



RMHC of Mid-Penn Region, Inc.
P.O. Box 672
Altoona, PA 16603

NATIONAL RMHC

The national chapter of Ronald McDonald House Charities was established in 1984 in Chicago, Illinois in honor of Ray A. Kroc, the founder of McDonald's. Ray Kroc practiced what he preached. He shared his business success and his personal financial success with others. That philosophy has characterized McDonald's community commitment through its 35-year history. Area McDonald's owner/operators have continued the Kroc tradition by establishing a local RMHC chapter.

RONALD MCDONALD HOUSE CHARITIES OF MID-PENN-REGION, INC.

The objective of this organization is simple and concise: to help children live happier, healthier and more productive lives. RMHC grants are awarded to organizations that develop, support and encourage programs designed to make a difference in the lives of children in three main areas:

- Health care and medical research, including the Ronald McDonald House
- Education and the arts
- Civic and social service

QUALIFICATIONS FOR RMHC GRANTS

- Projects must address real problems in a definitive manner and have measurable impact. (More detailed guidelines are set forth in the Grant Application form).
- An organization applying for a grant must be a non-profit with a 501© tax exempt status.
- Proposals must be submitted at least four weeks before a Board meeting to be reviewed at that meeting the Board meets quarterly.
- Once a proposal has been submitted, the applicant will receive a letter acknowledging its receipt.
- Should the local RMHC Board have questions regarding the proposal, the applicant may be contacted for further information and site visit will be scheduled.
- Notification of Board decisions on funding will be communicated in writing.
- Grants will be considered for organizations within 13 counties represented by McDonald's Owner/Operators in the Johnstown/Altoona cooperative: Blair, Bedford, Cambria, Cameron, Centre, Clinton, Elk, Fulton, Huntingdon, Jefferson, Mifflin and Somerset.

The following is a list of those efforts which are generally considered to be outside the RMHC funding guidelines:

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| • Capitol funding or building campaigns | λ | • Endowment campaigns |
| • General administrative cost | λ | • Advertising or fundraising drives |
| • Travel or salaries for staff or individuals | λ | • Partisan, political or denominational programs |
| • Intermediary funding agencies | | |



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GRANT APPLICATION FORM

Thank you for your interest in Ronald McDonald House Charities of Mid-Penn Region (RMHC). The enclosed fact sheet will provide you with a brief introduction to RMHC of Mid-Penn, our policies, guidelines, and a list of the specific information we will need to review your proposal.

The following information should accompany your application form:

- A one or two page cover letter on your stationary, signed by the senior management official, briefly outlining your proposal with the request.
- **A copy of the Internal Revenue Service ruling the organization's tax exempt status under Section 501 (c)3.**
- A donor's list showing all private, corporate and foundation support during the past 12 months.
- A detailed, line-item budget specifically outlining the amount of funds you are requesting from RMHC of Mid-Penn.
- A copy of the most recent audited financial statements as well as audited financial statements for the two previous years, and a copy of the most recent interim statement.
- If applicable, a letter of endorsement from the McDonald's representative(s) who is (are) familiar with your organization.

Answer the grant application headings in paragraph form. If you believe more information is needed you may submit two additional pages in narrative form to further explain your proposal. For example, this might include details for requesting funds to begin or continue medical research.

Please do not send videotapes, magazine articles, books or other collateral material at this time. An RMHC of Mid-Penn representative will contact you if additional information is required.

RMHC of Mid-Penn acknowledges proposals within 30 days of receipt. Board meetings are typically held during the second Wednesday of the beginning of each quarter. However, proper investigation and assessment of your application may take up to 120 days. Your organization will be contacted with an indication at which Board of Trustees meeting your proposal will be received.

All board decisions on request are reported by mail. The applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant. This letter will highlight arrangements for payment of grant.

Please address all correspondence to: Ronald McDonald House Charities
P.O. Box 672
Altoona, PA 16603
Attn: Grant Coordinator

If you have any questions, please call 814-201-2368. Again, thank you for your interest in RMHC of Mid-Penn Region. We look forward to hearing from you.



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**RONALD McDonald
HOUSE CHARITIES
GRANT APPLICATION FORM**

ORGANIZATION

Name of Organization; _____

Project Title: _____

Address: _____

Telephone: _____

Contact: _____

Amount Requested: _____

Federal Tax ID#: _____

Please include a copy of your organization's audited financial statement, for the past two years and a copy of the most recent interim statement. Also, include a copy of the IRS ruling of your exempt status under section 501 (c).

To the best of your knowledge, is your organization under investigation, or reported to be under investigation, by any state, federal or foreign governmental agency? _____

Have you worked with a McDonald's representative in the past, or are you now working with one? (Your proposal will receive the same consideration whether or not you have had contact with McDonald's).

Contact: _____

Address: _____

City: _____

Telephone: _____



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Please answer these questions on a separate sheet of paper. (One sheet maximum for each question except budget).

HISTORY - Please provide us with a brief history of your organization. Please include your current list of Board of Directors of Advisory Board.

TARGET POPULATION – Please summarize the target population of your organization and the project in measurable terms (i.e., who the primary audience is, how many will be served, the age of the participants, where the program can be offered, and the geographical range of your organization). For example: Your program helps 125 disabled children, aged 6-12 in Providence or 1,000 high school seniors in Boston, etc.

SUMMARY – Please provide a concise, specific description of the need or problem to be addressed. Include the overall goals and purpose of your organization (or specific department involved), the specific purpose of the use of the fund, and how your objectives will be accomplished.

What is unique about your program?

BUDGET – **Amount requested from RMHC:** \$ _____

Please attach an itemized budget for this project and for your organization. Detail your current sources of income (including donations specifically for this project) and expenses, and include a balance sheet for the past year. Provide plans for contributions from other institutions or organizations, if any, and your most recent funding report.

EVALUATION – How will you determine the impact of this project? For example, through a survey of parents and children, and appraisal of physical improvements, attendance figures etc?

Please be specific!



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RONALD McDONALD HOUSE CHARITIES **GRANTS STATUS REPORTS**

If your proposal is approved, you will be required to address the following questions 30 days after your program's completion. This allows Ronald McDonald House Charities to ensure RMHC grants are used to their full potential. If it is possible we would appreciate it if you could publicly announce the grant or post a notice that RMHC made the grant.

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? If not, why?
3. Has the project been modified since the proposal was presented to RMHC?
4. Have there been major timetables for project development, implementation and completion? What were the reasons for the changes?
5. Has the personnel involved in the project proven to be adequate in numbers and qualifications? Has additional staff or staff with different qualifications been requested?
6. Have any plans for cooperation with other institutions or groups been implemented successfully? If not, what have been the reasons?
7. What have been your methods of evaluating 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. Did it really make a difference?