



RONALD MCDONALD HOUSE CHARITIES OF TALLAHASSEE

GUIDELINES FOR GIVING

McDonald's founder Ray A. Kroc taught his family to share its success with others, a philosophy which has characterized McDonald's community since 1955. The opening of the Ronald McDonald House Charities of Tallahassee in May, 1989 confirmed McDonald's commitment to children in our area.

Our mission is to help as many children as possible by providing a "home away from home" for the families of seriously ill children and other programs that help children reach their fullest potential. We provide grants to not-for-profit organizations whose programs help children reach their fullest potential in three distinct areas:

- Civic and Social Services
- Education and the Arts
- Health Care and Medical Research

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. Incomplete proposals will not be reviewed by the RMHC of Tallahassee, Inc. Board of Directors. Also, although your organization may send a completed application, we cannot fund all programs. Therefore, as good as a project might be, it could be declined.

Keep in mind as you read these guidelines that they are just that: guidelines. These guidelines are not rules. The success of our mission depends on the success of our partnerships with organizations like yours.

Kathy Anderson
Executive Director



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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 codes.

Ronald McDonald House Charities (RMHC) of Tallahassee, Inc. Board of Directors is most interested in organizations that have:

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

RMHC does not fund:

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

Preparation and Submission....

Your grant proposal must be submitted in English and on a RMHC of Tallahassee, Inc. grant application form. The form requests the following information:

Cover letter on stationery, signed by the senior management official, briefly outlining:

- The background of the organization
- Nature of the proposal and request
- Concise description of the needs
- Specific purpose of the funds requested



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Preparation and Submission, continued.....

Budget and financial statements must include:

- Itemized budget for specific funds requested
- Current year's operation budget
- Audited financial statements or latest 990 forms, including Balance Sheet

IRS 501 (C) (3) ruling confirming the organization's tax exempt status

Past donor information (covering the past 12 months showing all private, corporate and foundation support over \$500)

Board of Directors list

Completed checklist (indicating that all requested information has been submitted). Type directly on the application, 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. When submitting your request for funding, you must include two copies of the grant application and two copies of each of the required items listed on the checklist. 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.....

Ronald McDonald House Charities of Tallahassee, Inc. is governed by a Board of Directors comprised of health professionals, business and civic leaders, and McDonald's licensees.

- The Board meets in June and December to review, select and award grants to not-for-profit organizations which have demonstrated the ability to respond to the needs of specific groups of children in a definitive, "hands-on" manner that yields measurable results.
- RMHC of Tallahassee, Inc. will acknowledge receipt of your proposal in writing within 30 days. At that time, we will also indicate in which month the Board will review your proposal. Please be advised that it may take up to six months before an application is reviewed by the RMHC Board.
- If the Board has questions regarding your proposal, you may receive a telephone call or letter requesting further, or an appointment for a site visit.
- All Board decisions are reported by mail, generally within 30 days of the Board meeting.



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Review Process, continued.....

- 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 of Tallahassee, Inc. This letter will also highlight arrangements for the awarding of the grant.

Responsibility of Recipient...

The recipient of any grant from RMHC of Tallahassee, Inc. must use the funds awarded for the specific purpose of their original intent. RMHC of Tallahassee, Inc. requires detailed accounting of all funds awarded. A follow-up report will be automatically mailed to you 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 of Tallahassee, Inc. Any request for a revision regarding use of funds must receive prior approval and be submitted in writing to RMHC of Tallahassee, Inc.

Please address all correspondence to:

Ronald McDonald House Charities of Tallahassee, Inc.
Kathy Anderson, Executive Director
712 East 7th Avenue
Tallahassee, FL 32303
(850) 222-0056 X 23



**RONALD MCDONALD HOUSE CHARITIES
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Grant Application Form
Page One

A-1: Name of Organization _____

B-1: Project Name _____

C-1: Program Director/
Principal Investigator _____

D-1: Mailing Address _____

City/State/Zip Code _____

Telephone (include area code) _____

E-mail Address _____

E-1: Specific Amount Requested
From RMHC of Tallahassee, Inc. \$ _____

(Please include all budget information in the second section of the application).
If it is not included, your application will not be reviewed.



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Page Two

F-1: Target Population and Performance Sites:

(Please summarize your target population in measurable terms, i.e. who the audience is, how many served, ages of participants, etc.)

G-1: Organization Background and Significance:

(Briefly describe the background of your organization.)



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Grant Application Form

Page Three

H-1: Objectives and Aims

(State the broad and long term objectives and describe concisely what the program is intended to accomplish.)

I-1: Description of the Project

(Provide a concise description of the needs to be addressed, the specific purpose of the funds requested and unique qualities about your project or program.)

J-1: Evaluation

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



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Ronald McDonald House Charities Checklist (Include this checklist with your application)

- _____ Cover Letter
- _____ IRS 501(c)(3) Determination Letter
- _____ Budget and Financial Statements
 - Operating Budget
 - Specific Project Budget
 - Balance Sheet
 - Audited Financial Statements and/or latest 990
- _____ Title of Not-for-Profit Organization
- _____ Title of Project
- _____ Program Director/ Principal Investigator
- _____ Mailing Address and Telephone Number
- _____ Organization Background and Significance
- _____ Objectives and Aims
- _____ Description of Project
- _____ Target Audience and Performance Sites
- _____ Evaluation
- _____ Past Donor Information
- _____ List of Board of Directors or Board of Trustees