

GRANT PROPOSAL GUIDELINES

The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.

- The Community Foundation is a collection of Funds: Field of Interest Funds + Donor Advised Funds.
- All Community Foundation Funds accept this grant application form.

Proposals submitted by nonprofits will be considered for 2 types of grants:

1) FIELD OF INTEREST & DONOR ADVISED FUNDS

- ◇ Proposals received **any time throughout the year** are eligible for funding consideration from the Foundation's Field of Interest Funds & Donor Advised Funds.
- ◇ Grant **awards** typically range from **\$500 - \$7,500**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Proposals are **electronically shared** with Fund Advisors to assist them in making grant decisions.
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Grants **focus on Chester County** causes and issues, but **are not limited** to Chester County.
- ◇ Grants may be made to charitable nonprofits working in **all fields of interest** including arts, culture and humanities; education; community improvement; environment; religion; health; and human services.

2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE

- ◇ The goal of the Community Foundation's capacity building grantmaking is to **strengthen the effectiveness of nonprofit organizations serving the Chester County region**.
- ◇ Capacity building proposals received by **September 15** annually will be eligible for this special grant initiative.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Fundraising & Development
 - Operations
- ◇ Grant **awards** range from **\$500-\$5,000**.
- ◇ NPO's with budgets \$ 750,000 or less preferred
- ◇ Grant monies are distributed by **February**.
- ◇ Nonprofits must be **located in and serve Chester County** to receive a grant from this special initiative.

- A proposal is considered "complete" when the Chester County Community Foundation has confirmed receipt of the **Grant Proposal Summary Sheet, Narrative and Attachments**.
 - Proposals are shared electronically online with Fund Advisors and the Grants Committee.
 - The electronic form is available at www.chescocf.org.

Per IRS regulations, applicants

- must be charitable, tax exempt organizations with 501(c)(3) certification
 - cannot be individuals
- **E-mail proposals are strongly encouraged to grants@chescocf.org**
 - Receipt will be confirmed by e-mail.

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescocf.org if you have any questions. Thank you.

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

One page only. This page will be shared electronically with Grant Committee Members & Fund Advisors.

Note: If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's Summary Sheet **MUST** accompany application.

To obtain an electronic version of this application, visit www.chescocf.org

Date 7/24/17

Contact Information

Organization Name: Luv-N-Bunns Rabbit Rescue

Executive Director Name: n/a

Address: 8630 Bloomfield Avenue, Philadelphia, PA 19115

Executive Director E-mail: n/a

Phone: 215-668-6758

Board of Directors Chair Name: Melanie Smith

Website: www.luvnbunns.org

Primary Contact Name: LeeAnn Riloff

Year Incorporated: 2007

Primary Contact E-mail: lriloff@gmail.com

Has your nonprofit ever applied to the Community Foundation? Yes ___ No X Not Sure ___

Has your nonprofit ever received funding from the Community Foundation? Yes ___ No X Not Sure ___

X Donor Advised Fund(s) ___ Fund for Chester County ___ Don't know/Not sure

Field/s of Interest:

___ Arts, Culture & Humanities

X Environment/Animal Welfare

___ Education

___ Health

___ Human Services

___ Religion

Organization Information:

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Luv-N-Bunns serves the five-county Philadelphia region, including all of Chester County.

Describe Population Served and Annual Number of People Served: Luv-N-Bunns Rabbit Rescue was created in 2007 to meet the local needs of unwanted domestic rabbits in Philadelphia and the surrounding suburbs. Since that time, LNB has built relationships with most of the area shelters, so that they contact us when they have rabbits for which they have run out of room. By using our network of dedicated volunteers, we are able to place most of these rabbits in responsible foster homes until they can find permanent homes. Since its start, LNB has found homes for more than 1,300 rabbits, and we help a higher number every year.

Mission: Luv-N-Bunns' mission is to: 1) rescue abandoned and unwanted rabbits from high-kill shelters and other unsafe conditions and to find them loving homes; 2) prevent unwanted births by spaying or neutering rabbits; and 3) to provide the public with education on proper rabbit care and responsible pet ownership.

Proposal Summary: LCH is requesting funding to support the opening of a physical site. With a modest increase in our annual income, we will be able to sustain the costs associated with a physical location, which will greatly facilitate the adoption process by providing a place for adopters to meet and bond new pets. It will also help us strengthen our network of volunteers by offering a place for them to volunteer regularly to care for our animals.

If Capacity Building Proposal, the focus is: n/a

 Mission, Vision & Strategy Governance & Leadership Strategic Relationships
 Fundraising & Development Other: _____

Annual Budget \$ <u>36,780</u>	<u>0</u> # of Full-Time Equivalent Paid Staff
<u>84</u> % of budget for program expenses	<u>8</u> # of Board Volunteers
<u>6</u> % of budget for administrative expenses	<u>60</u> # of Active Non-Board Volunteers
<u>10</u> % of budget for fundraising expenses	<u>1,500</u> # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources: Petco Foundation, The Bissell Pet Fund, major individual donors, adoption and relinquishment fees.

Grant Amount Requested from the Community Foundation: \$ 5,000

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

1. Organization's history, goals, key achievements and distinctiveness
2. Funding request
 - Description of key initiatives
 - Specific needs and issues to be addressed
 - Organizational impact if initiative is undertaken
 - How will this grant enhance your organization's capacity?
 - How will this increase in organizational capacity be measured?
 - Activities to implement the initiative. Please include a description of the expected activities; timeline and costs to implement the initiative. If external consulting services are required, include the anticipated costs and expertise of the consultants to be hired.
 - Why it is important to fund this now
3. How impact and results will be demonstrated

III. ATTACHMENTS

E-mail or mail this support information

1. Copy of 501 (c) (3) federal tax-exempt letter
2. List of Board of Directors, with their affiliations
3. Most recent annual report and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date
5. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable)
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.

If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's Summary Sheet MUST accompany application. Available at www.chescocf.org

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Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescocf.org
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Chester County
COMMUNITY FOUNDATION
*Connecting people who care with causes that matter,
so their legacies make a difference.*

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CAPACITY BUILDING GRANT PROPOSALS

“Capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.” *National Council of Nonprofits*

Capacity building initiatives may include (but are not limited to) projects which address:

- **MISSION, VISION & STRATEGY:** Organizational Assessment; Strategic & Business Planning
- **GOVERNANCE & LEADERSHIP:** Board Development; Executive Transition/Succession Planning; Leadership Development; Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS:** Coalition Building; Collaboration; Mergers & Acquisitions; Strategic Restructuring
- **DEVELOPMENT:** Donor Identification, Cultivation, Development & Stewardship; Development Campaigns (Annual, Capital, Planned Giving, Major Gifts); Earned Income Development; Social Enterprise Feasibility & Development; Marketing, Branding & Communications
- **OPERATIONS:** Disaster Recovery Planning; Financial Management; Human Resources; Volunteer Management; Industry Certification; Risk Management; Technology Improvements

Capacity Building Grants have been used to fund the following initiatives:

- **Strategic Analysis, Plan development and implementation**
- **Technology enhancements, including donor tracking and development software**
- **Website Design & Development**
- **Marketing Materials**
- **Development of Financial management and control systems**

Please Note: @99% of the grants issued by the Community Foundation are through the generosity of the Fund Advisors who created donor advised funds. @\$2+ million is granted annually to nonprofits in Chester County and beyond.

The Community Foundation has a small pool of unrestricted funding to support capacity building initiatives. A separate grant proposal (using the same application format) must be submitted to be considered for a capacity building grant.

To inform donors of grant proposals that have been received by the Foundation, the grant proposal cover sheet and narrative are posted on the Community Foundation’s website with a link to the nonprofit’s website. Quarterly, our donors are mailed a written list of all grant applications received, and directed to the grant proposal webpage so they can review active grant proposals. Community Foundation staff also discuss active grant proposals during donor meetings, when donors are interested in the causes served by the nonprofit.

E-mail completed proposals to grants@chescof.org

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