Chester County
COMMUNITY FOUNDATION

The Lincoln Building
28 W. Market Street | West Chester, PA 19382
610/696-8211 voice | 610/696-8213 fax
www.chescocf.org

*Let your legacy
make a difference in
Chester County*

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	2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE
◊ 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.	◊ 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*

<u>**Date**</u>

Contact Information
Organization Name: CCP interpreting students and the Deaf Apostolate   Executive Director Name:
Fr. Sean Loomis and Sarah Duffy

Address: 222N. 17th Street, Philadelphia, PA, 19103   Executive Director E-mail: Fr. Sean Loomis
Phone: 267-210-1959   Board of Directors Chair Name: N/A
Website: *www.deafcatholicphilly.org*

Primary Contact Name: Sarah Duffy
Year Incorporated: Primary Contact E-mail:
sarah.duffy@aol.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   __X__Don't know/Not sure

Field/s of Interest:
___ Arts, Culture & Humanities   ___ Environment/Animal Welfare   _X__Education
___ Health   ___ Human Services   ___ Religion

Organization Information:
Geographic Area Served *(If not all of Chester County, specify primary Chester County regions served):*
West Chester area and surrounding Deaf communities
Describe Population Served and Annual Number of People Served: 150-200 people expected at the event.

Mission: To give back to the community that has supported us as interpreting students. This event is our chance to say thank you and create and event that is catered to the Deaf and Hard of Hearing community where they can come and enjoy without any language barriers.

Proposal Summary: We are hosting a community picnic that includes games, activities, food and a "painting with a twist" session all to be enjoyed by the Deaf and Hard of hearing community. Our purpose for this event is to give back to the community that has helped and supported us as students. We are asking for an In Kind donation from your organization to help us make this community event happen!

If Capacity Building Proposal, the focus is:
___Mission, Vision & Strategy   ___Governance & Leadership   ___Strategic Relationships
_X__Fundraising & Development   Other: _____

Annual Budget $_____N/A_____   _____ # of Full-Time Equivalent Paid Staff
8 2016

_____ % of budget for program expenses   _____ # of Board Volunteers

_____ % of budget for administrative expenses   _____ # of Active Non-Board Volunteers

_____ % of budget for fundraising expenses   _____ # of Volunteer Hours

100   % total

Top 3-5 funding sources:

Grant Amount Requested from the Community Foundation: $_____500.00_____

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

E-mail completed proposals to **grants@chescocf.org**
Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescocf.org
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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@chescocf.org**
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growing philanthropy™
for good. forever