

RONALD McDONALD HOUSE CHARITIES OF ROCHESTER, N.Y., INC.
GRANT APPLICATION FORM
APPLICATION CONTENT

A complete application will include items 1-10.

1. **Executive Summary.** Please create in bulleted rather than narrative form. To save you time, we suggest that you wait until after completing the rest of the proposal to develop this section. We encourage you to limit this to one page or less. It should be a brief synopsis of your request, able to serve as a stand-alone piece.
 - A. Organization name
 - B.
 1. Project/program name
 2. One sentence summary of project/program
 - C. For this request, summarize:
 1. Why (community need)?
 2. Who and how many (target population, including age, special needs, other relevant characteristics); how will you recruit them?
 3. What (services provided)?
 4. When (timeframe)?
 5. Where (location of the work)?
 - D. What do you hope to accomplish (outcomes)? How will you measure the outcomes?
 - E. How does this request meet this funder's priorities?
 - F. State the total cost of this effort, and the amount requested from this funder.
 - G. Signatures of CEO and a Board representative, preferably the board chair or president.
2. **Information sheet** (use attached form).
3. **Rationale** (follow attached instructions).
4. **Program or Project Budget sheet including budget narrative** (use attached form).
5. **Financial summary of your organization's most recently completed fiscal year**, including the original budget and actual revenue and expenses for that year.
6. A copy of the **IRS determination letter** advising that your organization is exempt from taxes under Section 501(c)(3) of the IRS code, and that the organization is not a private foundation as defined in Section 509(a).
7. Listing of organization's **Board of Directors** with their affiliations.
8. **Most recent audited financial statement and accompanying management letter** for a complete fiscal year of the organization **OR most recently filed Form 990.**
9. **Annual report**, if available, or a brief description of the scope of your organization's work.
10. **Optional:** You may include letters of support from a McDonald's representative or a Ronald McDonald House Charities Board member or volunteer.

Date by which funds will be spent:

Is there an opportunity for a site visit of the program/project? If so, please indicate the best days and/or times at which a committee member could view the program/project. Please also provide contact name and email and/or phone information.

3. RATIONALE

(Please include the following. We strongly encourage you to limit the total length of the rationale to 4 pages or less.)

- A. **Need/demand** (present in bulleted format, and where possible, include local statistics, community priorities, etc)
1. Summarize the need for your planned work.
 2. Summarize customer demand for this work.

B. **Outcomes**

For each outcome you will track, indicate how you will know if you succeed in achieving it, using the following format.

Outcomes	Indicators/Measures (What will you measure to know if you reach your outcomes?)	Targets/Performance Standards/Projected levels of success/What will tell you that you have achieved your outcomes?	By when will targets be achieved?

C. **Activities** (use bullets or a chart where possible)

Why do you believe the activities listed in your logic model reduce or eliminate the need described in item A on this page?

D. **Organizational capacity** to undertake project

1. What is your organization’s mission, and how does this project relate to it?
2. Summarize similar program accomplishments in the past, including the extent to which your outcomes were reached (use bullets or a chart where possible).

E. **Links with other agencies**

A. If this is a collaborative effort, complete the following:

Collaborating organizations	Contact person	Phone number	Role(s) of partners

2. Do you know of other groups doing similar or related work? If so, how does your work differ from or complement theirs?

F. What is the **future of this program or project** beyond the grant period?

1. In terms of programming, summarize what is envisioned as a long term strategy.
2. If it is to continue beyond the grant period, how will you support this project?

G. **Evaluation:** How will you determine the overall impact of this program/project? Who will evaluate this? How will the evaluation results be used? Please be specific.

H. **Recognition:** How do you plan to recognize RMHC if a grant is awarded?

I. In no more than ½ page, say anything else you want to about this request.

4. PROGRAM OR PROJECT BUDGET SHEET

A. Provide the following information regarding the program or project for which you seek funds.

SUPPORT/REVENUE

	Total Anticipated Support/Revenue
1. Requested grant	
2. Fundraising events	
3. Gifts/bequests	
4. Miscellaneous contributions	
5. Foundation/corporate grant support	
6. United Way	
7. Grants/contracts: govt. agencies	
8. Program service fees	
9. Membership dues	
10. Investment income/transactions	
11. Sales: services, products, crafts	
12. Miscellaneous revenue	
13. Subtotal Direct Support/Revenue	
14. Proration: General & Management Income	
15. Total Support/Revenue	

EXPENSES

	Total Expenses	Expenses Covered By Requested Grant
16. Salaries of staff		
17. Fringe benefits		
18. Professional fees (contract, consultant)		
19. Supplies (consumable)		
20. Printing and postage		
21. Occupancy		
22. Phone and fax		
23. Travel and meetings		
24. Training		
25. Evaluation		
26. Equipment purchases		
27. Miscellaneous expenses		
28. Subtotal Direct Expenses		
29. Proration: General & Management Expenses		
30. Total Expenses		

31. Surplus (Deficit)	
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B. Include a budget narrative with details or itemization of each element of the budget, as appropriate. For example, if you are requesting funding for supplies or equipment, please itemize each indicating quantity and pricing.