

## 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

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

**Date May 15, 2018**

## **Contact Information**

Organization Name: Foundation for Learning in  
Tredyffrin/Easttown (FLITE)  
Address: PO Box 806, Southeastern, PA 19399-0806  
Phone: 610-240-1860  
Website: <http://www.flite-pa.org/>  
Year Incorporated: 2006

Executive Director Name: Board Chair  
Executive Director E-mail: karenreaume@gmail.com  
Board of Directors Chair: Karen Reaume  
Primary Contact Name: Lisa McDugall  
Primary Contact E-mail: lmcflugall@comcast.net

Has your nonprofit ever applied to the Community Foundation? Yes X No\_\_ Not Sure\_\_  
Has your nonprofit ever received funding from the Community Foundation? Yes X No\_\_ Not Sure\_\_  
\_\_\_ Donor Advised Fund(s) \_\_\_X\_ Fund for Chester County 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):

Tredyffrin and Easttown townships.

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

FLITE seeks to provide academic opportunities for economically, socially, culturally and educationally disadvantaged students in the Tredyffrin/Easttown School District (TESD) in Chester County, Pennsylvania. FLITE provides these opportunities by funding a number of programs in the community (currently 11) which serve approximately 500 children.

## **Mission:**

FLITE, an all-volunteer non-profit educational foundation, serves pre-school through high school students year-round in the TESD. FLITE provides programs designed to ensure that students with financial, domestic, or similar barriers have the tools and support they need to meet academic expectations. FLITE works with the TESD and community to identify areas of need and programs that increase the opportunity for academic success.

## **Proposal Summary:**

FLITE is seeking a grant to help fund its After School Homework Program (ASHP), which was the first initiative ever launched by FLITE (in 2006). FLITE funds cover the operation of the Program at all five TESD elementary schools and both middle schools. TESD teaching staff helps students with homework as well as develop strong study skills. TESD teachers and aides act as mentors, helping students believe they are capable of achieving academic goals and providing the resources necessary for their achievement. In the 2016 -2017 school year, the Program served 118 students and has consistently served an average of 120 students over the past 6 years. FLITE also provides transportation home and healthy snacks for students. It is not uncommon for students to take home extra snacks for siblings.

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

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

**Annual Budget** \$ 289,100    0 # of Full-Time Equivalent Paid Staff  
98.6        % of budget for program expenses    24 # of Board Volunteers/Board of Trustees  
1.3        % of budget for administrative expenses 35 # of Active Non-Board Volunteers/Advisory  
.1        % of budget for fundraising expenses    50,000 # of Volunteer Hours  
*100 % total*

**Top 3-5 funding sources:**

The targeted sources of income have included and will continue to include grants from organizations such as REMAX. In the last 12 months, grants have totaled approximately \$43,000. In addition, FLITE relies heavily on the generosity of the T/E community. Individual donations, mostly through a mailing solicitation campaign, account for over 35% of the funds raised (\$117,000) in the last fiscal year. 100% of the FLITE Board of Trustee members made personal contributions with an average contribution of \$2,220. FLITE also reaches out to local area businesses, T/E alumni groups, and community organizations for donations, and sponsors two community fundraising events. Business donations over the last 12 months accounted for approximately \$80,000 raised. FLITE is a stable, reliable organization with broad community awareness and support, and high-quality leadership succession. The After School Homework Club is our flagship program; we will not allow it to fail.

**Grant Amount Requested from the Community Foundation:** \$ 1,000

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

FLITE was founded in 2006 to help support and nurture economically, socially, culturally and educationally disadvantaged students in TESD in Chester County, Pennsylvania. Recognizing that not all students in the T/E School District have the support to succeed, the organization seeks to provide funding through different programs to help these students take advantage of the many excellent programs offered by the TESD and has developed programs specifically designed to help these students succeed. FLITE has sought to grow its footprint annually, and is now serving over 500 youths annually. FLITE is an extremely efficient organization, not only in that expenses account for less than two-percent of all funds collected, but also that it requires progress reports and evaluations of all the programs it supports.

### 2. Funding request

#### • Description of key initiatives

TESD's After School Homework Club is a well-established FLITE program with a consistent, successful track record. Its mission is to assist students to develop on-grade level math and reading skills in an after-school program. Since its inception in 2006, students attending the Program have and continue to benefit from general academic assistance, help with homework, developing and enhancing effective study and problem-solving skills, recreation, social interaction, and mentoring for every-day living. The program meets four afternoons (Monday–Thursday) a week in all seven of the T/E elementary and middle schools for 1 1/4 hours from September to early June. The program is staffed by highly qualified TESD teachers and instructional assistants. Principals, teachers, and guidance counselors identify eligible students for the program. In addition to direct educational services, the Program provides each student with a healthy/substantial snack and bus transportation home. Bus transportation is a key component of the program, as many families are unable to pick up their children at the end of the program. These children would not otherwise be able to participate in the After School Homework Program.

By extending the school day for children in need of supervision, socialization and academic reinforcement of stronger math and reading skills, a percentage of the elementary and middle school population are able to experience some of the opportunities enjoyed by the majority of students in the TESD. Those opportunities, taken for granted by many T/E students, include:

- a supplement to the school day that addresses specific academic components of the curriculum
- tutoring by school professionals aimed at improving language arts and math skills
- people who are knowledgeable, caring and willing to listen to problems encountered during the day
- immediate, targeted assistance with homework
- instruction on how to organize and retain information taught in the classroom
- informal mentoring by school professionals
- recreational and social activities with classmates

#### • Specific needs and issues to be addressed

The TESD serves a growing population of students who face significant economic, emotional and cultural barriers that impact their academic success. In the 2016-2017 school year, close to 5% (393 students) of the TESD population qualified for the Federal Free and Reduced Lunch

Program. Many of these students participate in one or more FLITE funded programs. FLITE funded programs also provide assistance to economically disadvantaged students whose families earn just above the income levels required for free and reduced lunch and to students who live in households affected by unemployment and/or an unstable home environment marked by, among other things, substance abuse, home fires, or recently separated parents. Although minorities make up only 30% of the overall student population in T/E, they represent 50% of those receiving free or reduced lunch. In addition, approximately 3% of the student population in the district is not proficient in English. All of these groups of students face significant barriers to their academic achievement, especially in the current fast-paced school environment. In addition, studies indicate that “adolescents need after school activities not only for what they provide but what they prevent. Students without supervision are at greater risk for truancy, stress, poor grades, and substance abuse. They are most likely to be perpetrators or victims of crime in the first few hours after school” (Rothstein 3).

*Rothstein, Richard. Reforms that could help Narrow the Achievement Gap - Policy Perspectives, excerpted from Class and Schools: Using Social, Economic, and Educational Reform to Close the Black-White Achievement Gap. Teachers College Press. 2004. Print.*

- **Organizational impact if initiative is undertaken**

The grant will allow FLITE to better fund the program and provide increased programming for the children involved. By extending the school day for children in need of supervision, socialization and academic reinforcement of stronger math and reading skills, a percentage of the elementary and middle school population is able to experience some of the opportunities enjoyed by the majority of students in the TESD.

- **How will this grant enhance your organization’s capacity?**

FLITE currently funds a total of 11 important programs (listed below). A grant from Remax towards funding the ASHP will enable FLITE to include more children in the program as needed and reach additional children through the other programs offered:

**After School Homework Program** is an afternoon program staffed by TESD teachers and instructional assistants that assists students in developing good study skills and completing homework assignments and projects. General academic assistance, homework help, recreation and social interaction are provided. The program is offered four days a week at all elementary and middle schools in the TESD. Bus transportation is provided home. Principals, teachers, and guidance counselors help identify students for this program.

**College Readiness Program** supplements the activities of the Conestoga High School (CHS) Guidance Department by providing selected students with information, skills, and experience to help build their competence and confidence as they approach college or other post-high school environments. These high school students are introduced to higher education opportunities with campus tours, information sessions, and visits with CHS alumni. The goal is to inspire and motivate students to pursue college as attainable while helping to set achievable college search and application goals.

**Computers for Kids** provides funds for computers distributed by Tredyffrin & Easttown Care to students who could not otherwise afford one. Having a computer is a necessity in today's world and it provides a foundation for improved performance for the students in our District. This program is for students that are not currently covered by the District’s 1:1 program.

**Delaware Valley Friends School Summer Reading Program** is a five week reading program for middle and high school students who struggle to read at grade level. This summer program

provides intense, consistent, individualized reading instruction. Students come away with better reading skills, improved self-confidence, and a better attitude toward school.

**Graphing Calculators** provides funding for graphing calculators required in middle and high school math and science classes for students who are financially unable to purchase them on their own.

**Kindergarten Enrichment Program** enables continuation of wraparound educational enrichment programs for kindergarteners whose family could not otherwise afford it. This program is operated by A Child's Place located at each T/E Elementary school.

**Library Summer Reading Books** provides Easttown Library with over 150 extra copies of the various TESD required summer reading books, greatly increasing student access to summer reading books.

**Music in Our Schools** provides funding for instrument rental to those students who would like to be involved in the music program but are financially unable to do so.

**Preschool Tuition Assistance** scholarships are available to help young students prepare for a classroom setting and learn basic skills. We believe preschool is an important first step in a child's education, and we have worked with the local preschools to provide an affordable option.

**School Supplies** provides funds for quality backpacks and flash drives distributed by Tredyffrin & Easttown Care to students who would otherwise struggle to purchase needed supplies.

**Summer Learning Opportunities** allow economically or otherwise disadvantaged students entering grades seven through eleven to participate in summer enrichment opportunities designed to enhance academic or leadership skills. These summer experiences motivate our students to be better role models and future leaders in their schools and in our community.

- **How will this increase in organizational capacity be measured?**

The increase in organizational capacity will be measured by (1) the number/cost of FLITE programs offered (2) the total number of students participating in each of the FLITE programs (3) the benefits outlined in each of the program's annual evaluations (i.e. test scores improving, college admission increases, etc.)

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

Measurable goals for this project are three-fold: (1) to improve participant homework completion rates; (2) to improve participants' proficiency in reading and mathematics as measured by the Pennsylvania System of School Assessment (PSSA) tests; and (3) to improve participant grades in core academic subjects.

The program's long-term goals include improving participant study habits and creating additional opportunities for participants to connect with significant adults who can serve as mentors and role models. ASHP is evaluated at the end of each school year by the Board based on these goals before the program is approved for the subsequent year.

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

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

*Chester County*  
COMMUNITY FOUNDATION

**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](mailto:grants@chescof.org)

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