

**Ronald McDonald House Charities
Of Central Illinois**

610 N. 7th Street
Springfield, IL 62702

Office: 217/528-3314

Fax: 217/528-6084

Dear Grant Applicant,

Attached is the application needed to apply for a grant from Ronald McDonald House Charities of Central Illinois (RMHCCI). This package also includes the policies and guidelines that should be followed and the specific information that we will need to review your proposal.

RMHCCI provides grants to not-for-profit organizations whose programs help children. We focus in three distinct areas:

- Civic and social services
- Education and the arts
- Health care and medical research

Our interests are in organizations that have:

- A program that directly benefits children.
- A demonstrated ability to respond to the needs of specific groups of children in a manner that yields measurable results.
- Requests for specific and tangible program support.
- Consistent and effective management.
- Clear goals and objectives.
- A broad base of funding support.

We do not fund:

- Requests exceeding \$10,000.
- Day to day operational expenses.
- General and administrative costs.
- Salaries, stipends, travel or training expenses.
- Building expenses.
- Scholarship programs.
- Advertising or fundraising drives.
- Partisan, political or denominational expenses.
- Endowment campaigns.
- Intermediary funding agencies.
- The same programs over consecutive years.
- Requests not in the RMHCCI grant application format.
- We reserve the right to make adjustments to our funding requirements.

Ronald McDonald House Charities of Central Illinois will only fund programs that will serve children who live in the following central Illinois counties: Adams, Brown, Cass, Champaign, Christian, Coles, Dewitt, Douglas, Effingham, Ford, Fulton, Livingston, Logan, Macon, Mason, McLean, Menard, Morgan, Moultrie, Peoria, Piatt, Pike, Sangamon, Shelby, Tazewell, Vermillion, and Woodford.

The following information must accompany your application:

1. A one or two page cover letter on your stationery, signed by senior management official(s), briefly outlining your proposal. A detailed description of your proposal is required on the application form. Requests that are not in the RMHCCI grant application format will be returned without consideration.
2. A copy of the Internal Revenue Service ruling of your organization's tax exempt status under section 501 (C-3). Projects must have this status to be considered. Note: Projects that fall under the jurisdiction of a city must include a letter from the Mayor stating this jurisdiction. Public schools must include a letter from the Superintendent stating that the school is within his/her district.
3. A donor's list, showing all private, corporate, and foundation support received during the last 12 months.
4. A copy of your organization's most recent audited financial statement.
5. A letter of endorsement from your local McDonald's owner who is familiar with your organization and this project.

Grants are reviewed two times each year and must be received at least 30 days prior to the review date. Review dates are generally held each March and September. The following is the schedule for the review and submission dates through 2009.

Submission Date
February 18, 2010
August 17, 2010

Review Date
March 18, 2010
September 17, 2010

Any application that is received after the submission date for the current review session will be returned to the organization without consideration. RMHCCI will acknowledge the outcome of your proposal within 15 days after the review session. Applications should be mailed to:

Executive Director
Ronald McDonald House Charities of Central Illinois
610 North Seventh Street
Springfield, IL 62702

Any questions regarding this application process should be referred to Bob Witter, Executive Director. The phone number is 217-528-3314.

Ronald McDonald House Charities of Central Illinois Grant Application Form

1. Organization

Name of Organization:

Address:

City: County: State: Zip
code:

Contact person: Title:

Telephone:

Specific amount of this grant request:

Has your organization received funding from RMHCCI within the last five years?

Yes / No If yes, how much was received and for what purpose?

Please name the McDonald's owner who you are working with on this grant.

Name:

Address:

City: State: Zip code:

Telephone:

(1)

Please answer the application headings in paragraph form. If more space is needed, you may use your own pages following this format.

2. Proposal

Please provide a concise description of the need or problem to be addressed. Include the overall goals and purpose of your organization (or specific department concerned), how the funds will be used, how the objectives will be accomplished and what is unique about your program.

3. Budget

Specific amount requested: _____

Include itemized budget for this project. (**Provide as much detail as possible.**) List your current sources of income and expenses, a balance sheet for the past year, and contributions from other institutions or organizations, if any.

(2)

4. Target Population

Please summarize your target population in measurable terms (i.e., who the primary audience is, how many children will be served, how old are the participants, where the program is offered, and the geographic range of your organization). For example: 125 physically impaired children ages 6-12 throughout central Illinois or 1,000 underprivileged children in Bloomington.

In addition to the above information regarding target population, please include the following:

Percentage of children that fall into specific demographic groups.

_____ % African American
American

_____ % Hispanic

_____ % Native American/
American/

_____ % Asian

Pacific Islander

_____ % Caucasian

_____ % Other

5. Evaluation

How will you determine the impact of this project? For example, will you use a survey of parents and children, appraisal of physical improvements, or attendance figures? Please be specific.

6. History

Please provide us with a brief history of your organization.

Ronald McDonald House Charities of Central Illinois Grants Status Report

Per your organization's acceptance of the terms of this grant, you will be required to submit a report detailing the following questions, no more than ninety days from the date the funds were dispersed. This allows us to ensure that the grants are used to their fullest potential and in accordance with our guidelines. (Note: All questions may not apply to your particular situation. Please answer those that do apply.)

1. How was the money used? (*Please include copies of receipts for all expenditures of the grant funds.*) Are there any unused funds remaining from this grant? Have they been returned to Ronald McDonald House Charities of Central Illinois?
2. 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.).
3. Did the project follow the objectives? If not, why?
4. Has the project been modified since the proposal was presented to RMHCCI?
5. Have there been major changes in timetables for project development, implementation, and completion? What were the reasons for such changes?
6. Has the personnel involved in the project proven to be adequate in numbers and qualifications? Has additional staff or staff with different qualifications been required?
7. Have any plans for cooperation with other institutions or groups been implemented successfully?
8. What have been your methods of evaluating this project?
9. 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?
10. Did the project make a difference?

Ronald McDonald House Charities of Central Illinois Grant Application Checklist

- _____ Cover letter (**4copies**)
- _____ IRS 501(C-3) letter (**1 copy**)
- _____ Donor's list (**1 Copy**)
- _____ Budget and financial statements (include balance sheet) (**1 Copy**)
- _____ McDonald's owner endorsement (**4 copies**)
- _____ Grant application form, pages 1-4 (**4copies**)

Check your calendar to determine the correct date to submit your request based on the information contained in this package regarding review and submission dates. This application should then be mailed to:

Executive Director
Ronald McDonald House
610 North Seventh St.
Springfield, IL 62702