

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: 9/14/2018

Contact Information

Organization Name: The Garage Community & Youth Center Executive Director Name: Kristin Proto
Address: 115 S. Union Street, Kennett Square, PA 19348 Executive Director E-mail: Kristin.proto@garageyouthcenter.org
122 Rosehill Ave. West Grove, PA 19390
Phone: 610-444-6464 Board of Directors Chair Name: Kathy Williams
Website: www.garageyouthcenter.org Primary Contact Name: Kristin Proto
Year Incorporated: 2001 Primary Contact E-mail: Kristin.proto@garageyouthcenter.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):

Southern Chester County – Primarily the Greater Kennett Square and West Grove area.

Describe Population Served and Annual Number of People Served:

The Garage serves students in grades 6th through 12th in the Kennett Square Consolidated School Districts and the Avon Grove School Districts. The Garage serves approximately 500 students annually. Of these students, 69% are Latino, 7% Black, 11% Mixed-Race and 13% White. Many of our students come from economically depressed households with parents who work long hours and face numerous language and cultural challenges. Many of the students lack the home academic support needed to overcome these challenges because the majority of their parents do not speak English and have not completed their own secondary education. For 30% of students, neither parent graduated from high school. A large number of our students come from financially disadvantaged households, 79% of our students are eligible for free or reduced lunches. The students who come to The Garage face substantial struggles and are looking for support to navigate through complex issues such as domestic violence, dysfunctional homes, addiction, desire to drop out of school, self-mutilating behaviors, teen pregnancy, peer pressure related to drugs/alcohol/sex, language barriers, and peer/familial discouragement regarding academic achievement.

Mission: To empower youth to pursue their potential academically, relationally, and spiritually.

Proposal Summary:

The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support to help fund the ongoing expenses of our After-School Program in Kennett Square and West Grove.

Annual Budget \$ <u>702,800</u>	<u>4</u> # of Full-Time Equivalent Paid Staff
<u>81</u> % of budget for program expenses	<u>8</u> # of Board Volunteers
<u>6</u> % of budget for administrative expenses	<u>297</u> # of Active Non-Board Volunteers
<u>13</u> % of budget for fundraising expenses	<u>4,407</u> # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources: United Way of Southern Chester County, The PEW Charitable Trust, The Philadelphia Foundation, Exelon, and Willowdale Chapel.

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

The Garage Community and Youth Center is an after-school program located in Kennett Square and West Grove whose mission is to empower youth to pursue their potential academically, relationally, and spiritually. The Garage originated in Kennett Square and was literally a vacant car garage until 2001, when a local business leader and youth pastor envisioned its roof sheltering something far more valuable than vehicles. By 2010 the Kennett Garage was serving over 300 students a week, with more than 100 finding rides from the Avon Grove School District. With the help of our many partners, we located another garage in West Grove, raised funds in the community, and opened our second facility in 2011.

The Garage's after school and summer programs in Kennett Square and West Grove offer free tutoring, mentoring, community service, employment opportunities and a variety of enrichment programs for students in sixth through twelfth grade. The program runs Monday through Thursday, 3PM-7PM and Friday, 3PM-5PM during the school year and Monday thru Thursday from 12PM-4PM during the summer. Our desired impact is to help youth:

- Make wise decisions about themselves, their core convictions, their relationships, their educational pursuits, and interactions with their communities.
- Begin a cycle of hopefulness by acknowledging and taking steps to overcome life challenges such as generational.
- Engage in Garage programs, trusting the Garage as a second home, taking part in shaping activities, and enjoying Garage experiences.

We have established a strong report in the community, which is demonstrated through our high enrollment, vast volunteers, diverse donor base and extensive community partners.

From our 2017-2018 report, 89% maintained positive grades in 1 or more subject areas, 91% of underclassmen expressed goals of attending college or a technical school after high school, 95% of seniors graduated, 66% of graduates enrolled in a college or post-secondary training program, and 80% of students said the Garage helps them avoid alcohol, drugs, gang involvement and 84% of students reported that The Garage helped them to avoid skipping or dropping out of school. Additionally, 86% of students reported that the Garage helped them feel more confident, better about themselves and happier or less stressed. Garage Students contributed nearly 1,500 hours of service to our community!

2. Funding request

The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support for our After-School Program. For the past 17 years, The Garage has been a key part of the community - providing resources and sense of belonging to area youth who are in need. Through tutoring, mentoring, girls and boys program, spiritual exploration and community service, some of our community's most "at-risk" youth are finding the necessary support to reach their full potential.

A. Description of key initiatives

The Garage provides After-School Programs to middle and high school students free of charge and is ongoing throughout the year. The 2018-2019 school year operates from August 28, 2018– June 7, 2019 and our summer program will operate from June 17, 2019– August 9, 2019

- **Tutoring:** Staff and volunteers provide daily-individualized homework help in specific subject areas, including English language assistance. The majority of our students come from families in which no one has graduated from high school so the Garage employs an incentive system to instill motivation and to teach students persistence towards a goal. Strong relationships with area schools permit parents to have their children's report cards sent directly to The Garage to maintain academic progress.
- **Mentoring:** Our Volunteer Coordinator recruits, trains and manages volunteer mentors who are matched to work one-to-one with students both within The Garage and in the community. Mentors commit to spending time with their students for at least one hour a week. Prior to involvement in the program, Mentors are interviewed and must pass background and reference checks. Mentors are also required to participate in initial and ongoing trainings to ensure volunteer satisfaction and child safety.
- **Community Service:** Our Community Service activities come in a variety of forms--short and long-term, both volunteer and court-mandated--and yet, each community service endeavor reinforces our efforts to encourage students to reach their potential both as individuals and as members of their community. To promote the value of engagement with the broader community, students and staff work do a variety of volunteer projects in the community such as reading at Tick Tock Early Learning Center and sorting donations at the Kennett Clothing Closet.

- **Enrichment Activities:** Our Enrichment activities fuse tutoring, mentoring, and service in order to holistically support our students. Our two key enrichment programs are Girl's Program and Boys Program, which meet bi-monthly and focus on self-discovery including personal, intellectual, social, and emotional development.
- **STEAM:** The Garage prioritizes STEAM (Science, Technology, Engineering, Art, and Mathematics) programming into our weekly curriculum which encourages student to be successful in technical fields and develop their creative and use critical thinking skills.

B . Specific needs and issues to be addressed

The Garage is an after-school youth development program for youth in 6th-12th grade with two locations serving the Kennett Consolidated School District and Avon Grove School District. Our target population is from economically depressed households with parents who work long hours in the mushroom industry and face numerous language and cultural challenges; these students lacked the home academic support needed to overcome these challenges because the majority of their parents do not speak English and have not completed their own secondary education. Many students come from single parent and economically disadvantaged households, of which neither the mother nor the father is the primary caretaker. The Garage serves primarily minority students (69% Latino, 11% mixed race, & 7% Black) who are subject to systematic racism and bias, and suffering from the consequences of generational poverty. We serve a number of high-risk youth, including those at risk of dropping out of school and who have been in trouble with law enforcement. The students who come to The Garage face substantial struggles and are looking for support to navigate through complex issues such as domestic violence, dysfunctional homes, addiction, desire to drop out of school, self-mutilation, teen pregnancy, peer pressure related to drugs/alcohol/sex, language barriers, and peer/familial discouragement regarding academic achievement.

The Garage works closely with students, schools, families, and the community to offer academic, social, and skill development services needed for the youth to build successful lives. For 36% of our students served, neither parent graduated from high school, however 91% are interested in pursuing post-secondary education. The Garage provides the supports needed for students academically to complete their education and explore post-high school choices.

One major barrier that increasingly affects our students is the lack of public transportation. The cost of living (particularly housing) in Southern Chester County has continued to increase, while the area wages have remained stagnant. While the prosperity of our small towns is beneficial for many, low-income families without reliable transportation are increasingly marginalized. Many of our students (75%) now live outside of safe walking distance to or from either Garage location. The Garage utilizes 15-passenger vans, and partnerships with schools and other organizations to continue to provide students with access to our programs.

C. Why it is important to fund this now

The Garage's major strength is providing the individualized academic and relational support necessary for each student to reach his or her potential. This strategy requires extensive staff and volunteer time. A significant portion of the funding received for The Garage is restricted to specific program activities, equipment purchases or populations that we serve. General operating support allows us the flexibility to direct funding to where it is needed most in our agency so that we can most effectively carry out our mission and maintain highly skilled and qualified staff, ensure a safe environment and adequate resources, build on the momentum from thriving programs, and manage our growing volunteer base.

3. How impact and results will be demonstrated

The Garage anticipates serving over 500 unduplicated students this year. Financial support of The Garage will help to produce the following outcomes:

- Over 95% of students will report feeling safe & supported at the Garage
- Over 90% of seniors will graduate high school
- Less than 2% of students will drop out of school or become pregnant
- Over 82% of students will demonstrate life skills by indicating resistance to gangs, drugs & alcohol
- Over 70% of student will demonstrate life skills by indicating resistance to sex
- Over 70% of students will increase grades & set goals for post-secondary education
- Over 200 students will participate in our homework/tutoring program
- Over 65% of students will participate in community service
- Over 82% of students will increase confidence & self-esteem

The Garage administers pre and post program surveys and works with the schools to track student's academic progress and graduation rates. Information collected is used to measure the success of our program and to continuously refine and

improve our services. Organizational impact is publicized via our Annual Reports (at conclusion of fiscal year) and Impact Reports (at conclusion of School Year).

This past year, The Garage was accepted to The Pew Charitable Trusts Evaluation Capacity Building Initiative (ECBI), which is providing our organization with Technical Assistance and the tools to build our overall capacity to evaluate our programs, streamline our data, and train our staff for sustainability. Three months into the initiative, our organization has completed a logic model which connects our programs with outputs, short and long term outcomes, and impact. We expect that at the end of the 15 month project, The Garage will have a broader and more insightful evaluation system.

Over the next two years, we expect outcomes based on short-term & medium-term (and eventually long-term). Short-term achievements would be based on the end of one school/service year. Medium-term are based on the end of two school/service years (and long-term are based on impact achieved by the end of high school). Short and medium-term goals are broken into three categories: Social Awareness and Participation; Youth Development; and Academic. This will be the product of the Logic Model when completed in Spring 2019.

SHORT-TERM OUTCOMES (At the end of 1 service year)	MEDIUM-TERM OUTCOMES (At the end of 2 years of service)	LONG-TERM OUTCOMES (By the end of High School)
SOCIAL AWARENESS AND PARTICIPATION	SOCIAL AWARENESS AND PARTICIPATION	WISE DECISIONS
<ul style="list-style-type: none"> • Builds knowledge of different cultures • Stronger faith • Stronger sense of community 	<ul style="list-style-type: none"> • Participants take on positive leadership roles • Participants increase civic engagement beyond Garage 	<ul style="list-style-type: none"> • Youth have gained fundamental tools for improved decision making about themselves, their core convictions, their relationships, their educational pursuits, and interactions with their communities.
YOUTH DEVELOPMENT	YOUTH DEVELOPMENT	HOPEFULNESS
<ul style="list-style-type: none"> • Increased accountability/responsibility • Increased awareness of social responsibility • Increase in positive peer relationships • Increase in adult support • Strengthens social emotional learning skills • Stronger life skills • Increased sense of empowerment and agency (e.g., college and career) • Greater sense of hope, value and purpose 	<ul style="list-style-type: none"> • Participants can identify a spark/passion/interest • Participants have positive and productive life goals • Participants avoid negative behaviors (such as alcohol, drugs, gangs, sex, and crime) 	<ul style="list-style-type: none"> • Youth begin a cycle of hopefulness by acknowledging and taking steps to overcome life challenges such as generational poverty, structural inequities, and low educational aspirations.
ACADEMIC	ACADEMIC	
<ul style="list-style-type: none"> • Builds knowledge about the college application and financial aid process • Increased rate of homework completion • Increased academic self-efficacy • Builds knowledge of different careers and what it takes to get there 	<ul style="list-style-type: none"> • Participants have better core grades • Participants maintain or increase school attendance • Participants are promoted to the next grade on time • Participants express interest in post-secondary education/training/military 	

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.