



McDonald's Corporation founder Ray Kroc had a special place in his heart for children. Ronald McDonald House Charities (RMHC) was established in 1984, with a simple objective: to help young people lead happy, healthier, and more productive lives.

In 1986, the Owner/Operators of all McDonald's located in Northwestern Pennsylvania continued the Kroc tradition by establishing a local RMHC chapter that awards grants to non-profit organizations in Erie, Warren and Crawford Counties. Ronald McDonald House Charities of Erie helps children in need in Northwestern Pennsylvania whose programs directly benefit children. Funding is focused on programs that make a difference in the lives of children in three main areas:

Healthcare / Medical Research
Civic and Social Services
Education and The Arts

GRANT MAKING GUIDELINES

To receive funds, a potential grantee must be designated as a charitable, not for profit organization as generally defined under section 501 (c) 3 of the Internal Revenue Code and must meet the following criteria:

- The organization's program must directly benefit children;
- It must have a consistent and effective management;
- Display a broad base of funding support;
- Demonstrate an ability to respond to specific target populations in a manner which yields measurable results.

Typically, RMHC-Erie 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 not in writing

GRANT SUBMISSION GUIDELINES

The Board of Directors for Ronald McDonald House Charities of Erie meets four times per year to consider grant requests. In order to allow time for grant applications prior to Board meetings, RMHC-Erie has developed the following schedule for grant submissions:

GRANTS TO BE CONSIDERED IN:

January
April
June
October

SUBMIT BY:

December 1
March 1
May 1
September 1

Organizations requesting funds should submit 2 copies of all information requested in the enclosed grant application format including the cover sheet and all required information to:

Jennifer Fails
Ronald McDonald House Charities of Erie
P.O. Box 9248
Erie, PA 16505
(814) 835-3546

Questions:

rmhcoferie@roadrunner.com

Applicants may receive a written confirmation when their grant request is received. A representative from RMHC-Erie will contact all grant applicants if further information is needed or if it is deemed appropriate to conduct a site visit.

AWARDING OF GRANTS

All Board decisions on requests will be reported to applicants within two weeks of the Board meeting. The applicants whose proposals have been approved will receive a Letter of Agreement outlining the terms and conditions of the grant. An authorized organization official must sign and return the letter to RMHC-Erie, thereby indicating acceptance of the terms and conditions of the award. This letter will also highlight arrangements for payment of the grant.

RESPONSIBILITY OF THE RECIPIENT

The recipient of any grant from RMHC-Erie must use the funds awarded for the specific purpose for what they were originally intended. RMHC-Erie requires that a detailed accounting of all funds along with a follow-up report be submitted no more than one year from the date of the award.

RMHC-ERIE GRANT APPLICATION

Date of Application _____

Legal Name or Organization Applying: _____
(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year founded: _____ Current Annual Operating Budget: _____

Executive Director: _____

Contact Person/Title (if different from Executive Director): _____

Address (principal/administrative office): _____

Mailing Address (if different from above): _____

City _____ State _____ Zip Code _____

Phone Number: _____ Fax Number: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Beginning and Ending Date of Project: _____

Amount Requested: \$_____ Total Project Cost: \$_____

Geographic Area Served: _____

Estimated number of children directly benefiting from project: _____

Signature; Board of Directors Chairperson: _____ Date: _____

Typed Name and Title: _____

Signature; Executive Director: _____ Date: _____

Typed Name and Title: _____

RMHC-ERIE GRANT APPLICATION FORMAT

Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Then, in your own words, address the questions and issues posed in the outline.

A. NARRATIVE

1. Organization information – Briefly summarize your organization's history, mission, current programs and activities.
2. Purpose of Grant – Describe the proposed program/project, identifying the needs/problems to be addressed, target population, and number of children to be served by the project. Include project goals and objectives and your plan to meet them. Identify other organizations or funders participating in the project, their roles, and long-term funding resources. Provide a timetable for implementation.
3. Evaluation – Describe your plan to document progress and results. Final evaluation and expenditure reports will be required for every grant awarded.

B. ATTACHMENTS

Please include the following attachments in the order indicated:

1. Copy of the current IRS determination letter indicating 501 (c) 3 tax exempt status.
2. List of your Board of Directors including names, addresses, telephone numbers and occupations.
3. Financial information, including:
 - a. A detailed budget that specifically outlines all funds that you are requesting from RMHC-Erie. This includes all direct and total costs for the first year of the project (if applicable) and direct and total costs of the entire proposed project period.
 - b. List other funders, potential funders and amounts committed or requested, including public funds, individual contributions and other sources of income supporting the project. Indicate how this project/program will be funded in future years.
 - c. Current board-approved annual operating budget, including expense and income.
 - d. Most recent audited annual financial statement.