



## GRANT APPLICATION REQUEST GUIDELINES

Thank you for your interest in Ronald McDonald House Charities (RMHC) of South Florida. Enclosed is the Grant Application you requested.

The following information **must** accompany your completed Grant Application form:

- ♥ A one or two page cover letter on your organization's letterhead, signed by a senior management official, briefly outlining your proposal.
- ♥ A letter of endorsement from a McDonald's representative who is familiar with your organization and the project you are submitting your funding request for.
- ♥ A copy of the Internal Revenue Service ruling of the organization's tax exempt status under Section 501(c) (3).
- ♥ A detailed budget specifically outlining the amount of funds you are requesting from RMHC of South Florida.
- ♥ A donor's list showing all private, corporate and foundation support during the past 12 months.
- ♥ A copy of your most recent audited financial statements.
- ♥ Five (5) copies of this grant application and all other information

Please answer the Grant Application form in paragraph format. If you feel more information needs to be provided, you may submit additional pages, in narrative form, to further explain your proposal.

We ask that you do not send in handwritten requests; sometimes they are not as legible and do not always copy well.

**Do not include with your application** videotapes, magazines, books or other collateral materials with your Grant Application form. You will be contacted if other information is needed.

All Board decisions on Grant Applications submitted are provided by mail. If you are advised that a grant was awarded to your organization, you will receive a Letter of Agreement outlining the terms and conditions of the grant. An authorized official from the organization must sign and return the letter, thereby indicating acceptance of the terms and conditions of the grant.

**RMHC does not fund the following:**

**Requests for funding of salaries, administrative or operating expenses of any kind. Do not provide funding for individual use. We focus on non-profit organizations whose project directly impacts a large number of South Florida children 18 years old and under.**

**Mail five (5) completed** Grant Application forms and all the requirements to:

Mrs. Soraya Rivera-Moya  
Executive Director  
RMHC of South Florida  
15 S.E. 15<sup>th</sup> Street  
Fort Lauderdale, FL 33316

If you have any questions and/or need further clarification on the above, please feel free to call (954) 828-1822 ext. 8942

Again, thanks for your interest!