



Grant Guidelines

Application Deadline: April 15, 2017

The mission of Ronald McDonald House Charities of Charlottesville is to create, find, and support programs that directly improve the health and well-being of children. As part of this mission, we provide grants to fellow 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 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 Charlottesville Grants Committee is most interested in organizations that have:

- Programs directly benefiting children
- Consistent and effective management
- Clear goals and objectives
- A broad base of funding support
- Demonstrated ability to respond to the needs of specific groups of children in a manner yielding measurable results
- A request for specific program support

RMHC 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 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 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 Charlottesville, thereby indicating acceptance of the terms and conditions of the award.

Responsibility of Recipient

The recipient of any grant from RMHC Charlottesville must use the funds awarded for the specific purposes for which the funds were originally intended. RMHC 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 Charlottesville.

Grantees will be required to present to RMHC 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 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 Charlottesville prior to publication.

Submission

Applications must be submitted in English only, and should avoid the use of abbreviations. Responses to questions should be single-spaced. Your application submission 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 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:

1.) an electronic copy of your application to:

rralston@rmhcharlottesville.org

2.) a paper copy of your application to:

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



Grant Application

Application Deadline: April 15, 2017

General Information

Name of Organization: _____

Project Title: _____

Program Director: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

Email Address: _____

Website: _____

Number of Children Impacted

Total number of children to be served by this grant: _____

Age Group(s) Served

Check all that apply and provide the percentage of each group served.

() Infant (Birth to 3 yrs) _____%

() Child (4-12 yrs) _____%

() Adolescents (13-18 yrs) _____%

() Young Adult (19-22 yrs) _____%

Target Populations Served

Check all that may apply.

- Poor, Economically Disadvantaged, Indigent
- Homeless
- Migrant Workers
- Unemployed, Underemployed, Dislocated
- Females
- Males
- Ethnic or Racial Minorities
- Active Military & Veterans
- People/Families of People with Health Conditions
- People/Families of People with Cancer
- People/Families of People with HIV/AIDS
- People/Families of People with Developmental Disabilities
- People/Families of People with Physical Disabilities
- People/Families of People with Psychological Disabilities
- Named Groups – General/Unspecified
- Alcohol, Drug, Substance Abusers
- At-Risk Populations
- Elderly and/or Disabled
- Immigrants, Newcomers, Refugees
- Lesbian, Gay, Bisexual, Transgender Populations
- Offenders, Ex-Offenders
- Crime or Abuse Victims
- Other (Please Specify): _____

Race/Ethnicity Demographics Served

Provide percentage of children to be served by the project as they fall into specific race/ethnic groups.

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

Organizational Background

Describe your organization’s mission, history and how it impacts the community. (Maximum 500 words)

Project Description

Briefly describe the project that will benefit from the RMHC Charlottesville grant. Include how the project will positively impact the well-being of children. (Maximum 500 words)

Objectives and Aims

What are the short and long-range objectives of the project? What are the steps your organization will take to meet these objectives? (Maximum 500 words)

Evaluation of Program

How will you measure the success of program? Describe any quantitative or qualitative evaluations (surveys, questionnaires, etc.) and how they will measure each of your objectives for the project. (Maximum 500 words)

Requested Amount of Grant

\$ _____

Project Budget

Provide a detailed budget that specifically outlines all funds that you are requesting from the RMHC Charlottesville Grant Program. 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.

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.

If you have questions about the application, please contact the Executive Director, Rita Ralston, at 434-295-1885 or rralston@rmhcharlottesville.org.