

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

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

Executive Director Name: Janie Cramer
Executive Director E-mail: jcramer@k94life.org
Board of Directors Chair Name: Glenn Stryjewski
Primary Contact Name: Dana Looker
Primary Contact E-mail: 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 nationally.

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:

Canine Partners for Life is seeking funding to secure a consultant who will lead the CPL Board of Directors and Senior Leadership team through a Strategic Planning Process to update the Strategic Plan and determine the future direction of the organization.

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships

Fundraising & Development Technology Other: _____

<u>Annual Budget</u> \$1,757,072	<u>20.5</u> # of Full-Time Equivalent Paid Staff
<u>69</u> % of budget for program expenses	<u>15</u> # of Board Volunteers
<u>9</u> % of budget for administrative expenses	<u>644</u> # of Active Non-Board Volunteers
<u>22*</u> % of budget for fundraising expenses	<u>7,000</u> # of Volunteer Hours + 24/7 support from
<u>100</u> % 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: \$4,400 _____

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 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 two and a half-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 responses to 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

In 2016, Dr. Devona Williams (Principal, Goeins-Williams Associates, Inc. (GWA)) facilitated the Strategic Planning Retreat with the CPL Board of Directors and Senior Leadership Team which resulted in the creation of an updated, comprehensive, three-year strategic plan with goals and objectives outlined through June of 2019. This document has guided the activities of staff and Board for nearly three years and as the final year comes to a close, it is time to begin planning for the next three years.

CPL has undergone major changes in the past year, including the most significant staffing change the organization has faced in its 29 year existence. CPL was founded by long-term Executive Director, Darlene Sullivan, a former special education instructor and lifelong animal trainer. However, Darlene chose to resign from the organization effective April 16, 2018. At that time, the Board of Directors appointed Janie Cramer, former Board President, as the new Executive Director. As CPL grows under new leadership, it is essential to update and adhere to strategic initiatives in order to keep the organization moving in a positive and impactful direction.

The Board of Directors has chosen Dr. Devona Williams to facilitate another strategic planning retreat to develop an updated plan for Canine Partners for Life. Dr. Williams founded Goeins-Williams Associates, Inc., (GWA) in 1986 to “help organizations achieve greater productivity in strategic work environments.” As President/CEO of GWA, Dr. Williams has contributed her talents to helping nearly 50,000 individuals in hundreds of organizations increase their performance and effectiveness. Dr. Williams is an expert in strategic planning, organizational performance assessment, development and improvement, as well as meeting and retreat facilitation. Williams and her company also provide professional development in leadership, diversity, and team building. In addition to receiving numerous achievement awards, Williams is a professional speaker and author on topics relating to business, diversity, leadership, motivation, and success. CPL leadership responds well to her style of interactive and charted group discussion, brainstorming, and consensus building which has proven successful in the past.

In order to develop an updated Strategic Plan through June 2022, Dr. Williams will lead the CPL Board of Directors and Senior Management team through several activities including a review of the current state of the organization and core values, a SWOT Analysis, assessment of critical current and future issues faced by the organization, discussion and agreement on the future direction of the organization, and an update of the current strategic goals. Prior to the retreat, Dr. Williams will develop an agenda with the Executive Director and Board President they will use to keep participants focused and efficient. Additionally, she will review organizational reports and develop a survey to be completed by the Board of Directors and Senior Management intended to guide a SWOT analysis. Following the retreat, Dr. Williams will prepare a written summary of all discussions and decisions.

The suggested date and time for the retreat is Saturday, March 2, 8:30 AM to 2:00 PM at an offsite location near West Chester, PA.

3. How impact and results will be demonstrated

CPL’s Strategic Plan is updated quarterly with details of the progress toward our goals and objectives and is shared with the Board of Directors. This quarterly update keeps staff accountable to the goals associated with each position and the organization as a whole.

Major goals that will likely remain the same include addressing the need for updated facilities, providing high quality service and companion dogs, continuing to be a leader in the assistance dog industry, securing the human and financial resources needed to continue our role as an industry leader, increasing marketing efforts and community awareness related to our program, and ensuring the success of our programs through strong leadership. Each goal is broken down into specific objectives and further divided into activities to be completed. Success of the Strategic Planning process and continuous review will be determined by the number of activities completed, objectives reached, and goals achieved throughout each year of the three-year plan. A more thorough review is completed at the end of each year to determine if goals and objectives set for the following year are still feasible and appropriate. At that stage, adjustments are made if necessary.

Strategic plans are essential to the success of a nonprofit organization, particularly during times of transition and leadership change. An updated strategic plan will guide daily operations toward the overall goals and direction of the organization.

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 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.