

**Ronald McDonald House Charities of El Paso, Inc.
Guidelines for Giving**

I. RMHC Outreach Mission:

Our mission is to provide collaborative and financial support to nonprofit organizations through programs that promote and provide direct health care, health related services, health education, and access to health care for children in the El Paso and Las Cruces communities.

II. Funding Considerations

An organization must have not-for-profit and tax exempt status as defined under IRS codes for consideration. **Past grant recipients may not reapply for a period of two years following an award year.**

III. Ronald McDonald House Charities (RMHC) Board of Directors is most interested in organizations that have:

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

III. RMHC 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 that are not in writing

IV. Preparation and Submission:

Your grant proposal must be submitted in English and on a RMHC application form. Please send **TWO** copies of your application packet (excluding audited financials and 990's). The form requests the following information:

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A. Cover Letter on stationary, signed by the senior management official, briefly outlining:

- The background of the organization
- Nature of the proposal and request
- Concise description of the needs
- Specific purpose of the funds requested

B. Endorsement letter from RMHC contact if applicable.

C. Budget and financial statements must include:

- Itemized project budget for specific funds requested
- Current year's operating budget
- Audited financial statements of latest 990 forms including current balance sheet

D. IRS 501(c)(3) ruling confirming the organization's tax exempt status

E. Past donor information – covering the past 12 months show all private, corporate and foundation support over \$5000.

F. Board of Directors list

G. Completed checklist (indicating that all requested information has been submitted)

H. Application Deadline: July 31, 2008 (No faxes or e-mail)

Type directly on the application, single space and single sided pages only. You may request an electronic version of the application at the following address rmhcelp@elp.rr.com . Use standard black type that can be photocopied. Draw all graphs diagrams tables and charts in black ink. Do not include any items that cannot be photocopied.

When submitting your grant you must include two copies of the grant application and two copies of each of the required items listed on the checklist (excluding the audited financials and 990's).

IF ANY OF THE ITEMS REQUIRED ARE NOT INCLUDED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND THE REVIEW WILL BE DELAYED OR DECLINED.

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V. Review Process

Ronald McDonald House Charities is governed by a Board of Directors comprised of health professionals, business and civic leaders and McDonald's corporate officers, licensees and suppliers.

- The Board meets each year to review, select and award grants to not-for-profit organizations that have demonstrated an ability to respond to the needs of specific groups of children in a definitive, hands on manner that yields measurable results.
- RMHC will acknowledge receipt of your proposal within 30 days.
- If the Board has questions regarding your proposal, you may receive a telephone call or a letter requesting further information or an appointment for a site visit.

All Board decisions are reported by mail, usually within 30 days of the board meeting.

If your proposal is approved, your organization will receive a Letter of Agreement outlining the terms and conditions of the grant which must be signed by an authorized organization official and returned to RMHC. This letter will also highlight the arrangements for the awarding of the grants.

VI. Responsibility of the Recipient

The recipient of any grant from RMHC must use the funds awarded for the specific purpose of their original intent, RMHC requires detailed accounting of all funds awarded. Please send a follow-up report detailing expenditures within 12 months from the date of the award. It is understood that any funds not used in the manner specified in the Letter of Agreement will be returned to RMHC.

Please address all correspondence to:

Ronald McDonald House Charities of El Paso, Inc.
c/o Executive Director
300 East California Avenue
El Paso, TX 79902

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