

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.chescof.org

Date 9.13.2018

Contact Information

Organization Name: WON COMMUNITY SERVICE CENTER
 Address: P O BOX 486; GLENSIDE, PA; 19038- 0486
 Phone: 215- 884- 8443
 Website: WONCOMMUNITY.ORG (PRESENTLY UNDER CONSTRUCTION)
 Year Incorporated: 1997

Executive Director Name: MRS.BOKHYAE KOH
 Executive Director E-mail: BOKHYAE@WONCOMMUNITY.ORG
 Board of Directors Chair Name: LOU FREIMILLER
 Primary Contact Name: BOKHYAE KOH
 Primary Contact E-mail: BOKHYAE@WONCOMMUNITY.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):

There is a documented need in the Montgomery County and Philadelphia area for the services WCSC provides. The following zip codes are regularly served: 19087, 19001, 19002, 19004, 19012, 19025, 19027, 19031, 19038, 19040, 19044, 19046, 19090, 19095, 19403, 19444, 19446, 19454, 19111, 19115, 19119, 19129, 19131, 19144, 19149 and 19152.

Describe Population Served and Annual Number of People Served: WCSC has served people from: South Korea, Mexico, India, Tibet, Myanmar, Nepal, Haiti, Chile, Vietnam, China, Cuba, Spain, Argentina, Nicaragua, Poland, Nigeria, Africa, and China. Montgomery County and Philadelphia County are WCSC's service area. The combined populations equal almost 2.4 million people (catausa.io and worldpopulationreview.com). The growth rate is an average of 24% yearly. Philadelphia as of 2008 had over half a million immigrants.

Mission: In 1997, Won Community Service Center (WCSC) was established with the mission to nurture and empower people who are impoverished. WCSC provides for low-income, low-English proficiency individuals and minorities in the areas of education, counseling, and social work- in partnership with community and schools. Volunteers work with WCSC to fulfill community needs. WCSC's services include: survival English literacy skills, legal counseling, medical counseling and insurance obtainment, senior citizens' age-related benefits, adult basic education and family literacy, community service, and cultural events.

Proposal Summary: The Won Community Service Center is always working on balancing resources, including not exclusively, time and human capital, to efficiently serve our community. Funding for WCSC supports programs, staff training and employment, class material, transportation, communication, grounds, availability and deliverance. With funding, we will continue to be here for others. WCSC is committed to improving people's lives, health, well-being, and liberties.

The Won Community Service Center was founded by immigrants with a strong and enduring courage in establishing, not only for themselves but for others also, the righteousness inherent in the lifelong values of physical security, personal responsibility, education, intergenerational morality and principles, relational organization within society, and the fulfillment of the expression of humanity. Thus, the community and our clientele are the heart of our mission and daily work. Our success is assessed via activities reports, Board meetings, year-long client surveys, professional consultation, networking, and results from partner relationships with organizations such as Benevity, AmazonSmile, and GooglersGive Program. On our front door is signified our intent to help anyone with educational services, legal services, and counseling services. Anyone in need of medical counseling as well is helped. We look forward to perpetuating the global mission of effecting global peace. With the help of partners such as Connelly Foundation, WCSC's support of children, individuals and families strengthens Montgomery County and Philadelphia communities through providing assistance and opportunities for a vulnerable population seeking independence and a higher quality of life.

If Capacity Building Proposal, the focus is: Mission, Vision & Strategy

Annual Budget \$ <u>[2017] \$ 165,770</u>	<u>0</u>	# of Full-Time Equivalent Paid Staff
<u>11</u> % of budget for program expenses	<u>12</u>	# of Board Volunteers
<u>25</u> % of budget for administrative expenses	<u>52</u>	# of Active Non-Board Volunteers
<u>0</u> % of budget for fundraising expenses	<u>2628</u>	# of Volunteer Hours
100 % total		

Top 3-5 funding sources: ASIAN MOSAIC FUND; GENUARDI FAMILY FOUNDATION; INDIVIDUALS

Grant Amount Requested from the Community Foundation: \$ 5,000



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Emails: bokhyae@woncommunity.org
Website: www.woncommunity.org

COMMON GRANT APPLICATION PROPOSAL NARRATIVE

ORGANIZATIONAL BACKGROUND AND INFORMATION

Give a brief summary of your organization's history.

The Won Community Service Center nurtures and empowers those who are impoverished. Since 1997, WCSC provided free services to Montgomery County low-income families and minorities in three areas: education, counseling and social work. In partnership with community organizations, schools, universities, and volunteers to fulfill community needs. We have a website that provides more information: www.woncommunity.org. Since 1995, WCSC has helped thousands of non-English speaking immigrants with English instruction in addition to medical, legal, family counseling and other social services. Obtaining citizenship has been very important. Improving the skills of the workforce, helping academic, emotional, social, communicative abilities is also key. When immigrants first arrive to the United States of America, they need a lot of support in every aspect of their lives. They want to find jobs and help their children become educated and go to college. They want to achieve financial security and self-sufficiency. A Connelly Foundation grant will allow us to reach out to immigrant adults and their families to help them achieve the best of what life in America can offer.

The Won Community Service Center was founded by immigrants with a strong and enduring courage in establishing, not only for themselves but for others also, the righteousness inherent in the lifelong values of physical security, personal responsibility, education, intergenerational morality and principles, relational organization within society, and the fulfillment of the expression of humanity. Thus, the community and our clientele are the heart of our mission and daily work. Our success is assessed via activities reports, Board meetings, year-long client surveys, professional consultation, networking, and results from partner relationships with organizations such as Benevity, AmazonSmile, and GooglersGive Program. On our front door is signified our intent to help anyone with educational services, legal services, and counseling services. Anyone in need of medical counseling as well is helped. We look forward to perpetuating the global mission of effecting global peace.

Describe your current programs, activities, service statistics – highlighting the past year and cite how your programs fulfill the mission. Identify three of your organization's greatest successes; what are your greatest challenges?

\$75.63/ unit (service) is the Won Community Service Center's cost per ministry activity. This calculation is according to 2017 Program expenses and 2017 daily activities, including the number of ESL/EL-Civics students and the number of attendees at meditation services conducted by Won Community. 2017 reported 2, 035 of such activities: included is the count of educational services, legal services, medical services, social services, students taught, ESL/ EL-Civics classes, but not including visits to community members' homes, doctors' offices, school meetings, Board of Directors meetings, staff training sessions, tutor sessions, community outreach meetings and events, and volunteer activities (such as the Global Citizen 365 Martin Luther King Day of Service- that was tallied in volunteer hours: 2017 report shows WCSC logging 2, 628 volunteer service hours).

Won Community Service Center's greatest challenge for the 2018 program year is producing outcomes that improve community members' lives through the counseling and services we provide. ESL/ EL-Civics students should be able to communicate effectively at their home lives, workplaces, and children's schooling. Immigrants need to learn English communication to become U. S. citizens and to become self-sufficient.. Providing services for the Korean community must become more seamless via immediate access and availability for translation services. A recently inducted administrative assistant will learn nonprofit organization development including all aspects of operation, management, and sustainability. WCSC instructional staff will continue working on eliminating the barriers to employment, social inclusion, and prosperity for students and their families. The English Language Learner children will continue to be paramount- for the children are our future. Won Community Service Center's three greatest strengths are its Executive Director, the Won community she has helped build over the past three decades, and the hearts of all who interact with WCSC- in seeking to better themselves and their community.

If applying for General Operating Support, list your organization's overall goals and objectives.

Won Community Service Center's long-term goals are to teach clients self-sufficiency in contribution for families and communities, and to integrate into English-speaking society of the United States of America. The social services are a critical support that our students and clientele need as they adjust to new society with new rules for survival and prosperity. WCSC's mission is to nurture and empower people who are impoverished. Our 2017 objective of providing over 1,900 services to over 200 people will adjust to a 10% increase for 2018. WCSC seeks fulfillment of our mission through partnerships in community and through coordination of providing services that assist individuals and families. Cases and numbers of individuals and families assisted are recorded in a logbook with categories including Medical, Legal, Educational, Social, and Other Concerns. At the end of each calendar year, cases for each category are summed. Results are disseminated to Board members and potential/committed granting institutions via annual reports and activity lists. Adult learners' results from their studies in our ESL/EL-Civics classes are communicated to the Pennsylvania Department of Education: Adult Basic Literacy Education that supervises and monitors WCSC's ESL/EL-Civics program throughout the year. WCSC developed the ability to provide services free of charge including educational materials, enabling our commitment to benefit the community. The Cases for each Service qualify as such:

Educational: Help the community members via phone calls: referrals, ESL/EL-Civics classes, tutoring sessions, scheduling, interview appointments; Visit schools to help students and their families; Translation services; Answer inquiries about ESL/EL-Civics classes, instruction, registration, schedules, fees, requirements, textbooks; Assist high school seniors with college applications; Process of Scholarship applications, interviews, awards.

Legal: Answer legal questions via phone calls; Arrange for free volunteer-sponsored legal counseling; Go to court providing translation services; Refer inquiries to legal counseling.

Medical: Schedule appointments; Assist with obtaining medical coverage or free services, or federal assistance program enrollment; Translate for Korean patients; Transport clients to appointments; Visit clients; Visit hospices; Discuss estate planning; Assist clients in paying bills and/or obtaining discounts; Refer inquiries to appropriate agencies.

Family Counseling and Social Services: Schedule appointments with individuals, families, teachers, counselors, administrators, lawyers, social workers, psychologists, religious service providers; Refer inquiries to appropriate agencies: Help with online assistance: Set up WCSC office appointments to provide aforementioned; Translation services.

Other Concerns: Meditation sessions and referral to appropriate instructors/leaders; Community agency referrals; Community inquiries; Referrals to appropriate organizations; Children's needs; Global Citizen 365 Martin Luther King Day of Service Project; Korean Folk Festival for Children coordination; Providing services for other community agencies; Booking WCSC-affiliated events and support services; WCSC in-

house management and maintenance; Staff and volunteer coordination, recruitment, development.

The sum of services amounted to 2, 035 activities rendered in 2017; the 2018 number of activities should reach 2, 239.

PURPOSE OF GRANT: FOR GENERAL OPERATING SUPPORT REQUESTS

Describe how the request will enhance organizational capacity, sustainability and/ or the achievement of measurable results for the organization.

Mrs. Bokhyae Koh serves as the Executive Director of Won Community Service Center, as she has since 1997. She is the primary contact with Pennsylvania Department of Education, Delaware Literacy Council, Abington Free Library, Arcadia University, The Philadelphia Foundation, Asian Mosaic Fund: Giving Circle, U. S. legislators, *Korea Daily* newspaper, and numerous hosts of agencies in Montgomery County and Philadelphia county. The Executive Director supervises all aspects of program delivery including hiring of teachers, staff, staff professional development and training, classroom textbooks, intake of adult learners, assessments, attendance, curricula, data entry/analysis/reporting, lesson plans, textbook currency, technology implementation appropriateness, student feedback, student socio-emotional dynamics, student-to-real world connections, student gains and requirements such as employer requests, and students' met goals. With support from the administrative assistants' reports throughout the year, trends in attendance and achievement of adult secondary outcomes are monitored daily. Data entry is checked weekly. The ED works with teachers, administrative assistants, and students as called upon in order to promote program improvement and sustainability in high quality instruction, modern and relevant instructional resources, data management, professional development opportunities, and adherence to state and federal regulations. She is WCSC's representative for the Montgomery County Adult Basic Literacy Education Coalition. Mrs. Koh is devoted to WCSC's mission, giving full-time involvement to the goals as set forth by the Board of Directors that meet quarterly. All activities and events are analyzed. WCSC capacity for sustainable operation will be enhanced via Connelly Foundation funding, resulting in promoting Mrs. Koh's ability to work with learners/clients/community individuals in acute need to overcome linguistic and cultural barriers – in order to obtain employment, social services, legal counseling, medical counseling, educational requirements as mandated by workforce development, primary and/or secondary school needs.

Describe how your organization assesses/evaluates its programs and cite examples of how you have applied the learnings from your evaluation.

In 2018, Won Community Service Center was given the opportunity to apply as a single entity (vs subrecipient position) for the Pennsylvania Department of Education Adult Basic Education Direct Service Grant. The discovery was made that the workforce development needs of adult learners is vast. WCSC intends to expand recruitment of learners into the Integrated English Literacy program for adult education geared towards employment, entrance into the workforce, transition into postsecondary education, and development in career pathways. The administrative assistant's professional development consists of obtaining licensure to teach mathematics (in addition to an Associate's degree in mathematics and a Bachelor's degree in elementary education) for secondary school students and adult learners. Including GED students, and HSET students is becoming integrated into Won Community Service Center's educational programs.

Feedback from WCSC's Board of Directors placed an overwhelming majority voice of "providing scholarship information to high schools in the Philadelphia school district" and "see [WCSC] the center expand its outreach to more schools to obtain greater scholarship participation by more students". Another of WCSC's leaders' voices gave us a motion to seek grants related to our services that we had not applied for previously, such as providing medical counseling for low-income and low-English-proficient individuals and families.

In Program Year 2017-18, over 80% of our students had positive gains in their reading/writing/English language and literacy. For immigrants (a population that comprises 100% of our clientele), said outcome is incredibly significant, in the face of the numbers of students who do not persist in their attendance. Of our recently ended school year, 100% had retained and/or gained employment. Because for immigrants Adult Basic Education is a survivor's necessity, Won Community Service Center, by acting as an initial entry into postsecondary education, supplies Montgomery County and Philadelphia city-county communities with the fulfillment of the goal of building a society that is sustained and generated with a continually developing workforce. Among our student population, 100% need basic literacy skills, 83% seek U. S. citizenship, 88% seek involvement in community, 58% seek improved employment and pertinent skills. We are in the process of creating a new flyer to advertise the civics classes, voter registration assistance, and High School Equivalency Test class, due early September.

WCSC had a major funder deny their funding for this year, thus prompting alternative sources of funding. The nationwide Giving Tuesday is a potential source of funding WCSC needs to learn how to become involved. The sheer volume of organizations with catchy websites motivates WCSC to update our own, which we are currently working on. This year, we were interviewed by a professor of Asian History and Religious Studies who hosts a website www.jivaka.net. The feature WCSC is given there has enlightened us to presenting our own site in a new way, visually and technologically. COABE (Coalition on Adult Basic Education) and Educate & Elevate Adult Education has directed us to utilize mobilization strategies, benefiting promoting our agency. Since the

founding of Won Community Service Center, we have not stood alone in seeking to be a source of empowerment for the community: we have to press on, seeking to win working as a team with community partners and honoring the good that is to give back to the community.