



Ronald McDonald  
House Charities®  
Eastern New England

Dear Applicant:

Thank you for your interest in Ronald McDonald House Charities (RMHC).

Organizations requesting funds from RMHC are asked to complete the enclosed application. We also ask you to include a one page cover letter on your stationary signed by a senior management official. The letter should include a brief overview of the project for which you are requesting funds.

Grants are reviewed on a quarterly basis - **Grant Deadline for 2017: February 24th, May 26th, August 25th and November 17th** . Please keep in mind, applications received after the deadline will not be accepted. This means that applications must be in our hands, not postmarked, by the specified dates. It may take up to three (3) months after the deadline for funds to be received.

All correspondence should be addressed to:

Karen McEachern, Executive Director  
Ronald McDonald House Charities  
of Eastern New England, Inc.  
3 Industrial Drive, #6  
Windham, NH 03087

When submitting a request, please submit **one** single-sided copy of the complete grant application package. Your copy should include the financial information as requested in the application. Do not send videotapes or other collateral material. If you have further questions, please contact Karen McEachern at 781-733-7234.

Again, thank you for your interest in Ronald McDonald House Charities. We look forward to hearing from you.

Best wishes,

Karen McEachern  
Executive Director

## RONALD McDONALD HOUSE CHARITIES® OF EASTERN NEW ENGLAND

The mission of Ronald McDonald House Charities (RMHC®) is to help children live happier, healthier, and more productive lives. To accomplish this mission we support the Ronald McDonald Houses® of Boston, Massachusetts and Providence, Rhode Island, Ronald McDonald Care Mobiles® in Providence, Worcester, & New Hampshire, Ronald McDonald Family Rooms® in local hospitals and make grants to programs which help children and their families focusing on other non-profit organizations that align with RMHC Core Programs **focusing on critical health care.**

To qualify for funding, projects must address problems in a definitive manner and have a measurable impact on children in Eastern Massachusetts, New Hampshire or Rhode Island. Grants are awarded to those non-profit organizations clearly demonstrating that offer meaningful services to children in need and align with RMHC Core Programs.

Requests for funding may be submitted by members of the McDonald's family or by any concerned group or individual under the above criteria. However, if an organization or individual is involved with more than one project, Ronald McDonald House Charities asks that a selection be made and only one proposal be submitted per calendar year. Organizations which receive a grant will not be considered for funding in consecutive years (*please see re-funding guidelines*). The average grant awarded is approximately \$15,000. Proposals for funding should not exceed requests of \$25,000.

Each project submitted will be evaluated by the Ronald McDonald House Charities Granting Committee with final review and funding decision will be made by the Board of Trustees. Grant applications are reviewed on a quarterly basis. While every proposal received will be reviewed, priority will be given to programs in the above-mentioned RMHC focus and to Ronald McDonald House-related projects.

Additionally, since the primary goal of Ronald McDonald House Charities is to fund programs showing measurable success, the Board of Trustee will give priority to direct service projects.

RMHC receives its funding from individual donors who drop change in a McDonald's in-store canister, Happy Meal® proceeds, fund-raisers, corporate partnerships and through the generosity of McDonald's owner/operators who are committed to the communities they serve.

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**RONALD McDONALD HOUSE CHARITIES**  
**Grant Application Form**

Date \_\_\_\_\_

**ORGANIZATION**

Name of Organization: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Number of Children Served:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

When are the funds requested? \_\_\_\_\_

**Please include a copy of your organization's latest audited financial statement and a letter from the IRS stating your exempt status.**

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 contacted McDonald's.)

McDonald's Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_

Telephone: \_\_\_\_\_

How were you informed of RMHC? \_\_\_\_\_

Where is the closest McDonald's to your organization? \_\_\_\_\_

Have you received an RMHC grant in the past? \_\_\_\_\_

If so, please state the date and amount awarded: \_\_\_\_\_

## **RMHC GRANT APPLICATION**

Please answer the following questions. Total grant application **must not exceed 3 single sided pages** (excluding organization's financial information). Please take note of the attached list of efforts which are generally considered outside RMHC funding guidelines and please use attached cover sheet.

### **I. History**

Please provide us with a brief history of your organization, including the overall goals and purposes of your organization and a specific description of the need or problem addresses by your organization.

### **II. Target Population**

Please summarize your target population in measurable terms, including who the audience is, how many will be served, age of the participants and the number and percentages who fall into specific ethnic groups (i.e. African-American, Hispanic, etc).

### **III. Summary**

Please describe the problem or need that this project will address. Provide concise information on the program or project and how it will work, the specific purpose of the use of the funds and how your objectives will be accomplished.

### **IV. Project Budget**

Please provide an itemized project budget (must total the amount requested).

### **V. Financial Information**

Organization's budget

Income Statement

Balance Sheet

Organization's most recent audited financial statement

Documented proof of not-for-profit status IRS 501(c)(3)

**Please check with your accountant if unsure of these documents.**

## GUIDELINES FOR FUNDING

Proposals for funding should be submitted to:

Karen McEachern, Executive Director  
Ronald McDonald House Charities of  
Eastern New England, Inc.  
3 Industrial Drive, #6  
Windham, NH 03087

The following is a list of efforts which are generally considered **outside** RMHC funding guidelines:

- Intermediary funding agencies
- Government-funded programs
- Partisan, political, or denominational programs or campaigns
- Day Care programs
- Subsidiary organizations (We suggest these organizations contact their parent organization and request they submit a grant proposal on their behalf.)
- General public/private school programs
- Advertising or fundraising drives
- Research, debt retirement, Endowment Campaigns
- **Salaries or stipends for staff or individuals**
- **General administrative costs**
- **Travel expenses**

In the event Ronald McDonald House Charities awards a grant to your organization, RMHC reserves the right to stagger payment of funds over a one-year period. To facilitate the application procedure, please specify when the funds are actually needed.

One of our goals is to help as many children as possible. For this reason, RMHC cannot fund the same organization in consecutive years.

## **RE-FUNDING GUIDELINES**

Due to our commitment to assist as many children as possible, the following guidelines have been instituted:

**After receiving one grant, an organization may only re-apply to RMHC after three years.**

## **CONTRIBUTIONS**

Contributions to Ronald McDonald House Charities should be mailed to the following address:

Ronald McDonald House Charities of  
Eastern New England, Inc.  
3 Industrial Drive, #6  
Windham, NH 03087

Checks should be made payable to: *Ronald McDonald House Charities*

## **TRADEMARK INFORMATION**

The trademarks used herein are owned by McDonald's Corporation: McDonald's; Ronald McDonald House; Ronald McDonald House Charities; RMHC: Ronald McDonald House Charities design.

## **RMHC GRANT APPLICATION CHECKLIST**

(Grant application must not exceed 3 single-sided pages excluding financial information)

\_\_\_\_\_ **One** complete application packet submitted.

## **DID YOU INCLUDE THE FOLLOWING ITEMS?**

### **One Copy of:**

- \_\_\_\_\_ Grant Application Form (re-produced exactly)
- \_\_\_\_\_ Organization's Budget
- \_\_\_\_\_ Statement of income and expenses
- \_\_\_\_\_ Balance Sheet
- \_\_\_\_\_ Organization's most recent audited financial statement
- \_\_\_\_\_ Documented proof of not-for-profit status  
IRS 501(c)(3) Form

***NOTE: SUBMITTING VIDEOTAPES AND COLLATERAL MATERIAL WITH GRANT PROPOSALS IS NOT PERMITTED***