

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
- ◇ 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: November 29, 2017

Contact Information

Organization Name: Quest Therapeutic Services

Executive Director Name: Lisa Newcomb

Address: 461 Cann Rd, West Chester, PA 19382

Executive Director E-mail:

Lnewcomb@QuestTherapeutic.com

Phone: (610) 692-6362

Board of Directors Chair Name:

Robert Fenza

Website: www.QuestTherapeutic.com

Primary Contact Name: Lisa Newcomb

Year Incorporated: 2000

Primary Contact E-mail:

LNewcomb@QuestTherapeutic.com

Has your nonprofit ever applied to the Community Foundation? Yes No Not Sure
Has your nonprofit ever received funding from the Community Foundation? Yes No Not Sure
 Donor Advised Fund(s) Fund for Chester County Don't know/Not sure

Field/s of Interest:

Arts, Culture & Humanities

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):

Quest's service area covers the greater Delaware Valley, including southeastern Pennsylvania, Delaware and New Jersey.

Describe Population Served and Annual Number of People Served:

Quest serves over 200 children, from birth to 21 years old, each week, with its combination of center-based equine-assisted therapy and community-based Early Intervention. Children we serve have mild to severe neuromusculoskeletal dysfunction.

Mission:

Quest's mission is to provide exceptional pediatric therapy services to enhance the lives of children with special needs in the Delaware Valley. Licensed physical, occupational and speech therapists provide a full range of pediatric services to enable children with special needs to grow and develop to their fullest potential. Services are offered in a variety of settings to maximize results, including the home, school and community, as well as in our barn and state-of-the-art therapy center where we also offer equine-assisted therapy in our heated indoor arena.

Proposal Summary:

Quest Therapeutic Services, Inc. is seeking a \$5,000 grant to support Quest's Hippotherapy Program and/or General Operating costs.

If Capacity Building Proposal, the focus is:

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

Annual Budget \$ __ 828,000 _____ ___ 5 ___ # of Full-Time Equivalent Paid Staff
___ 78 ___ % of budget for program expenses ___ 10 ___ # of Board Volunteers
___ 12 ___ % of budget for administrative expenses ___ 125 ___ # of Active Non-Board Volunteers
___ 10 ___ % of budget for fundraising expenses ___ 7,200 ___ # of Volunteer Hours
100 % total

Top 3-5 funding sources:

- Widener Memorial Foundation for the Benefit of Handicapped Children
- Welfare Foundation
- Stephen & Mary Birch Foundation
- Willowdale Steeplechase
- Dirck's Foundation

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

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

Originally named Harmony in Motion, our program was started in 1996 by a physical therapist trained in hippotherapy from Bryn Mawr Rehabilitation Hospital. The physical therapist was interested in using the horse to help improve the motor skills of her pediatric patients. Initially, the program served 6 children once a week. Over the next four years, the program evolved to become Quest Therapeutic Services, Inc. (Quest). Quest became a 501(c)(3) organization, operating as a full-time pediatric therapy program specializing in hippotherapy in December 2000.

In November 2004, Quest completed the construction of its state-of-the-art indoor arena and treatment facility on 10-acre property in West Chester, PA. The facility has a heated indoor arena, therapy rooms, a reception/observation area for parents/siblings, handicapped accessible bathrooms, office space, kitchen/meeting area for volunteers and staff and stabling for the horses. There is also a specially designed mounting area with a wheelchair accessible ramp to allow for safe mounting.

The goals of the program are: (1) to provide exceptional, evidence based therapy services in various natural settings that enhance the development of children with special needs; (2) to help each child reach his or her potential by empowering the family to take part in guiding, leading and transforming disabilities into functional skills; (3) to be a leader in the field of pediatric therapy and hippotherapy; and (4) to be a leader in the therapy profession through teaching and research through active involvement in clinical affiliations with local universities as well as contributing to the body of medical research supporting the efficacy of our services.

Quest provides the following comprehensive range of pediatric services:

Hippotherapy: In a treatment session that includes hippotherapy, a therapist uses the horse and its movement as a tool, as well as activities off the horse, to accomplish specific therapy goals determined to be important during the pre-intervention assessments. "Hippos" is the Greek word for horse, and hippotherapy is therefore defined as therapy using a horse. The therapist works closely with each family to set goals, educate and provide suggestions for the carry-over of therapeutic gains into the child's daily routine. Quest's holistic approach to service is reflected in our hippotherapy practice.

Early Intervention Services: Through a contract with Chester County Mental Health/Intellectual and Developmental Disabilities, Quest's highly trained and experienced pediatric therapists and special instructors go to the child's home provide support to families with children with special needs from birth to three years old. Early Intervention service provision is a growing and critically important field. Our experienced and multidisciplinary therapy staff is meeting the growing needs of families of young children in Chester County.

There is a growing need for pediatric therapy services such as we provide to meet the needs of children with special needs. As the only year-round, full time pediatric hippotherapy program in our area, Quest distinguishes itself from other fine programs that specialize in therapeutic riding. While therapeutic riding focuses primarily on teaching recreational adapted riding skills to individuals with special needs, hippotherapy is a medical treatment and is conducted by highly experienced and licensed physical, occupational and/or speech therapists. Our hippotherapy clients are manipulated or facilitated by the

therapist in order to utilize specific muscles to achieve a specific therapy goal. The therapist utilizes various treatment techniques in conjunction with the movement of the horse. Hippotherapy provides a unique natural environment where children can have the benefit of working with an expert in pediatric therapy, while experiencing the physical and emotional healing power of horses. Hippotherapy has been shown to be highly effective in achieving functional goals that make a difference in the lives of children with special needs.

In addition to hippotherapy, Quest provides an even broader range of therapy services (Physical, Occupational, Speech/Language Pathology) to over 100 children and their families in the Delaware Valley. These services include Early Intervention services in the home and community. The Quest therapist team includes more than 20 highly qualified, licensed pediatric therapists eager to serve children and a number of doctorate-level therapists who have extensive experience in clinical treatment as well as conducting and publishing research.

Clients are referred to Quest through a variety of channels – e.g., physicians, school therapists, word of mouth from other client families and our website. Because physical, occupational and speech therapy are prescribed by a physician, service costs may be covered by insurance plans and is thus accessible to clients. Approximately two-thirds of our clients receive – and truly rely on – Medical Assistance, and therefore have access to therapy services at no cost to them. Our Scholarship Fund assists those families who have limited insurance coverage or financial difficulties.

We work diligently on behalf of each of our clients to ensure that our services are readily accessible to those in need. Quest staff submits medical billing on behalf of families and follows up with insurance companies to insure correct payment, assuming a significant responsibility that otherwise would be cumbersome and financially difficult for families to navigate on their own.

Through clinical affiliation partnerships with local universities, Quest provides a clinical training site for therapy students at a time when clinical affiliation sites are scarce. Specifically, Quest is a training site for pediatric therapy and hippotherapy, with clinical affiliation contracts with Widener University, University of Delaware, West Chester University and Drexel University. In addition to these clinical affiliations, Quest has a strong partnership with the Chester County Early Intervention Services and their service providers, including Easter Seals and the Arc of Chester County, to provide physical therapy occupational therapy and speech therapy to young children, up to age 3 years.

Quest has invested in an electronic medical record (EMR) and practice management software program specifically designed for pediatric therapy practices from an external vendor called Raintree Systems. HIPAA compliant, Raintree Systems Pediatric Therapy Plus is currently used in approximately 60 pediatric therapy practices, including Easter Seals and United Cerebral Palsy. The software system includes patient scheduling, program tracking, clinical documentation, insurance and authorization management, billing, collections and detailed financial management reports. The primary benefit of utilizing this program is that our different business functions are streamlined and efficient, leading to exceptional patient care and enhanced revenue cycle management.

We offer many opportunities for members of the community to volunteer and become involved in our programs and with our families. A core group of about 80 volunteers usually work with the same children every week, developing special relationships. These volunteers donate more than 500 hours of service to Quest every month, saving us an estimated \$60,000/annually. Volunteers are trained to either lead the horse or act as a side walker, providing opportunities to form meaningful bonds between volunteers, children and therapy horses. Local high schools, as well as community groups, have worked

with us to provide mutually beneficial services. We regularly train and thank our volunteers, as we recognize they are the heart of our organization.

Like every other leading-edge health care service provider, Quest understands the value and significance of measuring and evaluating our performance in multiple areas. As a result, we have developed and implemented the following four-pronged, multi-faceted approach to measure the impact of our core hippotherapy program:

1. **Summary of Client Goal Attainment:** On initial evaluation, each hippotherapy client is assessed and family-centered, functional goals are established. Jointly determined by the family and therapist, these goals are chosen as a reflection of what is important to the family, representing maximum participation in activities engaged in the home, school and community. Progress towards reaching these goals is assessed weekly and re-evaluated quarterly. Specifically, goal attainment, i.e., if a goal is met or exceeded, partially met or not met – is measured at the 3, 6, 9 and 12 month periods.
2. **Parent Satisfaction Survey:** Each year, parents are surveyed about their level of satisfaction and the importance of 17 items relating to their child's therapist, the Quest organization and the impact of our services.
3. **Recommended Standardized Outcome Measurements:** Our experienced pediatric therapists use a variety of standardized tests and measures as benchmarks to monitor progress. Quest has invested in the most widely used and accepted pediatric standardized tests, which therapists use to monitor progress, plan intervention and determine efficacy of programming in reaching desired outcomes. Using standardized outcome measures also provides opportunities for data collection at a program-wide level. Quest is dedicated to committing the additional time and expertise required to administer, score and interpret the results of standardized tests, in order to accurately quantify the impact of our intervention on children with special needs.
4. **Case Management Audit:** Each therapist's caseload is audited at regular intervals to ensure best practice and the highest standards of care. This case management review includes a chart review and a one-on-one meeting with the treating therapist to discuss treatment progression and intervention strategies, documentation and discharge planning. Co-treatment of clients can occur, further enhancing collaboration and improved outcomes.

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

E-mail completed proposals to grants@chescocf.org

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

Chester County
COMMUNITY FOUNDATION
*Connecting people who care with causes that matter,
so their legacies make a difference.*

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:** Business Continuity 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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