

RONALD McDONALD HOUSE CHARITIES OF BALTIMORE, INC.

Guidelines For Giving

Page One

Funding considerations:

To be considered for funding, a children's organization must be designated as not-for profit 501(c) (3) and tax exempt as defined under IRS codes. In addition, a site visit will be required.

RONALD McDONALD HOUSE CHARITIES (RMHC) Grants Committee is most interested in organizations that have:

- A program that serves children in areas supported by the McDonald's Co-Ops of Baltimore and the Eastern Shore
- A program that directly benefits children (ages 0 - 21 years)
- 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
- A specific program they are seeking to fund

RMHC does not fund:

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

OTHER Considerations:

- RMHC has the desire to fund a greater number of small to medium size grants (\$3,000 - \$8,000) to enhance a greater number of communities
- RMHC will evaluate the size of the requesting organization focusing on a desire to support organizations where the awarded grant will have a substantial impact (i.e. assets < \$5 million)

Preparation and Submission:

Your grant proposal must be submitted in English following the 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
- Amount requested

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Preparation and Submission, continued:

Endorsement letter from a McDonald's employee or licensee or RMHC Board member or Grants Committee member: (if applicable)

The letter should indicate the endorser's support of the project or program.

Budget and financial statements must include:

- Itemized budget for specific funds requested
- Current year's operating budget for the **PARENT/UMBRELLA** organization
- Latest audited financial statements (copies only) or 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 Director's list

Completed checklist (indicating that all requested information has been submitted)

Application must be typed single-side pages only. Application must follow the same format as RMHC's application. Use as much space needed to answer the questions. 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 on the checklist.

IF ANY OF THE ITEMS REQUIRED ARE NOT INCLUDED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND THE REVIEW WILL BE DELAYED UNTIL ALL MISSING PIECES ARE SUBMITTED.

Review Process:

Ronald McDonald House Charities is governed by a 28 member Board of Directors comprised of health professionals, business and civic leaders and McDonald's owner/operators and suppliers. The Board of Directors has authorized a separate Grants Committee to administer the grants program of RMHC.

The Grants Committee meets two times per year to review, select and award grants to not-for-profit children's organizations which have demonstrated an ability to respond to the needs of specific groups of children in a definite, "hands-on" manner that yields measurable results.

RMHC will acknowledge receipt of your proposal within 30 days. At that time, we will also indicate at which Committee meeting your proposal will be reviewed. Additionally, a site visit will be scheduled by a Committee member. Please be advised that it may take up to six months before an application is reviewed by the RMHC Grants Committee.

If the Committee has questions regarding your proposal, you may receive a telephone call or a letter requesting further information.

All Committee decisions are reported by mail, generally within two weeks of the Committee meeting.

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Preparation and Submission, 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. This letter will also highlight arrangements for awarding of the grant.

Please Note: RMHC asks that appropriate recognition be given to our donation in the form of a plaque or other signage, and/or through a check presentation and press release.

CALENDAR:

- Meeting Date April 2010 – completed application deadline **February 1, 2010**
- Meeting Date October 2009 – completed application deadline **August 1, 2009**

Responsibility of Recipient:

The recipient of any grant from RMHC must use the funds awarded for the specific purpose of their original intent within six months of being received. If the funds from the grant are not used within the specified time, RMHC at its discretion may request that the funds be returned. It is also understood that any funds not used in the manner specified in the letter of agreement must be returned to RMHC. Any request for a revision regarding use of funds must be submitted in writing to RMHC, and must receive prior written approval. RMHC requires detailed accounting of all funds awarded within six months from receipt of the grant. A post evaluation follow-up report must be submitted within six months from receipt of the grant.

Please address all correspondence to:

Ronald McDonald House Charities of Baltimore, Inc.
Grants Committee
635 W. Lexington Street
Baltimore, MD 21201