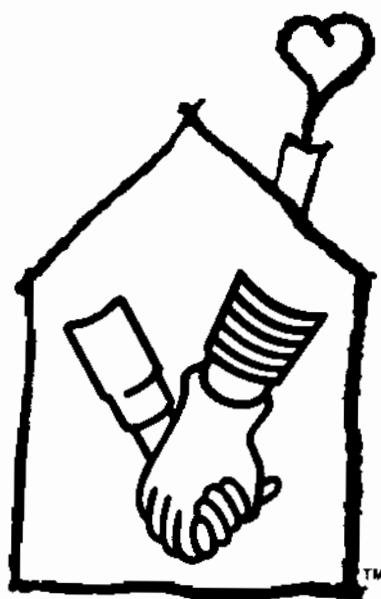


Ronald McDonald House Charities of Morgantown



Grant Guidelines and Application Process

HISTORY

On January 1, 1996, the Ronald McDonald House of Morgantown and Ronald McDonald Children's Charities of Tri-Ad-Mac combined to create Ronald McDonald House Charities (RMHC) of Morgantown. This organization continues to operate the Ronald McDonald House, but also provides grants to nonprofit organizations that serve children.

RMHC provides grants to organizations located in 20 counties in eastern Ohio, northern West Virginia, and western Maryland and portions of Greene and Fayette counties in Pennsylvania. (See map on back.)

Individual, corporate and foundation donations raised by RMHC are used to provide a "home away from home" for the families that stay at the Ronald McDonald House. A portion of the funds raised through special events and promotions in McDonald's restaurants are used for grants. Since the primary focus of RMHC is its service to families, the amount of grant awards will vary from year to year. RMHC is associated with McDonald's restaurants, but is not a corporate foundation.

MISSION

The mission of RMHC of Morgantown is:

To provide housing for families of children being treated at area hospitals and to "help lift kids to a better tomorrow" by making grants to organizations that help children live happier, healthier and more productive lives.

RMHC awards grants to nonprofit organizations which serve children in the areas of: education and the arts; health and medical research; and civic and social concerns. RMHC primarily funds programs that improve the "quality of life" of all children.

FUNDING CONSIDERATIONS

RMHC does not award multi-year grants. Organizations must wait two years from the day their proposal is funded before a new request may be submitted.

Grant awards range from \$500 to \$5,000. Grant requests exceeding \$5,000 may be funded by RMHC National in Oak Brook, Illinois. Organizations may initially request funds from the local chapter or directly approach the national office. However, proposals that have been funded locally are more likely to receive additional funds from the national office.

INTERESTS

RMHC is interested in programs that...

- Directly serve children.
- Offer clear goals and objectives.
- Display consistent and effective management and a broad base of funding support.
- Reach out to multiple communities in an attempt to serve as many children as possible.
- Promote collaborative efforts between many nonprofit organizations.
- Request funds for tangible expenses that can be used from year to year. (i.e. equipment)

RESTRICTIONS

RMHC will not provide support for the following types of organizations or activities:

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

Restrictions for Education & Arts Projects

- RMHC is interested in education and arts programs that provide hands-on learning.
- Funding is limited for educational computer equipment.
- Arts organizations must have been operating for at least one year before a proposal will be considered.
- Daycare programs are held to a high level of scrutiny. All staff must possess professional training/college degrees and staff to child ratios are evaluated.
- Public and private school programs are not generally funded by RMHC. However, if a project is housed at a school or is a joint project with an unaffiliated nonprofit organization, it may be considered. (Parent-Teacher Organizations do not qualify as "unaffiliated.")

Restrictions for Social & Civic Concerns Projects

- Requests for playgrounds will only be accepted if the playground exclusively serves children with special needs.
- Camp programs will be funded only once and funds will be restricted to furniture and equipment purchases. No grants will be awarded for camp registration fees or operating expenses.

Restrictions for Health Projects

- RMHC is interested in projects that promote general health and those that serve special populations.
- Pharmaceutical research is not funded.

APPLICATION PROCESS

1. Applications may be submitted directly to RMHC staff or through your local McDonald's restaurant.
2. Once your application is received at the RMHC office, a letter of acknowledgment is sent to you.
3. Application is reviewed for completeness.
4. An RMHC representative will conduct a site visit.
5. RMHC Grants Committee reviews applications and provides final approval/rejection.
6. A decision letter is sent to you within 14 days of the Grants Committee meeting.
7. Funded projects will be evaluated upon completion. Another site visit may be required.

DEADLINES

Grant applications are reviewed at quarterly Grants Committee meetings. Deadlines for applications are scheduled approximately 45 days before the meetings to allow for site visits and complete review by the Committee.

Grants are awarded as funds are made available. At any meeting, grant applications may be tabled due to insufficient information and/or lack of available funds.

1st Quarter Deadline	November 30
2nd Quarter Deadline	February 28
3rd Quarter Deadline	May 31
4th Quarter Deadline	August 31

PROPOSAL GUIDELINES

Please submit your typewritten proposal on standard white bond with black ink. Draw all graphs, diagrams, tables and charts in black ink.

Please include the following information, in order:

1. A cover sheet including: Name of organization, project title, name of program director, address, phone and fax number and amount requested. Also include the area of interest of the project: Education & the Arts, Social & Civic Concerns, and Health & Medical Research.
2. A letter from your Executive Director or Board President which briefly summarized the project.
3. IRS 501(c)(3) determination letter.
4. If applicable, include the name, contact person and phone of a collaborating organization.
5. If you submitted your application to a McDonald's employee, please include the name, address and phone number of the person you contacted. You may include a letter of endorsement, if available.
6. Brief history of your organization and its impact on the community.
7. Target population of your project and the number of children served.
8. Provide a concise description of the project. Include the need or problem it addresses, the long-term objectives, methods of evaluating those objectives, location and manner of execution and any unique qualities of your project. Also include a timetable for implementation.
9. Detailed budget for the project.
10. Current year operating budget, income statement and balance sheet for the organization. Complete audited financial statements for the previous year are also requested.
11. A list of private, corporate and foundation support for the last 12 months.
12. A list of other foundations and/or corporations to which you have applied for funds for this project.
13. A list of your Board of Directors.

RESPONSIBILITY OF RECIPIENT

The recipient of a grant from RMHC must use the funds awarded for the specific purpose for which they were originally intended. Any funds not used must be returned.

RMHC requires a final evaluation and a detailed accounting report, including receipts, for every grant awarded. A site visit may also be conducted. The evaluation of your project will influence the likelihood of future grants to your organization.

ADDRESS ALL CORRESPONDENCE TO:

Grants Committee
Ronald McDonald House Charities
841 Country Club Drive
Morgantown, WV 26505

Phone: (304) 598-0050

Fax: (304) 599-0780

RMHC OF MORGANTOWN AREA

