

## **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 and must not have received any funding from RMHC within the past 12 months.

**Ronald McDonald House Charities (RMHC) Board of Trustees 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 support
- A demonstrated ability to respond to the needs of specific groups of children in a manner that yields measurable results
- Request 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 administrative travel expenses
- Requests that are not in writing

***We prefer to provide grants for capital outlay and sustainable resources and discourage one-time distribution of items that cannot provide continuing long-term use.***

### Preparation and Submission

Your grant proposal must be submitted on a RMHC grant application form. The form requests the following information:

**Cover letter on stationary, 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

Budget and financial statements must include:

Itemized budget for specific funds requested

Current year's operating budget

Audited financial statements or latest 990 forms

**IRS 501 ( c ) 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 nine copies of the grant application and nine 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 is governed by a 24-member Board of Trustees comprised of health professionals, business and civic leaders, and McDonald licensees.

The Board meets every other month to review, select and award grants to not-for-profit organizations which have demonstrated an ability to respond to the needs of specific groups of children in a definitive, "hands-on" manner that yields measurable results.

RMHC will acknowledge receipt of your proposal in writing within 30 days. Please be advised that it may take several 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 a letter requesting further information or an appointment for a site visit.

All Board decisions are reported by mail, generally within fourteen days of the Board meeting.

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. This letter will also highlight arrangements for awarding of the grant.

## Responsibility of Recipient

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

Please address all correspondence to:

Ronald McDonald House Charities  
ATTN: Grants Manager  
1705 W. Clinch Avenue  
Knoxville, TN 37916  
(865) 637-7475