

## 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](http://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](mailto: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](mailto:grants@chescocf.org) if you have any questions. Thank you.

# I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

**Contact Information**

Organization Name: Canine Partners for Life  
 Address: PO Box 170, Cochranville, PA 19330  
 Phone: 610-869-4902  
 Website: <https://k94life.org/>  
 Year Incorporated: 1989

**Date**

Executive Director Name: Janie Cramer  
 Executive Director E-mail: [jcramer@k94life.org](mailto:jcramer@k94life.org)  
 Board of Directors Chair Name: Janet Cooper  
 Primary Contact Name: Dana Looker  
 Primary Contact E-mail: [dlooker@k94life.org](mailto:dlooker@k94life.org)

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):

Canine Partners for Life's (CPL) services are primarily focused within a 250-mile radius of the CPL campus in Cochranville, PA, located in Chester County, though services are provided nationwide. Currently, 27 active full service and companion teams live in Chester County.

**Describe Population Served and Annual Number of People Served:**

Each year, CPL places approximately 30-35 full service, medical alert, home companion, and courthouse companion dogs with adults and children who have mobility impairments or seizure disorders associated with diagnoses such as muscular dystrophy, cerebral palsy, multiple sclerosis, paralysis, ALS, Parkinson's disease, arthritis, chronic fatigue syndrome, dysautonomia, stroke, and spinal cord injury. To date, CPL has placed more than 700 service and companion dogs in 45 states.

**Mission:**

CPL's mission is to increase the independence and quality of life of individuals with physical, developmental, and cognitive disabilities or who are in other situations of need. We achieve our mission by providing and sustaining professionally trained service and companion dogs.

**Proposal Summary:**

For 29 years, Canine Partners for Life (CPL) has been partnering service and companion dogs with people who have various physical, neurological, and cognitive disabilities to provide them the opportunity to live a more independent life. CPL is committed to forming successful, lasting partnerships which grow and change throughout the challenges that come with living with a disability. The programs which ensure this mission is achieved, like the **CPL Breeding Program**, the **Prison Puppy Raising Program (PPRP)**, **Service Dog Training Program**, **Team Training**, and **Graduate Support Program**, are critical to the overall success of these partnerships. General operating support will ensure that these programs continue to develop and succeed.

**If Capacity Building Proposal, the focus is:**

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

**Annual Budget** \$ 1,667,025 \_\_\_\_\_ 20.5 # of Full-Time Equivalent Paid Staff  
 69 % of budget for program expenses  14 # of Board Volunteers  
 9 % of budget for administrative expenses  630 # of Active Non-Board Volunteers  
 22\* % of budget for fundraising expenses  7,000 # of Volunteer Hours + 24/7 support from  
 100 % total (\*including capital campaign fundraising) community puppy homes

**Top 3-5 funding sources:** Individual donors, West Pharmaceutical Services, Inc., Novo Nordisk, Inc., Scaife Family 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.*

### 1. Organization's history, goals, key achievements and distinctiveness

For more than 29 years, Canine Partners for Life (CPL) has been dedicated to training service dogs (including various types of medical alert dogs) and home, residential, and courthouse companion dogs, to assist individuals who have a wide range of physical, neurological, and cognitive disabilities. CPL was founded in 1989 by Darlene Sullivan, a former special education instructor and animal trainer who dreamed of training assistance dogs. Darlene founded CPL after discovering the need for a quality organization in the Pennsylvania region. CPL was one of the first organizations to be accredited by Assistance Dogs International (ADI) and is currently accredited through 2020.

CPL was originally run out of Darlene's home and a small horse barn serving as a kennel. In 1997, CPL purchased a 45-acre property in Cochranville, PA which today includes a recently renovated and expanded office building, training center, and state of the art kennel. To date, CPL has placed more than 700 full-service and companion dogs nationwide and takes pride in providing comprehensive Team Training and Graduate Support Programs as well as its status as the only organization in Pennsylvania to train Cardiac Alert dogs.

CPL takes each dog through a two-year, comprehensive, and customized training program to meet the specific needs of its human partner. We train the dog and its partner to work together as a team. Puppies spend their first year in a volunteer puppy home or in a prison participating in our Prison Puppy Raising Program, where they learn basic obedience and socialization. CPL has its own highly successful in-house breeding program, and is fortunate to also receive additional puppies from qualified breeders across the country who share our vision and standards. CPL has 50–60 puppies being raised by community volunteers or prison inmates at any given time.

Our Prison Puppy Raising Program was created in 2001 to benefit both CPL and the institutions' inmates and staff. The first puppies were placed at the Maryland Correctional Institute for Women (MCIW) in Jessup, MD. The program now includes eight facilities in Pennsylvania. Inmates experience the feelings of success and fulfillment which come from dedication, hard work, commitment, and love. Through this program, the inmates are able to give back to the community and help change lives. There are 4–6 puppies being raised within each facility at any given time.

At approximately 14 months of age, puppies move into CPL's kennel where they will perfect and expand the obedience skills the puppy homes have begun, increase the intensity of environments in which they are expected to work, and learn the particular skills needed to assist a person who has a disability. In addition to the traditional service dog partner, CPL places seizure and cardiac alert dogs as well as home, residential, and courthouse companion dogs.

When the dog reaches approximately two years of age, it is matched with an applicant on our waiting list. CPL's program staff takes great care in partnering individuals with dogs who will match their lifestyle, personality, and specific needs. Once a dog and applicant have been matched, they enter Team Training, the three-week process used to create safe, responsible, and well bonded service teams. CPL holds two classes per year and teaches the essentials of service dog etiquette and care, in addition to the legalities involved with service dog ownership.

CPL is well respected for having one of the strongest follow-up programs in the service dog industry. Follow-up and support are what make CPL's teams strong and ensure the wellbeing of the graduate, service or companion dog, and the safety of the public. Following graduation, teams receive extensive support from our training staff including regular phone calls and written six month reports. CPL also offers graduate support classes led by our training staff twice a month at our campus. Certification and recertification are an integral part of our follow-up program. Teams are certified before they graduate and are recertified every two years to detect possible training needs, discuss the current status of the teams, and to answer any questions the students may have, particularly those involving possible retirement of their canine partner.

### 2. Funding request

The major goal of CPL's service dog training program is to produce and maintain successful, safe, and high quality service dog partnerships. The core programs which ensure that we reach our goal are CPL's in-house breeding

program, puppy raising programs, service dog training program, Team Training, certification, and Graduate Support. CPL's breeding program, puppy raising programs, and service dog training program are designed to create and prepare healthy, physically able, publicly socialized, and well trained dogs to effectively assist individuals with disabilities. Team Training, certification, and Graduate Support programs are meant to educate graduates on proper service dog etiquette, training, and safety. We want teams to feel confident and prepared as they interact with the public and pursue their dreams. CPL teams are representatives of the larger service dog industry, and the goal is to create the best examples of what a service dog team should be to maintain and promote the benefits of this resource and CPL's services. At CPL, the focus is on quality and success of teams, rather than quantity trained.

CPL runs on a fiscal year schedule beginning July 1 and ending June 30. Funds would be used throughout the fiscal year for all programs including breeding, puppy raising, service dog training, Team Training, and Graduate Support. Many programs are ongoing and year-round, but the Team Training timeline is more structured. The Team Training schedule is as follows:

In July, Program staff begins matching available dogs with applicants on the waiting list for the fall class. The fall Team Training class generally starts in mid-October culminating in a graduation ceremony on the first Sunday in November. The matching process occurs again in February for the summer Team Training class which begins in early June and culminates in a graduation ceremony on the last Sunday in June. Specific dates for summer 2018 Team Training are June 6 – June 24, 2018.

CPL is currently in the second year of a three-year strategic plan. Objectives identified by the Board of Directors and management staff include addressing the need for updated facilities through the implementation of a capital campaign and building project, continuing to provide high quality service and companion dogs to best meet the needs of applicants, continuing to be an industry leader in methods and results, raising and maintaining the human and financial resources to continue that leadership, increasing marketing efforts and community awareness relating to CPL's programs and the assistance dog industry as a whole, and ensuring the effectiveness of programs and operations through a strong and engaged Board of Directors.

Addressing the need for updated facilities has been a top priority in recent years. We have made significant progress as part of the *Partnership for Independence Campaign*, but there is more work to do in the coming years. As of November 2017, the first phase of renovating and expanding our office building to serve as the Marian S. Ware Program Services Center, has been completed. A key component of this project is the dramatic increase in accessibility and safety for those who visit our campus each year. Objectives intended to complete the second phase of building a new Training Center include securing the remaining \$3M through individual cultivation visits, grant proposals, public fundraising opportunities, and special events directly related to the campaign.

Our goals of continuing to be a leader in the assistance dog industry and providing high quality service and companion dogs to our applicants requires nurturing and caring from the beginning of each puppy's journey. CPL has its own highly successful in-house breeding program and is fortunate to also receive puppies from qualified breeders across the country. While we only breed Labrador Retrievers at this time, we are exploring the possibility of expanding our program to include Standard Poodles or other non-shedding breeds in order to better meet the demand for non-shedding dogs for individuals with severe allergies. Our waiting period for a Standard Poodle service dog exceeds five years. In addition, we are exploring the possibility of including more volunteers in the whelping process and implementing a computerized system to manage the breeding program.

The first year of a puppy's life is spent with a volunteer puppy home, either in the community or as part of our PPRP. Effectively managing and supporting the puppy home programs will require an evaluation of the program and processes involved. This evaluation will include conducting a survey of current participants, a thorough review of the puppy training manual, and creating a mentoring program among new and veteran puppy homes. Recognition and expansion within the program is also a priority to maintain volunteer interest and meet the current puppy raising needs. We plan to host a puppy home awareness event, encourage organizations surrounding our PPRP facilities to support additional socialization opportunities for PPRP puppies, and create levels of recognition among volunteers within the prison facilities.

In order to continue our leadership role among assistance dog organizations, we also have to continuously evaluate, improve, and promote our training, matching, placement, and follow-up processes and procedures. (More information about evaluation processes is included in subsequent responses.) Educating and increasing public awareness of the misrepresentation of pets as service dogs has been a consistent priority. We will continue reaching out to area businesses to organize information sessions and demonstrations, as well as posting relevant information and articles on social media. Graduate Support and follow-up are critical to the success of CPL partnerships. We plan to positively promote, support, and enforce the follow-up program by reviewing the non-

compliance process, creating a video and handout explaining Graduate Support, and developing a quarterly e-newsletter for CPL teams.

None of these strategic initiatives are achievable without a strong and engaged Board of Directors. To develop this engaged board we plan to recruit and retain members who constructively support CPL by soliciting current members, attending networking events, and hosting recruitment events to identify potential candidates. Additionally, an orientation and mentoring program will be developed to facilitate training, motivation, and retention. To expand the Board's knowledge on topics affecting nonprofits and the service dog industry, we will provide educational sessions and conduct annual board retreats.

We have determined that the cost to raise, train, place, and provide lifetime support for one CPL service dog team exceeds \$30,000. CPL asks applicants to make a nominal donation, based on a sliding scale, from \$1,000-\$3,000. However, no one is turned away due to an inability to provide this donation. The remainder of this cost is supplied through donations from individuals, foundations, corporations, and special events.

### **3. How impact and results will be demonstrated**

While CPL prefers to focus on the quality of its service and companion dog teams rather than the quantity trained, the success of our program is measured in various ways, most importantly, through the increased independence experienced by our graduates. Success can also be measured by the number of healthy and physically able dogs who graduate, number of applicants who complete Team Training, number of participants who pass certification tests and graduate, longevity of partnerships, and the number of graduates who return for a successor.

The success of specific programs such as the in-house breeding program and PPRP is measured by the number of graduating dogs who come from those programs. For example, 12 of the 19 full service dogs who graduated in 2017 were from CPL's breeding program. The PPRP is so successful that 80% of the full service and companion dogs placed with recipients in our two most recent classes were raised, in full or in part, by inmates in the PPRP. CPL strives to certify and graduate 100% of participants in each Team Training class and rarely fails to meet that goal. Success can be indicated by the rating students receive on the CPL Certification Evaluation. Teams are required to recertify every 1-2 years for the life of their partnership, allowing us to detect possible training needs and identify new challenges.

Longevity is measured in the number of years a team is actively working. In order to improve the longevity of partnerships, the Program Team has begun to develop a formal evaluation procedure to measure a dog's mental and physical ability for service work. They will conduct this evaluation on all dogs prior to matching them with an applicant. Currently, 33% of active teams have been working for seven years or more. Additionally, 25% of graduates from the last two years were successors returning for another dog following the retirement or loss of their previous canine partner.

CPL's Graduate Support Program is another way to measure the success of a team. In addition to communication with our Graduate Support Coordinator, written reports are filed with CPL every six months, keeping us up to date on the health of the dog via veterinary reports and activities of the team. Graduate support classes, led by training staff, provide an opportunity for teams to practice skills and share with other graduates. These classes also allow CPL's staff to determine if graduates are applying the skills and training they learned in their daily lives.

A graduate's increased quality of life is quantitatively measured by comparing surveys taken prior to receiving a dog and following graduation to evaluate the overall improvement or deterioration of health and wellbeing after receiving a service dog. CPL service dogs provide assistance by operating switches and buttons, opening doors and drawers, assisting with dressing/undressing, paying cashiers, carrying objects and bags, retrieving items, providing support, balance, and momentum, providing assistance to their partners 24/7, and much more. Seizure and cardiac alert dogs warn of impending seizure activity or sudden drops in blood pressure. With a CPL service dog, individuals with disabilities are able to improve their quality of life and gain greater independence.

Additionally, our graduates provide qualitative feedback through their growth and stories. Graduates have often said, having a CPL service dog by your side means never feeling alone, and always having a sense of being loved and supported. A service dog enables a person to attend school, seek employment, and become self-sufficient. They provide a way to live life more fully, to enable the pursuit of personal and professional dreams and opportunities. CPL service dogs provide people with self-reliance and an ability to control their own destiny.

### 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. 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](http://www.chescocf.org)*

E-mail completed proposals to [grants@chescocf.org](mailto:grants@chescocf.org)

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

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