

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.
- 99% of the grants issued by the Community Foundation are made possible through the generosity of the Fund Advisors who created donor advised funds. \$2.2+ million is granted annually to nonprofits in Chester County and beyond.
- 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
 - Operations and Technology
 - 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 and cannot be individuals

- **E-mail proposals 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 09.06.2018

Contact Information

Organization Name: W.C. Atkinson Memorial Community Service Center, Inc. (**AMSCI**)

Executive Director Name: Minnie McNeil, Interim

Address: 822 E. Chestnut St. Coatesville, PA. 19320

Executive Director E-mail: mm10410053@msn.com

Phone: 610.380.6193

Board of Directors Chair Name: Charles Cheatham

Website: www.wcatkinson.org

Primary Contact Name: Minnie McNeil

Year Incorporated: 1988

Primary Contact E-mail: mm10410053@msn.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):

Primarily the City of Coatesville

Describe Population Served and Annual Number of People Served:

We serve homeless men and low to moderate income families. In all areas, we serve nearly 400 ind./yr.

Mission: To enhance neighborhood revitalization by providing community resources, referrals and housing for lower income families; shelter, transitional and permanent housing for homeless men; and to promote a holistically healthy lifestyle through education, prevention, and supportive services.

Proposal Summary: In 1927, Dr. Whittier Atkinson stopped in Coatesville to visit a friend on his way to NY where a hospital position awaited him. Two women, he did not know, pleaded with him to stay because Colored people needed a doctor. He left, but returned in 2 weeks and remained for over 50 yrs. and served all people regardless This legacy calls us to continue filling unmet needs to poor & underserved community residents, where a plethora of services exists, but are admittedly under-utilized. We will stand in the gap as an Information Resource Referral Center (IRRC) between existing services and vulnerable populations in desperate need of help.

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships

Fundraising & Development Technology Other: Operations (Human Resource

Annual Budget \$375,634 3 # of Full-Time Equivalent Paid Staff

80.8 % of budget for program expenses 13 # of Board Volunteers

19.2 % of budget for administrative expenses 80 # of Active Non-Board Volunteers

Gratus % of budget for fundraising expenses 60 hrs/wk # of Volunteer Hours

100 % total

Top 3-5 funding sources: Chester County DCD, Allegheny East Conf. of Seventh-day Adventist, Genuardi Family Foundation, Rotary Club of Coatesville, Rental Income, Faith Community & Individual donors.

Grant Amount Requested from the Community Foundation: \$6,000 of Data Entry Cost (6,600)

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

On September 1, 1988, the Allegheny East Conference (AEC) of Seventh-day Adventists Corporate Office purchased the former Clement Atkinson Memorial Hospital that lay dormant for 13 years; in support of the local church to provide a cadre of services to address the needs of persons living in poverty in Coatesville and surrounding communities. After the purchase of the hospital, it was re-named in honor of Dr. Whittier C. Atkinson, an African-American physician who built the first portion of the Clement Atkinson Memorial Hospital in 1932. His primary goal was, "to provide an efficient, voluntary institution (democratic in its conception and practices) for the medical and surgical treatment and temporary care of the sick and injured." The hospital, named in memory of his father, met and surpassed its goals; serving the health needs of the community for 45 years. The former hospital is now on the registry of Pennsylvania historic sites. *And remains a community safe haven.*

A community representative Board of Directors was formed in February 1989. They established the W.C. Atkinson Memorial Community Service Center, Inc. (AMSCI), a nonprofit 501 (C) 3 corporation.

Following an intensive community needs assessment; the early impressions of need transformed to more aggressive goals to include housing for low to moderate income individuals and homeless men, youth initiatives and summer camps, neighborhood initiatives including computer literacy, ESL, diabetic and grandparent support groups and more. The Atkinson Health Center, managed by Brandywine Hospital served the community 12 years regardless of ability to pay. More than 15 years, space has been provided to New Life foster care visitation services and N/A @ noon each weekday.

Although AMSCI contributes to its community in significant ways, it is best known for sheltering homeless men. Its services are as complex as are the needs, including individualized case management. The end-goal is to help men transition from a state of homelessness to contributing community members; self-sufficient and "giving back"; with decreased chance of recidivism over their lifetime. Most unique is that every shelter attendant has at some point been a shelter resident.

Key Achievements: The community impact of AMSCI is a *direct result* of creative support and funding from PHFA, DCA, DCD, HUD-SHP, City of Coatesville, VAMC, Brandywine Hospital, local foundations, clubs and organizations, the faith community, schools, local business, individuals; and collaboratives with area social service providers. This support generated 18 apts., men's shelter with 22 bed capacity, 2 transitional and 3 supportive perm. homes (one man per bedroom); a community center where neighbors pop-in seeking various assistance and a community health center (1994-2007).

Those are brick and mortar achievements and are important. However, the *Most important* achievements are the transformation of lives; the amazingly beautiful wedding with over 400 in attendance; the instructor at Thaddeus Stevens; the proud father with his twins safely buckled in the back seat, waving as he passes by; the picture received at Christmas with dad and his family posing around the tree; the familiar voice "can I help you with that Mr. McNeil" as he reaches for a case of water in the grocery store and is greeted with a huge smile of a former shelter resident, and the resident that proudly announces one week "clean" having a seeming life time of drug abuse, or the resident that receives that written notice that his disability has been approved, and the man that is approved for his first apartment. Empowered by God, these are the reasons we exist.

2. Funding request

- **Description of key initiatives**

AMSCI plans to develop an Information, Resource and Referral Center (**IRRC**) to capitalize on the wealth of existing social services provided in Chester County. We req. 6K toward salary for data entry staff.

The IRRC will be housed in the current space of the Atkinson Men's Shelter. This use will increase the utilization of space during the day. The services could be viewed as a Day Shelter, except in this case, the services provided will be open to anyone in the community seeking information or resources. A new computer station has been set-up for use by shelter residents and the IRRC.

The IRRC will function as a conduit between existing social service providers, other resources (local banks for example), and residents that are under-utilizing existing resources. The IRRC will be known as a "gathering place", a "place of advocacy", and a "one stop shop" information center for community residents; especially the working poor, unemployed, educationally disadvantaged, disabled, homeless, near homeless and/or others that are otherwise in crisis.

The hours for the IRRC will be 9am – 3pm twice per week at the start. Appointments for individual assistance will be available on Thursday evenings. The IRRC will be managed by a case manager, and assisted by volunteers and a receptionist/registrar who will care for usual clerical duties and in addition will make appointments, track forms, enter data and manage designated communications.

Process: Some individuals will simply need a question answered, or be pointed in the right direction; while others will need more engagement to include referrals to relevant social service providers or other community resources. To accommodate a meaningful referral, volunteers in the program and staff will have a clear understanding through direct contact and visits about the services provided. To enhance the referral process; introductions and/or visits to all service providers and resources will be completed by November 15, 2018.

Community residents will be more confident knowing we are familiar with the agencies and that they are expected by agencies to which they are referred. Meanwhile, as the IRRC refers, we are aware of the most helpful resources related to the individual. This process will build trust, break down barriers, limit "no shows", and increase confidence as we network together and effectively as a community.

The community will learn of the IRRC through community flyers and local business (beauty salon and barber shops as examples), the Atkinson, county and other agency web sites, and FaceBook. Brochures will be disseminated to existing volunteer outlets, social service providers, and notices to the faith community. Most importantly, the IRRC will become known through word-of-mouth from satisfied community residents.

- **Specific needs and issues to be addressed**

It is the goal of the Atkinson Center to continue the legacy of Dr. Atkinson; filling the gap wherever there are unmet human needs. Chester County is rich with social service provisions. Also, Information and Referral Centers are *not* new. The need for the IRRC at Atkinson has manifested itself by community residents continually coming to the door, often to inquire about a service they may have heard about along the way. The former hospital is the place where generational trust has been born and we inherited a highly respected history of caring for those in need. The IRRC @ Atkinson then becomes a critical asset in an effort to provide information and to increase the utilization of existing services through referral.

One local executive director recently stated, "we offer great services, but they don't come."

Some existing services are not well utilized because of sheer fear; “If I ask for help, will they think I am an unfit parent or lazy and have my children taken away?” A lack of knowledge about eligibility or other criteria accounts for most under-utilization of services. Others have been deterred, or have had or know someone that has had a bad experience. Many others will not inquire for fear of embarrassment or denial. Historically, a certain realm of services carries with it stigma, shame and apparent lack of self-discipline; so, residents are hesitant to reach out when in most dire need. It is also well documented that 30-40% of homeless persons are diagnosed with mental illness, and even available services can be beyond their reach without advocacy and individualized assistance. Again, may I stress, trust in the advocate plays a huge role in access to available services. The IRRC has enlisted social workers and mental health specialist to identify and address these debilitating barriers.

For capacity building grant proposals:

- **How will this capacity building initiative impact your organization?**

- Increase the utilization of space that is often vacant most of the day.
- Provide shelter residents a quicker path to self-reliance with day-time help
- Expand available, trustworthy and desired assistance to community members
- Maintain community relevancy & impact which is an on-going goal @ Atkinson

**Greater agency impact thru ^ communications & intensive data entry that shows positive outcomes.

- **How will this impact be measured?**

An increase in utilization of existing social service agencies will be documented evidence of the value generated by the IRRC. Men will be sheltered fewer days with decreased recidivism as documented in CCCIMS. Community residents will be referral agents themselves because of their individual experiences, resulting in increased utilization of services already in the community.

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. Include external consultant proposals if applicable.

Activity	Timeline	Cost
Case Management Services	September 2018	No additional costs
Social Worker Intern support	October 2018	No additional costs
Mental Health Professionals support	Jan. – Dec. 2018	Volunteers
Contacts with existing Social Service Agencies	Oct.– Nov. 2018	Existing expenses
Format Policy & Procedures, Documents	November 2018	\$6,600 Data Entry 48/hr/mo
Build Resource Library	December 2018	\$300 – Shelving
Supplies incl. office & paper	Jan. - Dec. 2019	\$1,720
Marketing	November 2018	\$800
Utilities	Jan. – Dec. 2018	\$2,400
Janitorial Services once/month	Jan. - Dec. 2018	<u>\$3,000</u>
Total Additional Cost to Existing Services		\$14,820

- **Why it is important to fund this now**

It is our plan to begin a formal extension of the shelter services by November 2018 in consideration of increasing requests for information, under-utilized social services, & approaching inclement weather.

3. How impact and results will be demonstrated

Social Service providers will no longer say, “we offer great services, but they don’t come.” Homeless and other vulnerable populations will maintain or acquire affordable housing, jobs, secure various eligible benefits; disability, health care ins., or legal assistance or educational opportunities because of team effort leading to individualized referrals and responsiveness of social service providers.

