

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: 9/14/2017

Contact Information

Organization Name: The Downingtown Library Company	Executive Director Name: Elizabeth Hess
Address: 122 Wallace Avenue	Executive Director E-mail: ehess@ccls.org
Phone: 610-269-2741	Board Chair Name: Deborah Miles
Website: www.downingtownlibrary.org	Primary Contact Name: Elizabeth Hess
Year Incorporated: 1876	Primary Contact E-mail: ehess@ccls.org
Has your nonprofit ever applied to the Community Foundation? Yes ___ No ___ Not Sure <u>X</u>	
Has your nonprofit ever received funding from the Community Foundation? Yes ___ No ___ Not Sure <u>X</u>	
___ Donor Advised Fund(s) ___ Fund for Chester County <u>X</u> Don't know/Not sure	

Field/s of Interest:

<u>X</u> Arts, Culture & Humanities	<u>X</u> Environment/Animal Welfare	<u>X</u> Education
<u>X</u> Health	<u>X</u> Human Services	___ Religion

Organization Information:

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):

The Downingtown library serves anyone who comes through their doors but primarily the Downingtown borough and the townships of East Brandywine, Wallace, Uwchlan, West Bradford and sections of Caln and East Caln.

Describe Population Served and Annual Number of People Served:

The Downingtown Library Company (DLC) serves anyone interested in the library's programs and facility. 106, 971 patrons visited the DLC in 2017. 9,549 children (ages 0 – 18) attended 505 programs at the DLC. 1,847 adults attended 151 adult programs in 2017.

Mission: The mission of the Downingtown Library is to provide library services to the Downingtown area residents by making information available in a variety of formats to satisfy recreational needs and to promote lifelong learning.

Proposal Summary: The DLC serves between 9,000 – 11,000 people per month to check out books, meet with friends, do homework, look for a job or use our computers. Although our new building on Wallace Avenue has a ramp for handicapped accessibility, the library has no electric entrance doors. Although there are two entrance doors, the DLC is requesting \$4,000 to cover the costs of one automatic door for the facility.

If Capacity Building Proposal, the focus is:

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

Annual Budget \$374,362.48	<u>2</u>	# of Full-Time Equivalent Paid Staff
<u>74</u> % of budget for program expenses	<u>15</u>	# of Board Volunteers
<u>31</u> % of budget for administrative expenses	<u>38</u>	# of Active Non-Board Volunteers
<u>5</u> % of budget for fundraising expenses	<u>295</u>	# of Volunteer Hours

100 % total

Top 3-5 funding sources: Individuals, state and county funding.

Grant Amount Requested from the Community Foundation: \$ \$4,000

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Downingtown Library, formed in 1876, to “sustain a library and reading room for the Borough of Downingtown”, served the community for over 100 years in a circa 1800 fieldstone house on Lancaster Avenue in the Borough of Downingtown. In 1961, The Downingtown Library joined the Chester County Library System. Over the next several years, the library expanded its collection of materials with a primary focus on early literacy. It increased the number of programs and services available to the community and in doing so became a vital community resource. With the growth of Chester County and Downingtown came the need for a larger, more up to date, handicapped accessible facility. A capital campaign ensued in 2015 and the library officially opened its doors in a newly renovated building in the center of Downingtown adjacent to Kerr Park. This larger, centrally located, one floor facility has enabled the library to significantly expand its programs and services to the local community. Within that time frame the director retired and a new director, Elizabeth Hess, a lifelong resident of Downingtown, took the reins. With her experience and familiarity with the community, she along with an active board of directors have committed to making this library a focal point in the community. Since residing in the newer facility, more computers are available to those in the community who need them, central wifi has been added and a host of new programs both inside and outside the library to make it unique, interesting and enticing for the community. From Mommy and Me Yoga, to ukulele lessons, to hosting author events and providing a community for seniors, the library is growing and becoming not only a place to check out books but a hub of the community. Fundraisers for the library are common including a Readers on The Run 5K and fun run to the new Dtown Brew-Down which is planned for October in Kerr Park all to invite community members and friends to participate.

2. Funding request

Description of key initiatives First, the library promotes literacy through vibrant lending collections and educational programs, and by providing space for children and adults to engage in tutoring, schoolwork, and study that improves their literacy. Second, the library is committed to open access. We are democratic institutions that provide access to information to everyone, and qualified staff to help patrons find what they need- no matter a person's age, income level, level of ability, gender, ethnicity, housing situation. We provide everyone with a full range of information services they need to learn, live, work, and thrive. Finally, the Downingtown Library is committed to building community. The library accomplishes this by not only connecting our patrons to information, but by connecting them to each other. We provide opportunities for connection every day- from specifically designed programs with the goal of bringing people together over a common interest, to spontaneous connection that happens simply because people are visiting the library. The library is a safe, comfortable place for patrons of all ages to gather, whether that's middle school students working on a group project together, or adults meeting for a book club. We provide robust community outreach services to bring library services like book lending and programming to patrons who couldn't otherwise visit the library- like monthly senior center Book Club visits where a staff member brings books for older patrons to check out, and leads a book discussion.

Specific needs and issues to be addressed: Over the course of one month between 9,000 – 11,000 people come to The Downingtown Library to check out books, meet with friends, do homework, look for a job or use our computers. Although our new building on Wallace Avenue has a ramp for handicapped accessibility, the library has no electric entrance doors. If we look at our patron population between people with disabilities, older patrons who struggle with the doors and caregivers with young children a conservative estimate would be 50% of our patrons would benefit from an electric door. Many times, library employees help by opening the inner set of doors to accommodate patrons but if they do not see the struggles or are busy at the circulation desk these patrons struggle to get the doors open. The library counts every person who enters their doors and with 50% of the population struggling with opening the large glass doors, then the library has a problem. Although there are two entrance doors, if the DLC purchased and installed one automatic door that would solve a problem for our population and not jeopardize the heating or cooling leaving the building. By funding this project 100% of our population would receive the same benefits as strong healthy patrons receive who have no issue with opening a

door. We want to keep the accessibility of the library to everyone who lives in our service area, not just the young and or healthy.

Why it is important to fund this now: Although the new library was refurbished with a handicapped ramp and handicapped accessible bathrooms, an automatic/electric door was not in the plans. By receiving this grant, we would be able to complete the facility by giving easier access to everyone. The one electric door project will be sustained by eliminating unnecessary drafts and keep the building more energy efficient. We have received a \$2,500 from CCRES to partially fund the project. With an additional \$4,000 from CCCF we will be able to complete the project.

How impact and results will be demonstrated: The impact of the electric/automatic door will ensure that people of all abilities have easy access to the library. Although several organizations already use the library for its resources, programs and meeting space, the electric door will make it easier for everyone including people with disabilities, the elderly population and adults with infant children. The number of people entering the library are counted on a daily basis and hopefully this electric door will help those who struggle to potentially visit the Downtown library more often.