

## 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](http://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](mailto: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](mailto: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](http://www.chescocf.org)

Date

## 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 6<sup>th</sup> through 12<sup>th</sup> 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 and Youth Center respectfully requests \$5,000 of support for our Career Compass and MAPS (Motivating, Achieving, Potential Students) career exploration and college preparation programs.

<b>Annual Budget</b> \$ <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, Longwood Foundation, and The Applestone 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

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 provides After-School Programs to middle and high school students free of charge and is ongoing throughout the year. The Garage offers programs during the critical after school hours of 3-7PM, Monday-Friday and during modified summer hours of 12-4PM, Monday-Thursday. 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. Our organization's annual budget is \$702,800 to run year-round programs at both centers. The Garage implements the following activities to achieve their goals:

- *Create an environment where teens feel safe and supported.*
- *Promote social and professional development.*
- *Encourage students to stay in school and to continue their studies after graduation.*
- *Promote positive self-esteem, civility, leadership, respect, and responsibility through our Community Service and Enrichment Programs.*

### 2. Funding request

The Garage Community & Youth Center respectfully requests \$5,000 of support for the Career Compass and MAPS (Motivating, Achieving, Potential Students) career exploration/college preparations 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, and community service, some of our community's most "at-risk" youth are finding the necessary support to reach their full potential. This has been done through our daily programs that include tutoring, mentoring, community service, enrichment activities, and STEAM.

In 2016, The Garage launched Career Compass, a paid summer internship program for high school students. Many of our students spend their summers working alongside their parents on mushroom farms because their families rely on them for financial support. Consequently, the academic momentum that was gained during the school year is too easily lost. Interruption in educational support lends itself to an increased risk of dropping out of school, and consequently a lifetime of poverty. According to research by Pew, "Nearly 40 percent of immigrant Mexicans, 16- to 19-year-olds is a dropout. The average Hispanic high school dropout earns \$6,500 a year. A lack of English-language ability is a prime characteristic of Latino dropouts - almost 40 percent do not speak English well." Local youth employment opportunities are scarce and often limited to the mushroom industry. It is imperative that students have access to other options with livable wages and new opportunities that generate a platform for building their resume, expanding their skillsets, and growing their confidence. Without this access, students are at risk of becoming disengaged, dropping out of school, not pursuing post-secondary education and failing to escape poverty.

#### A. Description of key initiatives

**Career Compass:** Career Compass provides students with leadership training and connects them to local public and private sector employers so they gain an appreciation of the labor market, gain insights into their own strengths as employable citizens, and learn marketable skills. The program is also designed to keep students better engaged with The Garage through out the summer months and to help them stay in school and make plans for post-secondary education. Participants go through a through an application

process, and are selected following an interview with Garage Board member. Once hired, students are assigned an 8-week paid internship in their professional fields of interest. The program is currently available for students aged 14-18 and will increase future enrollment as funding becomes available. Past work sites have included Core Family Practice (DMD), Southco, Justice at Work, Medi-Weight Loss, Chatham Financial, Sweet & Paciorek Law, Maternal Child Health Consortium, Salon Secrets Spa, Tick Tock Early Learning Center, La Comunidad Hispana, South Mill Mushrooms, Jenny Chen Dentistry, Kennett Symphony, Southern Chester County Regional Police Department, and County of Chester Magisterial District Court.

**MAPS:** The MAPS (Motivating, Achieving, Powerful Students) is a program of The Garage which focuses on advising and counseling Garage students as they prepare for and transition to life after high school graduation and remain a resource for alumni who struggle to launch after high school. MAPS is facilitated by The Garage's Graduate Coordinator, who works closely with high school students at both the Kennett Square and West Grove centers. MAPS hosts weekly presentations for all students related to career interests and opportunities, post-secondary education and training programs, and personal aptitude and passion identification. MAPS also hosts weekly gatherings of upperclassmen to focus on relevant transition topics and materials such as college applications and essays, scholarship information, FAFSA completion, resume writing, networking, etc. Additionally, MAPS hosts monthly college visits throughout the school year and summer, as well as a multi-college overnight opportunity during spring break. Further, our GC maintains communication and follows up with Garage alumni to act as a continued resource and bridge for our newer graduates who continue to face immense challenges.

## **B. Specific needs and issues to be addressed**

The Garage's Career Compass and MAPS programs are designed to help students build their resources. These programs help students build a toolbox of resources that will support them as they graduate and move on from high school.

These programs are designed around the following objectives:

- 1) Ensure all students who are eligible and accepted into the program have access to employment regardless of socioeconomic factors:
  - a. Transportation to and from jobsites daily is provided for all students who live beyond walking distance of their employer and/or do not have access to safe/reliable transportation.
  - b. Connect students with community resources to ensure they have adequate "work attire".
- 2) Encourage students to stay in school and to continue their studies after graduation:
  - a. Provide a series of bi-monthly workshops and presentations on topics such as: SAT Prep, Study Skills, Financial Aid, and College Essay Writing.
  - b. Provide monthly visits local colleges and college fairs.
  - c. Increase the number of graduates who are enrolled in post-secondary education or training.
- 3) Promote professional development:
  - a. Students will be required to complete StrengthsFinder© assessments to identify their unique interests and skillsets. Workshops will follow the assessments to foster exploration of how identified strengths can be transferred into student's goal setting for post-secondary education and future careers.
  - b. Provide workshops and presentations on topics such as: Resume Writing; Interviewing Skills; Dressing for Success; Financial Management; Personal Saving; and Professional Etiquette.
  - c. Provide practical hands-on employment experience through a 7-week paid internship for students in partnership with local employers.
- 4) Promote civility, responsibility and leadership:
  - a. Provide teambuilding and service leadership opportunities to reinforce our commitment to encouraging students to reach their potential both as individuals and as members of their community.

- 5) Provide additional support to Garage alumni:
  - a. Create a systematic alumni network which communicates with alumni at least once each quarter following graduation from high school.
  - b. Provide resources and guidance to alumni for 1-2 years post-graduation to ensure that they are able to continue their education or training and gain meaningful and sustainable employment.

### **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. Funding for these two programs will help us to support decisions for their goals after high school. Students are able to explore new opportunities, continuing education, career exploration.

The Garage recognizes that when youth thrive, the whole community benefits. Supporting students in Kennett Square and West Grove helps equip them with transferable life, work readiness, and leadership skills along with the knowledge to actively support their community. Here is a student success story we would like to share:

Vicki started coming to The Garage in 7<sup>th</sup> grade. She was extremely shy, and was often by herself doing homework. In 8<sup>th</sup> grade, she was paired with her mentor Bev, and she truly started to come out of her shell. She and Bev would often meet at Longwood Gardens and take walks or just spend time doing homework or getting coffee. Together, they participated in Girls Program and Community Service opportunities. Over time, Bev became close with Vicki's family – her parents and her two brothers. In high school Vicki enrolled in the Allied Health Program at the Technical College High School, pursuing her dream of becoming a nurse. Bev was alongside her every step of the way. Bev is a retired middle school teacher, and truly poured her time and effort into helping Vicki be successful in school. During her senior year, Bev spent time helping Vicki with her scholarship applications, and navigating the college application process. She also encouraged Vicki to apply for The Garage's Career Compass summer internship program. Vick was accepted and the summer after graduating from high school, she worked with Dr. Ricky Haug at Core Family Practice in Kennett Square. Vicki spend the summer learning the ins and out of running a doctor's office. She practiced intake, scheduling, drawing blood, and the general operations of a doctor's office. Dr. Haug was an amazing host site mentor to Vicki, and she is now pursuing a nursing degree at Delaware Community College. She is the first person in her family to go to college! We are so proud of Vicki and the hard work and perseverance that she has shown throughout high school and beyond!

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

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. The Graduate Coordinator works to stay connected to the students once they graduate from high school.

In the 2017-2018 school year, 91% of students expressed interest in attending college or a technical school post-high school. 66% of Garage MAPS graduates are enrolled in a local college or technical school this fall. 76% of students said that since coming to The Garage they feel better prepared for life after high school and have been exposed to new career fields.

#### **Projected Outcomes**

- Increase number of Career Compass student interns to 18 (Summer 2019).
- Career Compass student program completion rate: 100%
- Increase the number of High School students who are enrolled in MAPS to 50 for the (2018-2019 School Year)
- Total number of Alumni who are enrolled in MAPS Program: 21

