



RMHC Charitable Grant Making Program
Funded by McDonald's® of Central and Southeastern Kentucky
Grantmaking Program Application

(This form may be reproduced on the applicant organization's computer or downloaded at www.rmhclexington.com)

Please make sure you have read and understand all information contained in the Request for Proposal (RFP) document and this application. Incomplete or late grant requests or requests that do not fall within our funding guidelines will not be considered.

Handwritten applications will not be accepted. Completed applications should be no more than 10 pages, excluding required and optional attachments.

Deadline: Applications must be postmarked no later than May 12
funds to be distributed August 2017

Check list:

- Current GoodGiving.net profile
 - Profile Link: _____
- Cover letter on organization's letterhead briefly outlining proposal and signed by Executive Director or Board President
- 501c3, letter on school district letterhead signed by superintendent or other document proving tax exempt status and tax ID number
- Detailed project budget, itemizing how Grant funds will be used
- 2016 financial statements including income statement, organizational budget and balance sheet
- Current Board of Directors listing with officers and affiliations
- One (1) unbound copy of the completed application with attachments, no staples please
- This check list (*please include*)

Has this organization received funding from RMHC of the Bluegrass, RMHC Global or McDonald's of Central and Southeastern Kentucky before? If yes, please indicate exact date funding was granted and dollar amount.

Date: _____ Amount: _____ Project: _____

GRANT SUMMARY

Organization Name: _____

Tax ID # _____

Project Title: _____

Name & Title of Senior Official: Mr./Ms. _____

Grant Writer & Title: Mr./Ms. _____

Address: _____

City, State Zip _____

Telephone Number: _____

E-mail Address: _____

(1) Area of Concentration that most closely aligns with your funding request:

- | | |
|----------------------------------|----------------------------------|
| _____ Arts, Culture & Humanities | _____ Health/Medical |
| _____ Education | _____ Civic & Community Services |
| _____ Healthy Lifestyle | _____ Social Welfare |
| _____ Youth Development | |

(2) Specific Amount Requested: \$ _____

(3) Funding is needed by: *(date)* _____ **Please note that applications will be reviewed in June and presented at our June Board Meeting for approval. Applicants will be notified of their grant status in July and funds will be awarded in August.**

(4) How did you hear about this Grant Making program? _____

(5) Demographics: Please include the approximate demographics of children who will be served **by this project**. *Note: we must have this information.*

- | | |
|---------------------------------|--------------------------|
| _____ % Aboriginal | _____ % Hispanic |
| _____ % Arabic / Middle Eastern | _____ % Latino |
| _____ % Asian | _____ % Maori |
| _____ % Black / African Descent | _____ % Native American |
| _____ % Caucasian | _____ % Pacific Islander |
| _____ % East Indian | _____ % Other |
| _____ % First Nation | |

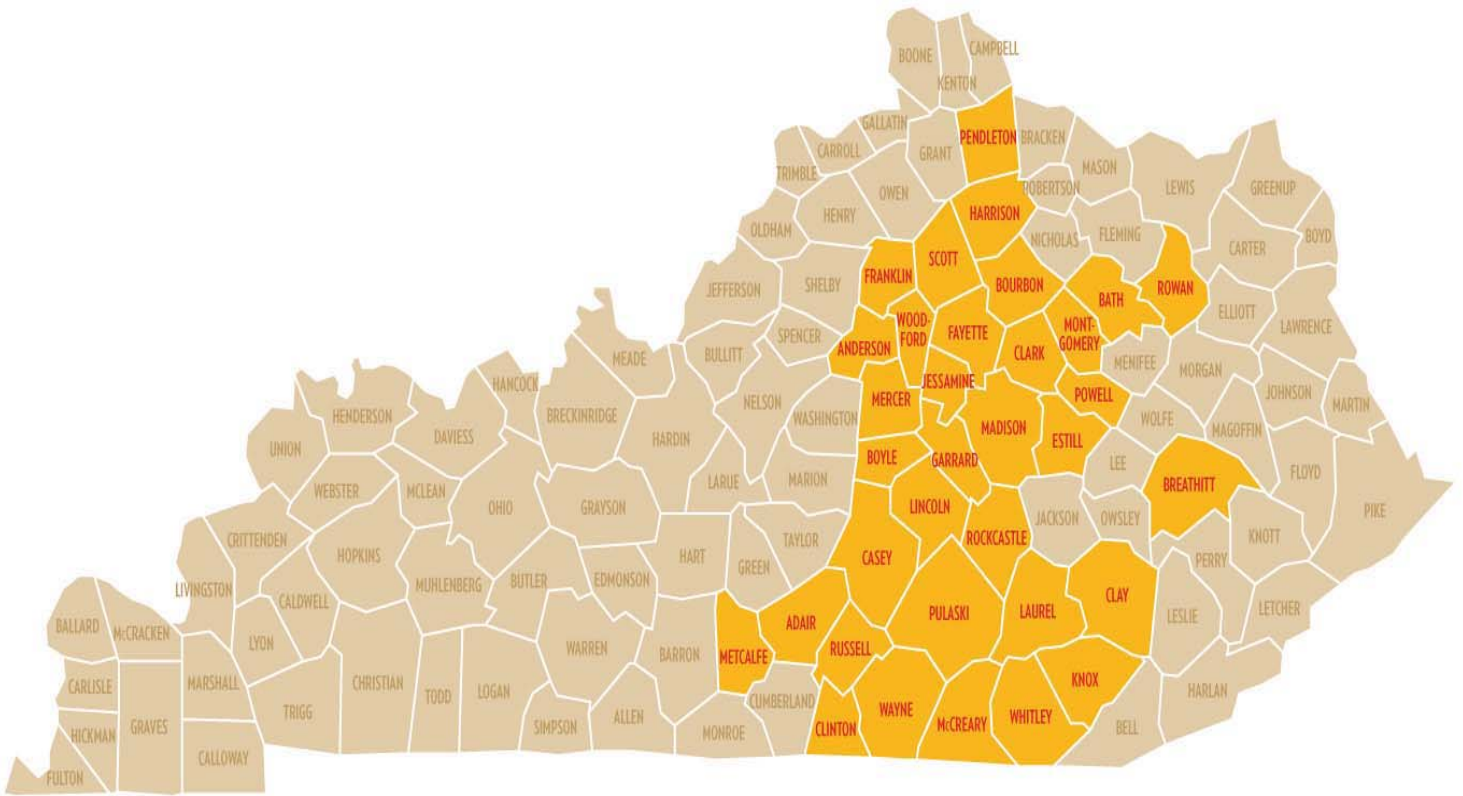
(6) How many children will be served **by this project**? _____

(7) Age Range: Please include the approximate age range of children who will be served **by this project**. *Note: we must have this information*

_____ % 0-3
 _____ % 9-12
 _____ % 19-21

_____ % 4-8
 _____ % 13-18
 _____ % all age groups

Counties Served, please list all that apply: _____





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I. History

Please provide a brief history of the organization, including the mission statement.

II. Target Population

Summarize the target audience in measurable terms. Identify the primary audience, the total number of individuals who will be served by the program, the age of the audience, where the program will be offered, the geographical range of the organization and the number (with percentages) of individuals in specific ethnic groups.

Example: 125 physically challenged children, ages 6-12, will be served by this program at the county parks. These children are from the Greater Cincinnati area and represent a population which is 60% white, 30% African American, 8% Asian and 2% Pacific Islander.

III. Summary of Grant Proposal

Provide a concise description of the need or problem to be addressed including the following information:

- The overall goals and purpose of the organization
- **The specific purpose of the funds requested**
(please give a breakdown)
- How the objectives will be accomplished
- Estimated timeline (i.e. when the project will be implemented and completed)
- What is unique about the program

IV. Budget & Financials

Typical grant awards range from \$1,000 - \$5,000

- Specific amount requested: \$ _____
- Itemized budget for this specific project (or program).

Required Attachments:

- An itemized budget for this project (or program) indicating the specific amounts and items that this Grant Program is being asked to fund and which also shows current sources of income and expenses for this project (or program). Please include copies of estimates, if available.
- A budget, income statement and balance sheet from your organization for the past year.
- 501c3, letter on school district letterhead signed by the superintendent or other document proving tax exempt status and tax ID number.

Please note: If an itemized budget is not included with your proposal indicating what amounts and items this Grant Program is being asked to fund, or if the funds requested are for any of the following, your request for funding will not be processed.

Optional Attachments:

- Applicant may submit up to two other pieces of relevant material to be reviewed along with the application such as a copy of the most current Annual Report, newsletter, program materials or brochures, letters from past or current participants, etc.

The project, program or organization should meet the following criteria:

- Directly benefits children
- Have a up to date Goodgiving.net profile which reflects the most current financial information available, including a recent financial audit
- Has consistent and effective management in place
- Demonstrates clear goals and objectives
- Has a broad base of funding support in place
- Has a demonstrated ability to respond to the needs of specific groups of children in a manner that yields measurable results.

Additionally, we will not fund grant requests for the following:

- Scholarships or funding to individuals specifically gifts, which either standing alone or in conjunction with a Matching Gift, result in the donor or a specified individual receiving substantial benefits (excluding awards made through the RMHC US Scholarship program or other education scholarship program that may be supported by RMHC of the Bluegrass.)
- Salaries (This Program can fund an outside consultant or artist to present/speak, but cannot fund any permanent staff of an organization. For example, the Program can fund

a person's one-time fee to come teach a class, or give a performance to children, but cannot fund a permanent or temporary staff position.)

- Multi-year grants
- Private foundations
- Organizations located outside of the KY counties listed above
- Requests for programs which have already been completed
- Advertising or fundraising drives
- Organizations that advocate for or against or otherwise provide direct or indirect support for or against any political campaign, individual politician, pro-life or pro-choice positions, or any other organization which reasonably takes a controversial stand on social issues.
- Religious organizations or programs aiming at promoting a particular faith or creed, or programs that are otherwise religious. *Programs that operate under the sponsorship of a religious organization that are separately incorporated as Independent, non-religious, tax-exempt organizations are eligible. IF there is no requirement to participate in religious activities or no requirement to be of a specific religion to be eligible for services.*
- Travel expenses (this Program can provide transportation of a child to and/or from a site but cannot fund the transportation of staff members.)
- Capital or Endowment campaigns
- Intermediary funding agencies (*meaning agencies that "pass funds along" to other agencies, charities, organizations, etc. Examples: United Way, Combined Arts Campaigns.*)
- Organizations which discriminate with respect to membership and/or the provision of service or use of facilities
- Private schools that are not accredited by one of the six nationally recognized regional accrediting commissions or one of the affiliate of the National Association of Independent Schools.
 - For clarity, education institutions that are eligible are:
 - Degree-granting two-or-four year colleges or universities which are accredited by one of the six nationally recognized regional accrediting commissions.
 - Pre-collegiate schools grades K-12 which are accredited by one of the six nationally recognized accrediting commissions
 - Pre-school programs which are affiliated with an accredited school or have a license
 - Public schools.
- Non-scholastic programs within educational institutions, such as athletics, bands, drill teams, booster clubs or other social or alumni associations.
- Groups which address issues, or which support others that address issues by means of adversarial and confrontational tactics.
- Gifts TO or FROM a charitable gift fund (such as Fidelity Gift Fund) or a family fund, family foundation or other private foundation.
- Organizations under investigation, or reported to be under investigation by any state, federal or foreign governmental authority.
- Organizations that disparage or otherwise run contrary to RMHC values or our donors' brand image.
- Requests that do not follow the outlined process.

V. Evaluation

Describe how the organization will determine the success of the funded project. Include measurable outcomes as to how the organization will assess effectiveness. Submit a copy of any measurement tools (surveys, checklists, etc). **Examples:**

- 1) Three hundred students will participate in the summer math tutoring program. Attendance rate will be 90%. A school official will provide a checklist and/or letter as to the program effectiveness of the organization's summer tutorial program.
- 2) Participants will submit a parent response scale to measure program effectiveness. An average of 4 on a 5 point scale will indicate success of the program.

VI. Submission

Organizations must submit the Grant Program checklist and one (1) unbound copy of all the information requested on the checklist, postmarked no later than March 15, 2016.

Please mail the application to the following address:

RMHC of the Bluegrass
Attn: Grant Review Committee
P.O. Box 22414
Lexington, KY 40522

VII. Grant Evaluation

Within one year of funding, the organization must submit written results of their project (pictures also welcome) as well as evidence of grant spending.
(See *Grant Evaluation form*)

Grant Evaluation Form

If your proposal is approved, you will be required to submit this report no later than one year from receipt of the grant (ideally within 60 days from the time the funds are utilized.) Failure to complete this report will result in exclusion from additional funds in the future.

1. Has the need you identified been met or the problem solved? Please include updated information about the project (number served, new programs or opportunities, etc.)
2. Did the project follow the objectives? If not, why?
3. Has the project been modified since the proposal was submitted? If so, in what way?
4. Have there been major changes in timetables for project development, implementation, and completion? What were the reasons for such changes?
5. Has the personnel involved in the project proved to be adequate in numbers and qualifications? Has additional staff or staff with different qualifications been required?
6. Have any plans for cooperation with other institutions or groups been implemented successfully? If not, what have been the reasons?
7. What have been your methods of evaluating the success of this project? What are your measurable results?
8. What was the impact of the project on your organization and on those it was designed to serve?
9. Has the project led to development of similar projects in other organizations?
10. How did this grant make a difference in the lives of children?

**** Include a financial reporting of the grant expenditures****

(Any photographic documentation of your project is also welcomed.)