVES AND AIMS**
 - K. EVALUATION**
 - L. ORGANIZATION BACKGROUND**
- 4) IRS 501 (c) (3) DETERMINATION LETTER**
- 5) FINANCIAL STATEMENTS INCLUDING:**
 - A. OPERATING BUDGET**
 - B. AUDITED FINANCIAL STATEMENTS AND/OR LATEST 990**
 - C. BALANCE SHEET**
- 6) PAST DONOR INFORMATION**
- 7) LIST OF BOARD OF DIRECTORS**

RONALD McDONALD HOUSE CHARITIES OF THE PHILADELPHIA REGION, INC.

- GRANT APPLICATION FORM -

A: NAME OF ORGANIZATION _____

B: PROJECT TITLE _____

C: PROGRAM/DIRECTOR
PRINCIPLE INVESTIGATOR _____

D: MAILING ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE NUMBER _____
(include area code)

E: SPECIFIC AMOUNT
REQUESTED FROM RMHC \$ _____

F: IS YOUR ORGANIZATION THE RECIPIENT OF A PREVIOUS RMHC GRANT?

_____ Yes _____ No

IF YES: _____
Date Amount

McDONALD'S ENDORSEMENT (not required)

McDONALD'S CONTACT _____

TITLE/POSITION _____

ADDRESS _____

CITY/STATE/ZIP CODE _____

TELEPHONE NUMBER _____
(Include area code)

G. SPECIFIC, ITEMIZED PROJECT BUDGET*

**This amount should match the amount listed in Section E (the specific amount you're requesting from RMHC; not your overall budget). For a list of qualified budget materials, please refer to page three of the application.*

H: DESCRIPTION OF PROJECT

Provide a concise description of the need or problem to be addressed, the specific purpose of the funds requested and what is unique about your project/program.

I: 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, their nationality, and the number and percentage who fall into specific ethnic groups (i.e., African-American, Hispanic, etc.).

J: OBJECTIVES AND AIMS

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

K: EVALUATION

Indicate how your organization will evaluate the program if funded (i.e., survey, questionnaire, test results, etc.).

L: ORGANIZATION BACKGROUND AND SIGNIFICANCE

Briefly describe the background of your organization.

RONALD McDONALD HOUSE CHARITIES OF THE PHILADELPHIA REGION, INC.
FOLLOW-UP REPORT

(Required within one year of the date the grant is awarded.)

If your proposal is approved, you will be required to address the following questions within one year of the date the grant was awarded. This allows Ronald McDonald House Charities of the Philadelphia Region, Inc. to ensure RMHC grants are used to their fullest potential.

1. Has the need been met or the problem solved? Please include updated information about the project (number of people served, new programs or opportunities, etc.)
2. Did the project follow the objectives outlined in your initial proposal? If not, why?
3. Has the project been modified since the proposal was presented to RMHC?
4. Have there been major changes in timetables for project development, implementation and completion? What were the reasons for such changes?
5. Have the personnel involved in the project proven to be adequate in numbers and qualifications? Has additional staff or staff with different qualifications been required?
6. Have any plans for cooperation with other institutions or groups been implemented successfully? If not, what are the reasons?
7. What have been your methods of evaluating the success of this project?
8. What was the impact of the project on your organization and on those people it was designed to serve? Has the project led to the development of similar ones in other organizations?
9. Include a complete financial reporting of the grant.
10. Did this grant *really* make a difference in the lives of children?