



## **Ronald McDonald House Charities of Charlottesville Guidelines for Giving**

**Application Deadline: October 31, 2011**

The mission of Ronald McDonald House Charities of Charlottesville is to serve and sustain families when serious illness or injury strikes the most cherished part of their lives, their children. We provide grants to not-for-profit organizations whose programs help children reach their fullest potential in the following areas:

- Health delivery
- Illness prevention
- Education
- Advocacy
- Intervention

This information is provided to help your organization submit a successful grant application. Please include all the information requested with your proposal. Due to the large number of applications we receive, the RMHC of Charlottesville Grants Committee will not review incomplete proposals. Also, although your organization may send in a complete application, we cannot fund all programs. Therefore, as promising as a project might be, it may be declined. The success of our mission in Charlottesville and surrounding areas depends on the success of partnerships with organizations like yours.

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

**The RMHC of Charlottesville Grants Committee is most interested in organizations that have:**

- Programs directly benefiting children
- Consistent and effective management
- Clear goals and objectives
- Broad base of funding support

- Demonstrated ability to respond to the needs of specific groups of children in a manner yielding measurable results
- Request for specific program support

### **RMHC of Charlottesville does not fund:**

- Advertising, fundraising drives or endowment campaigns
- Partisan, political, or denominational programs
- General and administrative costs
- Intermediary funding agencies
- Ongoing salaries or travel expenses
- Requests that are not in writing

We will not fund the same program more than three (3) years in succession. You may apply for a different program in your organization.

### **Acknowledgement of Receipt and Deadlines**

RMHC of Charlottesville acknowledges proposals within thirty days of receipt. Grants received in our office after any deadline will be held over until the next deadline. Proper investigation and assessment of your application may take 90 days from the application deadline. You will be notified when the RMHC of Charlottesville Grants Committee has completed the investigation of your request.

### **Awarding of Grants**

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

### **Responsibility of Recipient**

The recipient of any grant from RMHC of Charlottesville must use the funds awarded for the specific purposes for which the funds were originally intended. RMHC of Charlottesville requires that a detailed accounting of all funds, along with a follow-up report, be submitted within a year from the date of the grant. Any funds not used in the manner specified in the grant application must be returned to RMHC of Charlottesville.

Grantees will be required to present to RMHC of Charlottesville Grants Committee, prior to printing, distribution, publication, display or use, any and all promotional materials, publications, articles, pictures, press releases and scripts of all statements, oral or written, to be made by Grantees, their agents or spokespersons, which use or refer to the grant. RMHC of Charlottesville will have approval rights with respect to the use of Licensed Marks in the materials and statements submitted by Grantees.

A copy of all other news releases, articles, pictures and any and all other published material, which may be developed in connection with the project or the grant, shall be furnished by Grantees to RMHC of Charlottesville prior to publication.

**Submission**

Applications must be submitted in English only, and you should avoid the use of abbreviations. The answers should be single-spaced and should not exceed two pages each. Use standard black type that can be easily photocopied. Draw all diagrams, tables and charts in black ink. Do not include items that cannot be photocopied.

Your application form should include all items listed at the end of the application as well as the application, itself. Please do not send videotapes, magazine articles, books or other collateral material at this time. An RMHC of Charlottesville representative will contact you if additional information is required. If any one of the required documents is not included, your application will be considered incomplete and its review will be delayed indefinitely or declined.

**Once complete, please submit four (4) copies of your application to:**

Ronald McDonald House Charities of Charlottesville  
Grants Committee  
300 9<sup>th</sup> Street SW  
Charlottesville, VA 22903



**RMHC of Charlottesville Grant Application Form**

**Application Deadline: October 31, 2011**

**Name of Organization:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Project Description:** \_\_\_\_\_

- Concise description of the project
- Describe the need or problem to be addressed
- Specific purpose of the funds

**Objectives and Aims:** \_\_\_\_\_

- Long-range objectives
- How objectives will be reached
- Describe concisely and realistically what the research or program is intended to accomplish.

**Target Population Served**

Total number of children to be served: \_\_\_\_\_

% of children that fall into specific demographic groups:

_____ % African-American	_____ % Hispanic American
_____ % Native-American	_____ % Asian-American/Pacific-American
_____ % Caucasian	_____ % Other _____

**Evaluation of Program:** \_\_\_\_\_

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

**Specific Amount Requested:** \$ \_\_\_\_\_

**Project Budget:** \_\_\_\_\_

- 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 of the entire proposed project period.

**Background and Significance:** \_\_\_\_\_

- Give a brief history of your organization

**Along with this application form, please attach the following items:**

- Cover Letter: Provide a one paged cover letter on your organization’s letterhead, signed by the senior management official, briefly outlining your proposal with the request.
- IRS 501 (c)(3) Form: A copy of the IRS 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 tax-exempt status. Please note that if applicants are using other agencies' tax-exempt status please clearly indicate which 501 letter applies to the organization, and why the application is being submitted under different status.

- Organizational Budget: The current year's operating budget for your organization, which should list basic categories of revenues and expenses.
- Tax form 990 or Audited Financial Statements: Include your most recent 990 or Audited Financials.
- Board of Directors List: A list of current board members.
- Past Donor List: Please demonstrate the broad base of support that your organization has recently received. Please list the ten largest gifts your organization has received in the past twelve months. Next to each gift amount, please indicate whether the source of the gift was from an Individual, Business/Corporate, Foundation, or Other. You are welcome to include the name of the donor, but that is not required.

**Applications should be mailed to:**

Ronald McDonald House Charities of Charlottesville  
Grants Committee  
300 9<sup>th</sup> Street SW  
Charlottesville, VA 22903

If you have questions about the application, please contact the Executive Director at:

434-295-1885