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### **Grant Application Guidelines**

# HISTORY

Ronald McDonald House Charities Wichita (RMHC Wichita) provides two core programs: Ronald McDonald House and Ronald McDonald Family Room. It also provides grants to non-profit organizations that serve children in the greater Wichita area and other designated Kansas counties.

Awarded grants are a result of fundraising efforts through area McDonald’s. Donations designated for operations of the Ronald McDonald Houses and Family Room are not used for grant making.

# MISSION

RMHC Wichita provides vital resources and compassionate care to children and their families being served by community health care providers.

Grants are awarded to non-profit organizations that serve children in the areas of education and the arts, civic and social services, and health care and medical research. Grant funding typically ranges from $500 to $7500.

RMHC Wichita primarily funds programs that improve the quality of life for children. We are interested in programs that:

* Directly serve children and improve the quality of life for children
* Offer clear goals and objectives
* Display consistent and effective management and a broad base of funding support
* Reach out to multiple communities in an attempt to serve as many children as possible
* Promote collaborative efforts among non-profit organizations
* Fund tangible items that can be used from year to year (e.g. equipment)
* Provide hands-on learning and participatory experiences

# RESTRICTIONS

RMHC Wichita will generally NOT provide support for the following types of organizations or activities:

* Advertising or fundraising drives
* Partisan, political or denominational programs
* General and administrative costs
* Intermediary funding agencies
* Endowment campaigns
* Ongoing salaries or travel expenses
* Multi-year funding or annual applications for the same project

Your organization is NOT eligible to apply if it:

* Received funding in the previous year
* Has been operating for less than one year
* Is located in certain northern or eastern counties. (View map of eligible counties.)

# APPLICATION PROCESS

* 1. Grant applications must be received on or before **March 31st** of each year. Submitting an application on or near the deadline is not advised. If the application is incomplete or otherwise unsatisfactory, it may be held until the next year. Applicants will be notified of the RMHC Wichita Grant Committee’s approval or denial in late April. Please do not contact RMHC Wichita by telephone for results.
	2. Complete all the questions on the grant application form in a clear and concise manner with the fewest words possible. Provide a clear description of your project.
	3. Attach all supporting documentation as requested.
	4. A RMHC Wichita representative may conduct a site visit.
	5. The Grants Committee will review all complete applications and determine funding.
	6. When notified of funding, recipient agencies must sign and return a letter of agreement.
	7. There will be a check presentation event and an invitation will be emailed to your agency for yourself and guests.

# REQUIRED ATTACHMENTS

* + 1. Your organization’s current 501(c)(3) tax exempt letter from the Internal Revenue Service. Be sure it reflects your current agency/organization’s name.
		2. Your agency's most recent audited financial statement. If you are not required to have an audit, please explain why and provide your most recent financial statement.
		3. Your agency's most recent year-end financial statement.
		4. A financial statement for the month preceding the date of application.
		5. Your current year’s operating budget.
		6. A copy of your agency's last Form 990 with all attachments as filed with the Internal Revenue Service.

# RETURNING APPLICATION

**Preferred method of submission is to submit by email**: Download the completed application form and return it with all required attachments to *lfletchall@rmhcwichita.org*. Please make sure we receive the official signature on the application.

**DEADLINE:** **All applications, attachments and required signatures must be received on or before March 31st.**

# RESPONSIBILITY OF RECIPIENT

The recipient of a grant from RMHC Wichita **must use the funds awarded for the specific purpose for which they were originally intended** unless permission is given in writing to do otherwise. **Any funds misused or not used must be returned.**

Within one year from the receipt of the granted funds, RMHC Wichita requires submission of a grant report that contains a final written evaluation, a detailed accounting report, and **copies of all receipts**, for every grant awarded. A site visit may also be conducted. The evaluation of your project will influence the likelihood of future grants to your organization. The report form is located on the RMHC Wichita website (www.rmhcwichita.org).

If you have any questions, please email Lynne’ Fletchall at Lfletchall@rmhcwichita.org or call 316-269-4182.