

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: 9/13/18

Contact Information

Organization Name: Bournelyf Special Camp (BSC)
Address: 1066 South New Street, West Chester, PA 19382
Phone: 610-692-9027
Website: www.bscwc.org
Year Incorporated: 1980

Executive Director Name: Anne Catlin
Executive Director E-mail: ed@bscwc.org
Board of Directors Chair Name: Tim Greim
Primary Contact Name: Anne Catlin
Primary Contact E-mail: ed@bscwc.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):

Chester County

Describe Population Served and Annual Number of People Served:

Each year we serve approximately 125 children (ages 8-17), young adults (ages 18-25), and alumni campers (ages 26 and up) with mild to moderate intellectual and related disabilities -- primarily those with Down syndrome, autism spectrum disorders, and similar exceptionalities.

Mission:

The mission of Bournelyf Special Camp is to develop participants' abilities by helping them build confidence, improve social and communication skills, and become more physically fit through challenging, but achievable physical activities and by interaction with others.

Proposal Summary:

BSC respectfully requests a \$5,000 grant for general operating support in 2019.

If Capacity Building Proposal, the focus is:

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

Annual Budget \$170,693 (expenses)	<input type="checkbox"/> 1	# of Full-Time Equivalent Paid Staff
<input type="checkbox"/> 82 % of budget for program expenses	<input type="checkbox"/> 6	# of Board Volunteers
<input type="checkbox"/> 8 % of budget for administrative expenses	<input type="checkbox"/> 120	# of Active Non-Board Volunteers
<input type="checkbox"/> 10 % of budget for fundraising expenses	<input type="checkbox"/> 600	# of Volunteer Hours
<small>100 % total</small>		

Top 3-5 funding sources:

Lenfest Foundation, Stoner Waters Family Foundation, Saints Peter & Paul Church, Gordon Charter Foundation, Gunard Berry Carlson Memorial 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

Bournelyf Special Camp (BSC) was established in 1980 as an outreach project of the Church of the Loving Shepherd in West Chester, PA and in 1989 became an independent 501(c)(3) nonprofit organization. Since its founding, BSC has served thousands of campers, many of whom still participate as members of the Camp family through the alumni programs and other social activities throughout the year. BSC is able to provide programming at an affordable cost to families, reduced further due to specific need. Our goal is to never turn away a family who would benefit from participating in our programs.

The Camp Directors, who are education professionals, conduct interviews to determine each camper's potential for success and the ability of the camp to meet their needs to ensure that BSC can provide an experience that maximizes personal growth. Bournelyf Special Camp is the only camp in Chester County for individuals with special needs that serves campers of all ages, 8 and up. Campers will never age out of Bournelyf, which is something that most other programs cannot say. We strive to always be able to meet families where they are, at whatever stage of life their camper is in.

2. Funding request

Description of key initiatives

The mission of Bournelyf Special Camp is to develop participants' abilities by helping them build confidence, improve social and communication skills, and become more physically fit through challenging, but achievable physical activities and through interaction with others. Each year we serve approximately 125 children (ages 8-17), young adults (ages 18-25), and alumni campers (ages 26 and up) with mild to moderate intellectual and related disabilities -- mainly those with Down syndrome, autism spectrum disorders, and similar issues. We emphasize physical activity, while also helping campers to develop their social, life, and leadership skills. BSC serves campers primarily through our summer camp programs, but also through year-round programming, alumni day camps, and alumni trips. We focus on teaching lifelong physical fitness through outdoor activities, while also developing skills and increasing self-esteem by building a reliable social network of peers.

Bournelyf annually offers a variety of programs to serve individuals with diverse needs and abilities.

Over the course of 7 weeks from early July to mid-August we provide 4 different day camp programs.

Trailblazers, our flagship program, serves 29 youth ages 8 to 17. Participants engage in a variety of activities including fitness, orienteering, canoeing/water safety, hiking, horseback riding, service projects, nature scavenger hunts, and outdoor games. **Expedition Camp**, a program designed to help campers transition to adult activities, serves 60 young adults ages 18-25. It features summer camp activities as well as life skills programming, opportunities for community service, and other activities that promote physical activity, goal setting and achievement, and increased self-confidence and self-esteem.

Alumni Day Camp was added in 2013 to provide campers with a continued sense of community after they age out of our traditional camp programs. We offer a day camp where 16 adults can reconnect with friends and continue to experience the physical, social, and emotional benefits of attending camp. **Swim Camp**, for 18 campers 12 years old and over, provides an opportunity to work on physical fitness, learn or improve water skills, and socialize in a supportive environment.

In addition to our day camp programs, we also offer a week-long trip through our **Alumni Camp** program. Alumni Camp provides the opportunity for 9-12 adults ages 26 and older to participate in a 5-7 day trip to places such as the Poconos, Outer Banks, Disney World, or the Jersey Shore. These trips provide opportunities for guided, structured experiences that help campers practice higher levels of responsibility and independence.

Beyond the summer, current and alumni campers can also participate in our monthly year-round program offerings. Currently we host social activities once a month from October through April. Events include pizza and bingo nights, dances, day trips, and seasonal parties and celebrations. These events enable campers to maintain friendships established during the summer and also to be part of a caring supportive community of peers which is a need that is often overlooked in programming for people with intellectual and developmental disabilities.

Specific needs and issues to be addressed

Research has consistently demonstrated that individuals with intellectual and developmental disabilities engage in less physical fitness activities than their typically-developing peers.¹ Additionally, like all people, individuals with intellectual disabilities have the desire to socialize, develop friendships, and be a part of their community. To achieve this, appropriate, targeted support is often required. Programming at BSC is specifically designed to address both of these needs through activities that promote physical fitness, encourage a lifelong commitment to wellness, and provide increased opportunities for social engagement for individuals with special needs in Chester County and surrounding areas.

In addition to addressing these needs for individuals with intellectual and developmental disabilities, BSC also fills a community need by providing high-quality programming during the summer months when school is not in session. For our school age population, BSC programs allow participants to build on the physical, social, life, and leadership skills established during the school year. For our older participants, the young adult, alumni, and monthly year-round activities are typically the only programming available outside of specific work programs.

Why it is important to fund this now

As recently as 10 years ago, many school districts provided full or partial support for special-needs summer programs. Over time, however, many schools have reduced or eliminated this funding. Additionally, depending on the specific disability, the cost of raising a special needs child is has recently been calculated to be over 4 times greater than the average cost of raising a non-special needs child.² Targeted therapies and often lifelong specialized care can often lead to significant financial challenges for families. Thanks to generous support from donors and foundations, BSC is able to provide programming at an affordable cost to families (comparable to other local summer programs for typically-developing individuals), reduced further due to specific need. Bournelyf is currently the only summer camp serving the special-needs community in Chester County that welcomes all participants ages 8 and up.

¹ U.S. Department of Health and Human Services. 2010. Healthy People 2020. Washington, DC: U.S. Government Printing Office. Available at <http://www.healthypeople.gov/2020/default.aspx>

² Buescher AV, Cidav Z, Knapp M, Mandell DS. Costs of autism spectrum disorders in the United Kingdom and the United States. *JAMA Pediatrics*. 2014;168:721–728.

3. How impact and results will be demonstrated

Outcomes from participation in Bournelyf's programs range from improved physical fitness and social skills to enhanced quality of life for both the campers and their families. In order to track participant progress, at the beginning of each camp session camp staff work individually with campers and their parents to identify the key skills that need attention. Progress reports are then utilized to assess and document participants' growth over the course of the camp session and are shared with parents, guardians, and campers every two weeks.

Beginning in 2016, Parent Evaluations were also given to Camp families at the conclusion of the Camp season which allowed parents to reflect on their child's improvements with regards to their skills and behavior beyond the camp period. The data collected through the progress reports and surveys is evaluated annually by the Programs Committee, a standing committee established by the Board of Directors that is tasked with overseeing program effectiveness and making recommendations to improve evaluation techniques. This regular review ensures that we are asking the right questions and collecting the right information for the Board and staff to make decisions about programs going forward.

Based on the survey responses and progress reports we adapt and improve our program offerings from year to year. An example that demonstrates this practice is a trend in recent parent surveys in which families mentioned the need for additional camp sessions into the month of August when no other programming is available. Prior to this, camp typically concluded by August 3rd. In response to this qualitative data, we worked to accommodate an extended camp season in order to meet the needs of our campers and now provide programming from July 2nd through August 17th

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.chescofc.org

E-mail completed proposals to grants@chescofc.org

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescofc.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.*

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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 website design and development; donor tracking and development software**
- **Marketing Materials**
- **Development of Financial management and control systems**

Please note the following regarding the grant process at the Chester County Community Foundation:

Donor Advised Funds: Approximately 99% of the grants issued by the Community Foundation are through the generosity of the Fund Advisors who created donor advised funds. Approximately \$2.2 + million is granted annually to nonprofits in Chester County and beyond.

Capacity Building Grants: The Community Foundation has a 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. Periodically, 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@chescofc.org
Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescofc.org
if you have any questions. Thank you.