

## 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](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:** 12/18/18

## Contact Information

Organization Name: Philadelphia School Partnership  
Executive Director Name: Mark Gleason  
Address: 150 S Independence Mall West, Philadelphia, PA 19106  
Executive Director E-mail: [mark.gleason@philaschool.org](mailto:mark.gleason@philaschool.org)  
Phone: 484-785-8111  
Board of Directors Chair Name: Michael O'Neill  
Website: <https://philaschoolpartnership.org/>  
Primary Contact Name: Evan Linhardt  
Year Incorporated: 2010  
Primary Contact E-mail: [elinhardt@philaschool.org](mailto:elinhardt@philaschool.org)  
FEIN: 27-3097212

Has your nonprofit ever applied to the Community Foundation? Yes \_\_\_ No X Not Sure \_\_\_  
Has your nonprofit ever received funding from the Community Foundation? Yes \_\_\_ No X 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      X Education  
\_\_\_ Health      \_\_\_ Human Services      \_\_\_ Religion

## Organization Information:

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

Philadelphia School Partnership serves the city of Philadelphia.

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

We have 40+ active grants with schools across Philadelphia that have created 28,000 new opportunities for students, served annually. With 81 of our leadership residents as principals across the city, they touch hundreds of educators and thousands more students every day.

## **Mission:**

Improve outcomes for low-income students and respond to the demand of families by expanding access to great schools.

## **Proposal Summary:**

We believe that all students no matter their background can achieve and be successful, yet there are not enough high quality options in Philadelphia to provide them that pathway to success. Our investment  
8-2016

teams comprised of successful former school leaders and educators perform due diligence on schools, programs, and leaders to find the opportunities to best leverage our donor funds to create opportunities for children in great schools, so each child will be able to access a great education. We propose unrestricted gifts so our investment teams can evaluate and steward the grant for the greatest impact.

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

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

**Annual Budget** \$ \_\_\$13.2M\_ (Proposed 2018) \_\_\_\_\_    \_\_\_ 19 \_\_\_ # of Full-Time Equivalent Paid Staff  
\_\_\_ 82 \_\_\_ % of budget for program expenses    \_\_\_ 9 \_\_\_ # of Board Volunteers  
\_\_\_ 17 \_\_\_ % of budget for administrative expenses    \_\_\_\_\_ # of Active Non-Board Volunteers  
\_\_\_ 1 \_\_\_ % of budget for fundraising expenses    \_\_\_\_\_ # of Volunteer Hours  
*100 % total*

**Top 3-5 funding sources:**

Jeff and Janine Yass  
Maguire Foundation  
William Penn Foundation

**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

PSP was formed in 2010 after a group of local education donors came together with the shared belief that students and schools could be better served when education and philanthropy were aligned. From 2011-17, PSP and 165 donors leveraged \$80 million dollars to expand and transform schools, train school leaders and expand school access to Philadelphia families, which has led to improved educational outcomes for students.

Philadelphia is America's poorest large city with over 26% of households below the poverty line, a number driven by the loss of the middle class. 44% of employers say they cannot find skilled workers and since the 1970s we have struggled to retain jobs, losing 25%. A key factor is education. It is not for lack of intention, the city spends \$3B on education, the largest budget line. Yet 70% of Philadelphia public school students are enrolled in schools that fall in the bottom 25% of the state. This means that over \$2.1B is spent in underperforming schools.

Philadelphia School Partnership (PSP) believes that every family should have the right to send their child to a great school and our mission is to improve the outcomes of low-income students and respond to the demand of families by expanding great schools. Like a venture capital firm, we pool private capital, in our case to make large investments across all sectors in education. We live our mission by investing in expanding great schools to provide more high quality opportunities for children, train skilled urban leaders to create environments for students and educators to thrive, and provide families with tools to access their opportunities.

Since 2011 PSP has seen many successes, investing 68 schools creating 28,000 new and better opportunities for students, over 10% of the current available options. We have developed over 450 school leaders and teachers, with 81 of those leaders now principals of a school impacting hundreds of teachers and thousands of students every day. We are also empowering families and educators through [greatphillyschools.org](http://greatphillyschools.org) where over 130,000 people a year visit to understand their educational choices.

### 2. Funding request

#### • Description of key initiatives

We have three main investments, areas we believe are best suited to bring change at an accelerated rate and that have the most return on investment for our children and school communities sustainability. We are strategic in this so that each dollar can create the most impact for our schools and that they serve the most disadvantaged families in our city. To provide education equity in Philadelphia we invest to:

Expand great schools so more children can gain a high quality education by:

- Growing high performing schools
- Incubating new school ideas
- Starting new schools
- Transforming struggling schools

Develop talented leaders and educators for the Philadelphia school context so they can best serve our children by:

- Building effective preparation programs with partner organizations
- Creating talent pipelines for future leaders
- Developing educator recruiting tools

Empower families so that they can access the opportunities available to them by:

- Informing families about school quality through [greatphillyschools.org](http://greatphillyschools.org)
- Enabling families to choose the best school for their children at the High School and K-8 Fairs
- Making it easier to apply to many of the choice schools online through [applyphillycharter.org](http://applyphillycharter.org)

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

We believe every Philadelphia family should have the opportunity to send their child to a great school. We are addressing the fact that this is not occurring by investing in schools, their leaders, and the families of Philadelphia to create better and more opportunities and provide access to those opportunities. We need the funding to incentivize and support great schools to grow, create and fund leadership-training programs, and develop tools to empower families to access their choice.

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

At this juncture only 30% of students have access to a quality school option. That means 165,000 students are going to school each day that is underperforming. This is an injustice and we must move to correct this for our children, city, the region, and the future of Philadelphia families. The economic impact is huge, from attracting new business, to filling vacant jobs, and enticing families to settle and stay in Philadelphia. We are making progress and need to continue the momentum created.

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

There are a number of metrics we use to understand our impact to develop and iterate on our strategy. We analyze school data and provide feasible yet ambitious goals towards success for our grantee schools. We require from our grantees a number of data points and conduct reviews to make sure we can best support the schools and programs we invest in. We look at school data such as test scores, both growth and performance, teacher and student retention, attendance, culture and climate as well as financial data to provide indicators that schools and their students are achieving at a high level and making progress toward their goals.

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

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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](mailto:grants@chescofc.org)  
Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or [grants@chescofc.org](mailto:grants@chescofc.org)  
if you have any questions. Thank you.