

# 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 August 27, 2018

## Contact Information

Organization Name: **Chester County Opportunities Industrialization Center (OIC)**

Executive Director Name: **Joyce Chester**

Address: **22 N 5<sup>th</sup> Ave, Coatesville, PA 19320**

Phone: **610-692-2345**

Website: [www.ccoic.org](http://www.ccoic.org)

Year Incorporated: **1979**

Executive Director E-mail: [jchester@cc-oic.org](mailto:jchester@cc-oic.org)

Board of Directors Chair Name: **Gary Hess**

Primary Contact Name: **Joyce Chester**

Primary Contact E-mail: [jchester@cc-oic.org](mailto:jchester@cc-oic.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 OIC serves all of Chester County.

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

Chester County OIC provides education, work/life skills and case management programs to more than 500 low-income youth and adults annually.

OIC developed education and work skills programs to address the needs of those with the greatest barriers to full-time, permanent employment, including:

- Veterans
- Youth and adults who did not complete high school
- Domestic violence survivors
- Ex-offenders and work eligible immigrants

## **Mission:**

Our mission is "Opening opportunities for individuals to prepare for sustainable employment and financial independence through education, training and support services."

**Proposal Summary:**

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

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

**Annual Budget** \$ 1,343,521 (py '17 audited stmt) 13 # of Full-Time Equivalent Paid Staff  
86.9% % of budget for program expenses    14 # of Board Volunteers  
11.5 % of budget for administrative expenses    70 # of Active Non-Board Volunteers  
1.6 % of budget for fundraising expenses    13,000 # of Volunteer Hours  
*100 % total*

**Top 3-5 funding sources:**

Pennsylvania Department of Education  
Department of Labor  
United Way of Chester County and United Way of Greater Philadelphia and Southern NJ  
Foundations, including:  
    Connelly Foundation  
    Patricia Kind Family Foundation  
    Aegon Transamerica  
    KeyBank  
    CCRES  
Fundraising Events (2 events annually)  
Individual, corporate and faith-based contributions

**Grant Amount Requested from the Community Foundation:** \$ 7,500

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

Chester County OIC has provided free education and technical training programs to residents of Chester County since 1979. More than 15,000 low-income, at-risk individuals have benefitted from education programs since OIC opened its doors 38 years ago. Each year we evaluate our programs to ensure we are providing our students with the skills and knowledge they need to obtain permanent, "living wage" paying jobs in the regional economy. The long-term goal for all students is financial self-sufficiency.

We are affiliated with OIC of America, started in 1964 by Reverend Dr. Leon Sullivan. Dr. Sullivan started OIC to address social injustice and discrimination. Dr. Sullivan promoted self-reliance through knowledge and education.

Each year we work with more than 500 students who benefit from our programs. 90% of OIC students complete at least two education and work skills programs.

In August of this year we moved our education center and administrative offices to Coatesville. We purchased the building that formerly housed the Coatesville Senior Center, on 5<sup>th</sup> Avenue in the city. With some general modifications we have transformed the building into a space that will meet our growing needs and is more centrally located to populations most in need of education and work skills programs. We have adequate space to co-host programs with partner agencies including Friends Association, Domestic Violence and others.

In June we received a state grant to develop a re-entry education and work/life skills training program for ex-offenders.

We are in the process of transitioning our CNA program to a pre-LPN training program to facilitate the transition from CNA to the advanced nurse training. Students will continue to earn CNA certification and licensure and will have the added benefit of a solid base for the next education step in the healthcare field and at a much higher pay rate. We are working with regional nursing programs to create a smooth transition between programs and to waive LPN program application fees.

Our facility includes a computer center where students have access to the full Microsoft suite of products and internet. Students use the computers to create resumes and conduct job searches. Having a computer center in our facility allows students to interact with faculty and staff as they work on their job search.

### 2. Funding request

#### • Description of key initiatives

OIC provides the following education programs:

#### 1. Adult Education

- a. English Language Learning
  - i. Students represent more than 25 different languages
- b. Adult Tutoring
  - i. Both group and one-to-one tutoring, available to all students for all classes
- c. Workplace English/Civics

i. Focused primarily for work-eligible immigrants and those preparing for U.S. Citizenship

d. 450 students participate in one or more adult education classes and/or workshops

## **2. Certified Nurse Training (CNA)**

- a. 13 week course, offered 2-3 times annually, with 10-12 students per session
- b. Students learn health care basics, pass state exam and become licensed healthcare workers – 95% success rate. (Pass rate for the state exam has held at 100% for the past three years.)
- c. Students form a solid foundation for future education and advanced careers in the growing healthcare field (25% of students pursue LPN and other training programs)
- d. We are working with local technical colleges to transition the CNA certification to a pre-LPN program

3. **GED Testing Center** – in partnership with Chester County PA CareerLink

## **4. Workforce Reintegration Program**

- a. Career counseling and resume writing, interview skills and job search guidance for those with the greatest barriers to permanent employment

## **5. Professional Workshops (through West Chester Sunrise Rotary Academy)**

- a. Resume development, interview skills and job search
- b. Workplace skills

## **6. Case Management**

- a. One-to-One counseling with students to address individual challenges and to connect students to mainstream benefits

## **7. Job Fairs**

- a. Each year we host 2-3 job fairs with local employers and our students

We require funding for

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

7.4% of the population of Chester County lives below the poverty line. Many of those in poverty are working poor. They often lack the support networks such as family and friends to help with problems and challenges faced in day to day living. Those living in poverty in Chester County include veterans, youth, women, single parents and the elderly.

Lack of education is a root cause of poverty and many of those living in poverty need additional supports in order to complete education programs including: one-to-one tutoring, mainstream benefits such as transportation, food, housing, medical care.

OIC programs are targeted to those most in need: individuals receiving public assistance, EARN (Employment, Advancement and Retention Network) participants, veterans, ex-offenders, under-skilled, undereducated, unemployed, those who did not complete high school and work eligible immigrants.

Programs are developed to be:

- Short-term
- Skill training for jobs in high-demand in the regional economy
- Solid foundation for future education

### • Why it is important to fund this now

Chester County OIC has always been responsive to the need of low-income individuals who are working hard and committed to completing education and work skills programs that will prepare them for “living wage” paying jobs in the region. 90% of the students we work with face great challenges and barriers and do not have the resources to overcome these barriers on their own while trying to manage life and complete education courses.

#### A \$7,500 grant will provide us with funding for:

1. Classroom materials and supplies (text/work books and standard classroom supplies)
2. Technical supplies and equipment
  - a. Medical equipment for CAN/pre-LPN program
  - b. Computer equipment and peripherals
3. Transportation and travel expenses for students
4. Testing and certification fees
5. Job Fair and student events

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

Student progress and outcomes are the guiding forces for OIC programs. We are focused on providing education and work skills that have a permanent impact on the students we serve, resulting in “living wage” paying jobs and financial self-sufficiency.

Students complete an application and assessment when they enroll in OIC education sessions. Files are created for each student and include intake information, coursework progress and post-program results.

The following database systems are used to track student performance: Chester County Client Information Management System (CCCIMS), EDATA (PA Dept. of Education System) and Commonwealth Workforce Development System.

We work with local employers to place our graduates and rely on them for information on job readiness and performance. Local employer inputs help with future program planning.

We conduct post-program follow-up to track student progress, including:

- Employment in field of interest/study
- Salary/wage information
- Increase in job responsibilities or promotions
- Benefits received (child care, transportation, housing, etc.)

Sufficient information is gathered to measure program success.

## 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.