

Chapter 1

Introduction

This guide or primer has been developed to help you and your local **AMBUCS™** chapter in understanding grant writing as a process. Grants are an excellent source of funding for your local **AMBUCS™** project and with some effort and practice you can be a successful grant writer.

We call this a primer because we have provided you with the basics in preparing a grant. Because each grant may have different requirements this primer may not have all the information you need for your particular grant. If you find this to be the case please refer to Chapter 8, entitled, "*How to Find Help.*"

Good luck in your efforts and thank you for all the great work you and your local chapter of **AMBUCS™** are doing in accomplishing our mission of "***Creating Mobility and Independence for People with Disabilities.***"

Chapter 2

Getting Started

Probably the most common question when considering a grant is “Where do I start?” It’s a good question and will depend on what you are trying to fund. So the first thing you and your chapter need to do before you begin your quest for grant funding is determine how the funds will be used. Some chapters like to give AmTrykes®, therapeutic tricycles, others like to build ramps, host summer camps for children with disabilities, build playgrounds or a complete a host of other activities all designed to help those with disabilities. But what is **your** chapter’s project?

Why is it important to know what project your chapter plans to complete? People and organizations that provide grant funding want to know what you plan to do with **their** money. Most grants will only fund specific causes. Some grants may limit funding to “program costs,” while others will only fund “brick and mortar” (building) projects. As we stated previously every grant is different and what you will have to do is to try to match your chapter project with granting agencies that have similar goals and objectives.

Prior to starting any grant project, your chapter’s Board must approve the seeking of a grant. Members should not work independently on grants without Board approval. It is important that the Board be involved from the start for they will approve who is to sign any grant applications on behalf of your local chapter. This may be the President of the chapter or the Board may designate a member to do this task. Whoever has this responsibility should keep in frequent contact with the Board and outline what grants are being applied for and what conditions are attached to each grant. The Board should have final say as to whether a grant is submitted for consideration.

Don’t forget, if you are funding a new project that your local Chapter has never done before, you should take it before the membership and get approval for the project and the chapter’s funding plan (i.e. your chapter is going to seek grant funding).

Ok, you’ve identified and approved a chapter project, your Board has given approval to seek grant funding, and they have given a member the authority to begin the grant project. You’re well on your way to getting that grant!

Chapter 3

Where To Find A Grant

Where do you look for grants? Not to over simplify the answer, you should look anywhere you can.

First look to your own community. Are there any local foundations in your community that award grants? There is a free website, The National Center for Charitable Statistics, that can assist you in your search; <http://nccsdataweb.urban.org>. If you go to the website, on the right side of the page go to the heading "Search for Specific Organizations." Under this heading is a subheading entitled "Search Specific Organizations" left click on this. At this page go to the location box and type in the city you want to search or the zip code (many cities have more than one), go to the state and select the state and then select private foundation for Organization Type, and then left click "Submit." This will provide you with a list of private foundations for the city your selected. Click on a particular foundation and it will take you to a page listing the name and address of the foundation. On the bottom of this page there is a link to view the foundation's 990 (tax form). Click on the most recent 990 and it will take you to the tax return. On page 1 there is often a telephone number for the foundation. On page 5 it usually lists who maintains the financial books. What you will have to do is to make a call and find out if the organization has a grant process and is accepting grant applications.

Not all organizations award grants. Some foundations have already pre-selected charities that they will fund; this is especially true for charitable trusts. If this is the case see if there is a process for your local chapter to receive consideration. The foundation may allow you to submit information regarding your project. If your project fits their giving plan they may invite you to submit a proposal. Others may have a grant process, some more formal than others. You won't know until you make that call.

You can also ask other not-for profit agencies in your community that survive on grants. Libraries, YMCAs, YWCAs, and other not-for-profit organizations may have a common tie to a local foundation. Speak with local community leaders. They may have knowledge of the local foundations that provide grants. Make a trip to your local library or Chamber of Commerce to see if they have any resource material to identify organizations in your area that provide grant funding.

What about corporations or businesses in your community do they have a grant history or is there a corporate grant office? You won't know if you don't ask.

And don't forget other service clubs. Some clubs keep a low profile and they raise money, but don't have any specific on-going project but may contribute funds to another service club to help with a project.

Remember the more grants you apply for, the better your chances of getting funded. Having said that, do your research and be sure you are applying with organizations that have like interests. Go for quality as well as quantity.

Grant writing is a competitive process, so expect to have more grants denied than awarded, but don't get discouraged.

Chapter 4

Things You Will Need

Now is the time to start to plan what you will need to complete the grant document. Although no two grants may be exactly the same, most grant documents will require basic information. If you have this information prepared in advance your grant writing will be much easier. You may have to modify some of the information for a particular grant, but the changes will probably be minor and not take too much of your time. The information may appear in a different order than it appears here and may have a different heading, but following is a list of common information you may need:

LEGAL NAME AND ADDRESS OF YOUR CHAPTER:

A granting agency will need the legal name and address of your chapter. Your chapter chartered with National AMBUCS™ and the chapter name you have on file with National will be the legal name you will use. In some instances, chapters have also “incorporated” with the State where they are located. If this is the case, for your chapter, you may need to use the incorporated name.

The address for your chapter should be one that will remain the same during an entire grant cycle. For this reason, your chapter may want to get a post office box. If you use a member’s address and it changes anytime during a grant cycle be sure you notify those organizations that have awarded you funds.

BACKGROUND OF YOUR CHAPTER

The foundation or organization you are applying to may not know anything about National AMBUCS™ or your local chapter. This is your opportunity to tell them all about your history and the good things you do. You are educating the granting organization that your chapter has a strong history of community service and that your chapter will be good stewards of any grant funds awarded.

CONTACT PERSON

As mentioned earlier, your chapter will designate someone to complete and submit the grant application. The person most familiar with the grant application should be the contact person. The contact person should also have a solid working knowledge of the project to be funded. In your grant application, the contact person should be able to provide a phone number and if possible a cell phone number, a fax number and e-mail address.

The contact person should be available to answer inquiries in a reasonable amount of time. Grant agencies work on deadlines and they might call to clarify a point prior to making a decision to award a grant. An unreturned phone call or e-mail may be a deciding factor on whether a grant is awarded.

PROJECT NAME

Does the project your chapter is funding have a name? If not can you come up with a name that gives a good idea of what you're trying to accomplish with the grant funds you are applying for? For example, "AMBUCS™ Playground for Everyone," lets people know the project involves a playground. A longer summary of the project will be provided later in a grant document. The project name just lets everyone know where you are headed. If you don't have a project name prepare a brief description of your project.

PROJECT SUMMARY

The project Summary is different from the project name in that it gives a complete description of what you are going to accomplish, who will benefit and why it's important to individuals or your community. This is your chance to "sell" your project. You are trying to convince the grant provider that yours is the best project to fund.

For example, if you are applying for funds to build ramps you will want to explain who will benefit from the ramps, who will build them, how many you plan to build and what, if anything the person receiving the ramp will have to contribute to the project. Is your organization the only one building ramps in the community? Are you partnered with any other organization? Are the ramps that your chapter builds safe and up to local building codes?

Remember that you are competing for grant dollars, and you are trying to make your case that your chapter has a project worthy of receiving a grant.

ORGANIZATION'S MISSION STATEMENT

"Creating Mobility and Independence for People with Disabilities," is the mission statement of National AMBUCS™ and as such the mission of each local chapter. How you accomplish this mission, ramp building, AmTryke® therapeutic tricycles, Ask Project, playgrounds, or other equally important projects probably relates in some way to the National mission statement. The mission statement provides a broad vision of our organization. Providing this statement in a grant demonstrates that your chapter is part of a national effort to promote the idea of assisting those with disabilities.

AMOUNT REQUESTED

This is how much money you are seeking in your grant. A review of the grant guidelines should provide you with some guidance as to the grant limits and how the grant funds can be used. If the grant guidelines are not clear as to the grant limits, contact the potential donor and ask. No matter what the grant limits are, don't ask for funds that your budget document can't justify. For example, if your project budget is \$5,000 don't ask for \$10,000. You can't justify the amount and it will probably cause your grant application to be denied.

If it is not required to specify an amount and it appears the grant is open-ended on the award, you can take a risk and not specify an amount. When you do this you are placing your hopes on your budget document and project summary and the ability of the grant agency to determine your needs.

PROJECT BUDGET DOCUMENT

This is an important part of your grant document. Your chapter is asking for money and you must justify your request. Be as complete and specific as possible. For example, you may have a ramp building project that will cost \$5,000 to fund. In your budget document, show the cost of lumber, hardware and other building materials and other associated costs, if any, to demonstrate why you will need \$5,000.

This portion of the grant document will take pre-planning and, if done properly, will demonstrate to the grant agency that the monies that are awarded will go for the intended purpose.

There are foundations that will ask you what other funds that are being dedicated to this project. Is there money that your chapter has already budgeted toward this project? Are there other donors?

WHO WILL BENEFIT FROM THE PROJECT

This may have already been covered in your Project Summary and further elaboration may not be necessary. However, review your grant requirements as some grants require this to be addressed separately. You will want to identify the population your project will serve and, if possible, how many individuals will benefit from your project.

BOARD MEMBERS NAME AND ADDRESSES

In the grant application, you will want to identify your local chapter's board members and the positions that they hold. You may also want to identify their occupation and you should include an address and telephone number of each board member. By identifying your Board you relay to the grant agency that your chapter has an established governing body that will follow the grant guidelines and complete any projects funded.

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)

Your chapter's Federal Employer Identification Number (FEIN) or also known as the Federal Tax Identification Number is often used on grant submissions. This is especially true for grants submitted online. You can find your chapter's FEIN on your N990 or 990 tax forms.

This request may be on the grant application itself, or the grant agency may request the identification number through the use of a W-9 "Request for Taxpayer Identification Number and Certification" form.

FEDERAL TAX EXEMPTION VERIFICATION

Most grant agencies require that an organization receiving funds have a Federal Tax Exempt Status that is referred to as a “Federal 501 (c) (3) exemption.” As an AMBUCS™ chapter your chapter falls under the National AMBUCS™ exemption. A copy of this exemption can be obtained from the AMBUCS™ website at www.ambucs.com.

CHAPTER’S OPERATIONAL BUDGET

Grant agencies will often ask for the applicant’s operational budget. They want to know how the applicant spends its resources. They want to know how much of an applicant’s funding goes to support charitable purposes compared to how much is spent to operate the organization. Grant agencies want to insure that the organizations that receive a grant are good stewards of the money awarded.

PREVIOUS YEAR’S TAX RETURN OR AUDITED FINANCIAL STATEMENT

As an AMBUCS™ chapter and a 501 (c) (3) organization your chapter is required to file a tax return. Let’s talk about tax filing for a moment.

Every Chapter must file a tax return. If your chapter had gross receipts under \$25,000 you should have on file a Form 990-N. The Form 990-N is a short form which is filed electronically. This form and instructions can be found at www.irs.gov/charities . If your chapter had gross receipts of greater than \$25,000, but less than \$100,000 you would file a 990 EZ, and if your Chapter’s gross receipts are in excess of \$100,000 you would have filed at regular Form 990.

Remember when filing tax a tax return your Chapter is considered by the IRS as a subordinate organization of National AMBUCS **so be sure to use your Chapter’s own EIN when filing taxes. DO NOT USE** National AMBUCS’ EIN.

Under specific financial conditions your chapter may have been required to have an audited financial statement completed. Usually this is associated with the funds that have been donated to your chapter during its last fiscal year or if your chapter employed a professional fundraiser.

The reason this is addressed is because many grant applications will require your chapter’s last years or last two years of tax returns and/or a copy of an audited financial statement.

If you are planning to use grants as a funding source you should plan to have copies of your 990’s on hand. If the grant application requests an audited financial statement and your chapter was not required to complete one you will have to explain this in your grant. Audited financial statements can be expensive to have completed, so your chapter will have to weigh the benefits of having a statement done against the potential of receiving grants.

PAST DONOR INFORMATION

It is not unusual for a grant organization to request a list of your chapter's donors for the past year or your chapter's source of funding. Your chapter should maintain a list of your major sources of support and the events that you conducted to raise money.

COVER LETTER

This is an introductory letter on your chapter's letterhead that is sent with the completed grant request. The content of the letter should indicate that your grant application is enclosed and briefly explain what funds are being requested, for what project, and include a brief description of your chapter.

Remember there is nothing wrong with having a prepared text for your cover letter, but do not use copies of a generic letter. Be sure each grant agency receives an "original" document that includes the name and address of the organization you are requesting funds from and an original signature from your president.

ASSURANCES

If you are applying for governmental grants your chapter may be required to agree to specific "assurances" to receive grant funding. Assurances are a written agreement that your chapter will adhere to specific Federal or State requirements before a grant is awarded. Many of these may not seem to apply to a local chapter, but are a grant requirement. This is a legal document and can be extensive. Failure to comply with the assurances can result in penalties, so don't take these lightly. If your chapter does not feel that they can comply with all the assurances then do not apply for the grant.

EVALUATION PROCESS

Grant agencies may require a plan to evaluate the success of your project. In most cases AMBUCS™ chapters complete projects that are tangible. They give AmTrykes®, build ramps, playgrounds, and provide computers or other activities that are easily measured.

If you are requesting funds to build five ramps, then your evaluation process would be to document that your chapter completed five ramps. If the grant is to fund 10 AmTrykes® then your method of measurement is the purchase and donation of 10 AmTrykes®. It may not always be that simple, but that is the general idea.

If you have a specific question regarding the evaluation process call the organization you are applying to and ask them for clarification.

OTHER GRANT DOCUMENTATION

Although grant applications tend to require basically the same information each grant application is different. There may be other items required for the specific grant for which your chapter is applying that have not been mentioned. If that happens all you have to do is to insure you include that documentation with the grant application.

Chapter 5

Grant Requirements and the Grant Document

Before you get started on your grant document take the time to read the grant requirements. The requirements will usually list **what can be funded** by the grant, **who may apply** for the grant, **any special conditions or requirements** that must be met to receive grant funds and in **what format** the grant agency requires information to be submitted.

This is a good time to mention a **grant match** which some grant agencies may require. A grant match is what the grant agency will require your chapter to contribute, if the grant is funded. This “**match**” could be a 100% match or a smaller percentage match of the total grant award. *For example you are going to apply to ABC Grant Agency for a \$5,000 grant and they require a 100% match. This means your Chapter will have to have \$5,000 to add to the grant funds, if awarded.* As stated not all grant agencies require a match, many don't. Some may require a small percentage of the total grant awarded. The match requirement may not always have to be met with real dollars, but with in-kind services such as volunteer labor hours or other donated materials. *For example you received a \$1,000 grant to build ramps and it requires a 25% cash or in-kind services match. Your chapter will need 250.00 cash or in-kind services such as labor to build the ramps or a donation of \$250.00 worth of materials or a combination of both.* When figuring labor in-kind services you will have to check with the grant agency to see what value they award to each hour of volunteer labor and then calculate accordingly.

The grant instructions will include what information the grant agency will require. This will vary with each grant application but if you have done your advance preparations as outlined in Chapter 3 you will be surprised to find that you have already gathered most of the information you will need. The grant instructions will also specify what order they want the requested information and in what format.

Some organizations may have a standard application form that is to be used. Use their documents unless you have received permission to recreate them in another format. If you are using the organization's form, it will request the information in the order they require. Some grants are completed online and you may have to upload your supporting documentation. It is an entirely paperless process.

Whether you submit a written application or an online application complete all the information requested. If you don't have the information, can you get it? If not or you think the information does not apply to your situation, make contact with the grant agency to receive a clarification or waiver on that particular information.

If the grant agency did not provide an application then include the information that the organization requests in the order and the format they have specified.

Avoid putting in information that is not requested. Most grant agencies have a review process to insure the information **they** require is included. Any unsolicited extra information may be ignored, cause the required information to be overlooked or in the worst case scenario your grant may be rejected without a complete review.

Once you have everything together proof read your completed application. Does it meet all the requirements included in the grant application? Is all the information included accurate? Have you done a spell check and then had a real person proof read your document for spelling errors? If so and if everything looks good, then submit your application.

Chapter 6

Submitting the Grant

You now have a completed grant application ready to be submitted. The application has been double-checked for accuracy; you have all the required documentation and have included the required number of copies of the grant (*some grant agencies want multiple copies.*)

All that is left is to mail the completed grant packet. This may seem like a simple detail but it is very important that you have it submitted **before** the grant deadline. The grant deadline, unless otherwise noted, is the day the grant application has to be in the office of the grant agency. Know your submission deadline before you start the application. If you are late in submitting your grant application, it will not be eligible for funding! This can not be stressed enough.

To avoid losing a grant because of a missed deadline, be sure you have reviewed your grant packet and marked the deadline date on your calendar before you start the grant application. Don't wait until the last minute to submit your grant application. If you think your application isn't going to arrive at the grant agency on time by regular mail you might want to consider an overnight delivery service. It is ***your chapter's*** responsibility to insure the grant application arrives on time. If you miss the deadline, you lose the grant. But with a little prior planning your grant will arrive in plenty of time.

Chapter 7

The Award, Acceptance, Expenditure of Funds, Reporting, and Record Keeping

Your grant was mailed on time and reviewed and you have been notified that you are being awarded a grant. Now you need to review the conditions of the award.

Along with your cash award there may be additional conditions the grant agency expects when the award is made. This may include certain reporting requirements, a limit on what the funds may be used for or other conditions specific to the grant agency. One simple rule, if your chapter is going to accept the award your chapter must be willing to abide by the grant conditions.

So before you accept the grant your Board should review the conditions. If there is something in the conditions of the grant that your chapter can not comply with or chooses not to comply with, then it would be in the chapter's best interest to decline the grant. On the other hand, if the Board has reviewed the conditions and is able and willing to meet the conditions, then the Board may approve the acceptance of the grant.

With your acceptance send a thank-you letter along with the acceptance documentation. Like the cover letter this should be on original letterhead with an original signature from your chapter president.

Once the grant has been awarded strict bookkeeping should follow to insure that the grant funds are expended **only for the intended purpose**. More than likely you will have to accurately account for all the expenditures, so there must be good accounting practices in place.

Another word on deadlines, some grant agencies require the funds to be spent in a specific period of time. Be sure you meet this deadline, or be prepared to return that portion of funds not spent.

If you find that you are not going to use all the grant funds on the project for which they were awarded be prepared to return any unused portion. Prior to doing this, make contact with the grant agency awarding the funds and see if you can use the funds for another purpose. If so, it would be in the best interest of your chapter to get this acknowledgement in writing.

The grant conditions will outline what type of reporting the grant agency will require regarding the expenditure of funds. Each grant is different. Some may not require a report, others may require a report when the funds are fully expended and others may require reports at different times during the grant cycle.

If you have pictures of your completed project send one or two along with your reports. Not only does this show how the funds were used, but it adds a personal touch and shows your appreciation for the grant.

Be sure to review your grant requirements on whether you need to maintain all documents related to a grant you receive. Although it is not always required it is advisable to maintain a file on all documentation regarding an award for at least three years unless the grant agency specifies a specific time. This will allow a review of grant awards and expenditures in the event there are questions on how the grant funds were used. It will also provide valuable information to new board members not familiar with what grants your chapter has received in the past.

Chapter 8

Where to Find Help

In Chapter 1 it was explained that this “primer” might not provide all the information you need to complete a specific grant. But don't despair because there is help out there.

National AMBUCS™ has a resource person on staff to assist you in your grant writing effort. Just call 1-800-838-1845.

Locally, another good source of assistance is your local governmental offices, whether city, county, parish, township, school or college district. There are very few levels of government that do not receive some type of grant funding. Most of the time there is one person working for one of these branches of government that has experience with the entire grant process. Don't be afraid to find this person and approach them with your questions. They may be able to offer some clarification on an issue or at least point you in the right direction.

Local social service agencies also rely on grant funding. Talk with the Executive Directors of these agencies and they may be able to provide some insight.

There are many books that go into great detail with regard to grant writing. You should be able to find them at your local library or search the internet. All you have to do is type in “grant writing books” in the search category.

If you do submit a grant and it wasn't awarded you can call the grant agency and see if they completed an evaluation on your grant request as it may help you on your next grant submission.

And finally as you become skilled in the grant process don't hesitate to offer your assistance to other AMBUCS who are just starting out on the grant writing journey.

Good luck and may you have great success in your search for grant funds!

THE DOCUMENTS THAT FOLLOW ARE AN ACTUAL GRANT REQUEST USED BY THE DANVILLE, IL AMBUCS CHAPTER. THIS IS FOR REFERENCE PURPOSES ONLY AND THE USE OF THIS DOCUMENT FOR ANY OTHER PURPOSE IS PROHIBITED.



Creating Independence for Persons with Disabilities

Danville Chapter

P.O., Box 266 Danville, IL 61834-0266

March 16, 2007

Mr. Bob Witter
Executive Director
Ronald McDonald House Charities of Central Illinois
610 North Seventh Street
Springfield, IL 62702

Dear Mr. Witter:

The Danville Chapter of AMBUCS has embarked on an endeavor to increase the recreational opportunities of children of all abilities in the City of Danville. We are raising funds to construct a zero based water play structure in a City of Danville public park that will be accessible to children and families of all abilities. The Danville Chapter of AMBUCS kicked off the Capital Campaign for the Sprayground for Everyone by earmarking \$20,000 of chapter funds to this project. We are requesting a grant from Ronald McDonald House Charities of Central Illinois in the amount of \$10,000 that will be used to purchase a **'rainbow'** water feature for the Sprayground for Everyone. A photo of the requested piece of equipment is included in this letter.

We anticipate this project to cost \$125,000, not including the improvements made by the City of Danville to Garfield Park in conjunction with this project.

The Danville Chapter of AMBUCS is a service organization with the goal of helping create mobility and independence for people with disabilities, especially children. We have been affiliated with the National AMBUCS organization for over 80 years. The Danville Chapter of AMBUCS, with our approximately 100 members, has a strong reputation for being a service club that makes a difference in our community.

The Ronald McDonald House Charities has been a major partner in our past recreational projects geared to children of all abilities. Don and Deanna Witzel, the owner and operators of the Vermilion County McDonalds will be forwarding a letter of support for our project. We hope that you can once again help AMBUCS bring the gift of barrier free play to children of all abilities.

If you should have any questions regarding this grant or need additional information please contact Bob Richard at 217-304-2238.

Thank you for your time and consideration of this request.

Sincerely,

Janet Myers
President
Danville Chapter of AMBUCS

Bob J. Richard
Co-Chairman
Sprayground for Everyone Project

Ronald McDonald House Charities of Central Illinois

Grant Application Form

1. Organization

Name of Organization: Danville Chapter of AMBUCS

Project Title: AMBUCS Sprayground for Everyone

Address: P. O. Box 266

City: Danville

County: Vermilion

State: IL.

Zip: 61834-0266

Telephone: 217-304-2238

Contact Person: Bob Richard

Title: Co-Chair AMBUCS Sprayground for Everyone

Specific amount requested from RMHC: \$10,000

Has your organization received funding from RMHC within the past 5 years? Yes_XX No ____
If yes, how much was received and for what purpose.

In 2004, a \$3492.50 grant for a stainless steel slide for AMBUCS Independence Playground.

Please name the McDonald's owner who you are working with on this grant.

McDonald's contact: Don and Deanna Witzel

Address: 109 South Gilbert Street

City: Danville, Illinois 61834

Telephone: 217-446-5456

2. Proposal

The Danville Chapter of AMBUCS is seeking partners to further the success of providing universally accessible recreational opportunities in Danville. Ronald McDonald House Charities of Central Illinois has been a partner with AMBUCS in their past endeavors; the AMBUCS Playground for Everyone in Winter Park completed in July of 2001 and the AMBUCS Independence Playground in Lincoln Park completed in 2004. Like these past two projects, the AMBUCS Sprayground for Everyone will provide children, regardless of their abilities, a barrier free accessible water feature.

The AMBUCS Sprayground will be a zero depth water play area accessible to all persons regardless of their abilities. Zero depth water play offers another alternate to play. It's a safe area where children can be actively involved with water. Water play equipment offers a variety of delivery systems, over head, horizontal sprays and ground sprays. Children are kept entertained by the constantly changing water delivery and their own interaction. The water is potable (fresh water) and does not require recirculation or filtering. There is no need for a life guard as there is no standing water. Since the surface is flat without edging accessibility to persons with support devices is possible and inviting.

The AMBUCS Sprayground for Everyone will increase the aquatic offering of the existing pool at Garfield Park. Although water play areas such as this can be used without supervision, the location within the existing aquatic area will allow for constant monitoring. We envision the AMBUCS Sprayground for Everyone will help establish Garfield Park and the existing swimming pool as a destination area within the City of Danville. We anticipate this water play area will receive a great deal of use from children of the local neighborhood, and will also offer another recreational opportunity for the children who utilize the Danville Boys and Girls Club and the special needs community.

We are partnering with the City of Danville on this project and they will offer assistance in site development, fencing, sidewalks and other site amenities. They will assume ownership of the sprayground after it is completed and will provide annual maintenance

All funds raised will be used to pay for equipment and installation of the AMBUCS Sprayground for Everyone. We will not use funds for administrative costs.

3. Budget

Item	Cost
Sprayground Equipment	69,000
Manifold from Waterplay	12,000
Contractor/Concrete Pad	21,000
Plumbing	9,600
(General plumbing 5200)	
(Trenching for water line 1400)	
(Trenching for sewer line 3200)	
Plumbing Supplies (piping, drains, etc.)	2,000
General labor	4,000
Waterproof Controller enclosure	2,300
Electrical work	3,600
Concrete vault (for manifold)	1,500
Total Cost	125,000

4. Target Population

The target population for the AMBUCS Sprayground for Everyone will be pre-school children to school age children up to 15 years old. Our emphasis is to have the sprayground accessible to children of all abilities. The Playground will be located in a city owned park and as such will be open to all children. We anticipate that approximately 200 children a day will use this facility during the summer months.

The local Boys and Girls Club is located in the same park facility.

The park where the Sprayground is located approximately four blocks from a federally funded housing development. The majority of these residents are low income African American families where approximately 600 children reside.

According to the 2000 Census, Danville has the following demographic groups:

24.4 %: African American	4.6 % Hispanic American
.2 % Native American	1.2 % Asian American/Pacific Islander
70.2 % Caucasian	

5. Evaluation

The impact of the project will be to compare the existing pool usage figures to the usage figures once the Sprayground is completed. It is anticipated that the use of the aquatic complex will increase with the addition of the Sprayground.

6. History

The Danville Chapter of AMBUCS is part of the national AMBUCS service organization. **AMBUCS are dedicated to creating mobility and independence for people with disabilities by performing community service, providing AmTrykes to children with disabilities and providing scholarships for therapists.**

The Danville Chapter of AMBUCS was chartered in 1924 and has served the Danville area for 83 years. Currently over 100 members serve in the Danville Chapter of AMBUCS. We have weekly luncheon meetings to discuss the various business of the Chapter.

The Danville Chapter of AMBUCS has a long history of community service through various annual projects. Some of those projects are as follows:

The Children with Disabilities Day Camps: Sponsorship of two, one-week, day camps for children with disabilities. These camps are conducted in Danville for children from Vermilion County, IL. Week one is for children 6-12 and week two if for children from 13-21. The Danville Chapter of AMBUCS covers the entire cost of this camp including, staff, transportation, activity and meal costs. The camp is free to children attending the camp. Approximately 85-100 children are served each year.

The Children with Disabilities Christmas Party: As a follow-up to our summer camp, our "campers" are invited to attend a Christmas breakfast. Each child can bring up to three guests, and are treated to a complete breakfast. Santa is in attendance and each "camper" receives a gift and a picture with Santa. The party is free to the children and their guests.

The Advocates, a Teen Auxiliary AMBUC Club: The Advocates are students at Danville High School dedicated to helping students with disabilities. They accompany high school students with special needs to Danville High School sporting events and dances and even host events for special need students. Danville AMBUCS pays their dues to National AMBUCS and helps them in their fund raising efforts.

AMBUCS Scholars Program: The Danville Chapter of AMBUCS annually awards \$5,000 in scholarships to local AMBUCS Scholars. Local AMBUCS scholars are qualifying students from the Danville and Vermillion County area who will be going to college and entering physical or occupational therapy, speech pathology or hearing audiology as a field of study.

Challenger Baseball League: AMBUCS believe that children, even those with disabilities, should have the opportunity to participate in team sports. In June of each year the Danville Chapter of AMBUCS hosts a Challenger Baseball League where children with disabilities take to the field. Each child is teamed with a "Buddy". All children bat, there never is an out and both teams are winners at the end of the three inning games.

AMTRYKES: AmTrykes are specially built therapeutic tricycles with rotating handle bars attached to the same chain drive as the foot pedals allowing the rider's arms to assist the legs in propelling the tricycle. The Danville Chapter of AMBUCS purchases these tricycles through National AMBUCS and working in conjunction with a child's therapist donates these tricycles to children in the Danville and Vermillion County area.

Capital Projects : The Danville AMBUCS has lead the fund raising and construction efforts on two major capital projects. The AMBUCS Playground for Everyone, a \$450,000, Boundless Playground Project opened in 2001 and has become a destination site for children of all abilities. In 2004, the \$100,000 Independence Playground opened.

We at the Danville Chapter of AMBUCS also participate in various community projects such a house painting blitzes, delivering Meals on Wheels, and Habitat for Humanity house building. We truly are a "community service" organization.



Creating Mobility and Independence for People with Disabilities

Danville Chapter

P.O., Box 266 Danville, IL 61834-0266

August 31, 2008

Mr. Bob Witter
Executive Director
Ronald McDonald House
610 N. Seventh Street
Springfield, IL 62702

Dear Mr. Witter:

After what seems like endless production and weather delays the AMBUCS Sprayground For Everyone in Danville opened on Labor Day weekend as a preview for our community. We are planning an "official" grand opening in May of 2009.

Printed with this letter are two photos of the Rainbow component that was sponsored by Ronald McDonald House Charities of Central Illinois. The entire \$10,295.00 RMHC grant was expended on this component.

The Sprayground met all recreational expectations. Although as of this writing it has only been open for two days it is without a doubt a success. Being a zero depth water play area it is accessible to children of all abilities. The past two days has seen many happy children playing together.

Our partnership with the City of Danville has been quite successful. Once all landscaping is completed along with a planned pavilion and paved parking this project will total close to \$500,000 (approximately \$160,000 being provided by AMBUCS through grants such as the Ronald McDonald Charities Grant and other funding sources.)

Ronald McDonald Charities of Central Illinois has helped make this project a success and through your organization you have helped make a difference in the lives of the families in our community.

On behalf of the Danville Chapter of AMBUCS, THANK YOU.

Sincerely,

Bob J. Richard
Co-chairperson
AMBUCS Sprayground for Everyone

Ronald McDonald Charities of Central Illinois
Danville Chapter of AMBUCS Sprayground for Everyone
Rainbow Component
August 2008

