

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 grant through their Donor Advised Funds.
- \$2.5+ million is granted annually to nonprofits in Chester County and beyond.
- All Community Foundation Funds accept this grant application form.

Proposals submitted by nonprofits are considered for 2 types of grants:

FIELD OF INTEREST & DONOR ADVISED FUNDS (No Deadline)

- ◇ 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.

FUND FOR CHESTER COUNTY CAPACITY BUILDING GRANTS (Due 9/15)

- ◇ 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 annually by **September 15** are eligible for this grant program.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations and Technology
 - Fundraising & Development
- ◇ Grant **awards** typically 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 grant program.

- 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, Donors, 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 Grants Administrator Kevin Baffa at (610) 696-8211 grants@chescocf.org with questions.

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

One page only. This page will be shared electronically with Grant Committee Members & Fund Advisors.

Date **4/16/2019**

Contact Information

Organization Name: SeniorLAW Center Executive Director/CEO Name: Karen C. Buck, Esq.
 Address: 1500 JFK Blvd. Suite 1501 Executive Director/CEO E-mail: kbuck@seniorlawcenter.org
 Phone: 215.988.1244 Board of Directors Chair Name: William P. Fedullo, Esq.
 Website: www.seniorlawcenter.org Primary Contact Name: Kristen N. Wilson
 Year Incorporated: 1978 Primary Contact E-mail: kwilson@seniorlawcenter.org
 FEIN: 23-213966

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): Chester County

Describe Population Served and Annual Number of People Served:

SeniorLAW Center serves older people who are 60 and older and in need: grandparents raising grandchildren, older victims of abuse and exploitation, senior veterans, older homeowners and tenants, those facing legal issues and crises as they face the challenges of aging and, often, poverty, isolation, health and economic challenges. We are highly successful in focusing our services and advocacy where the need is greatest: the poor and vulnerable. The need in Chester County is tremendous. Chester County covers 759 miles with a population of over 500,000 people. 106,000 households report having someone in the household 60 years of age or older. Five percent of older people live in poverty in Chester County. We serve over 5,000 older people annually through our multi-faceted services and last year provided services through our Pennsylvania SeniorLAW Helpline to more than 50 older people in Chester County and 43 older victims of elder abuse and financial exploitation since January 2018.

Mission: SeniorLAW Center’s mission is to seek justice for older people by using the power of the law, educating the community and advocating on local, state and national levels.

Proposal Summary:

With support from Chester County Community Foundation, the Pennsylvania SeniorLAW Helpline’s multi-faceted program of services will address the diverse universe of civil legal problems faced by Chester County’s seniors. The Helpline will provide direct legal services, counseling, advice, information and referrals and offer training for professionals who work with seniors and community legal education programs to empower seniors and families with knowledge of their legal rights.

Annual Budget \$2,969,679 _____	<u>28</u> _____	# of Full-Time Equivalent Paid Staff
<u>86</u> _____ % of budget for program expenses	<u>24</u> _____	# of Board Volunteers
<u>7</u> _____ % of budget for administrative expenses	<u>100+</u> _____	# of Active Non-Board Volunteers
<u>7</u> _____ % of budget for fundraising expenses	<u>4150</u> _____	# of Volunteer Hours
<i>100 % total</i>		

Top 3-5 funding sources:

Pennsylvania Commission on Crime and Delinquency - Victims of Crime Act - \$728,498
 IOLTA (Interest on Lawyers Trust Accounts) - \$244,350
 Philadelphia Corporation for Aging - \$189,098

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. Nonprofit's history, goals, key achievements and distinctiveness

SeniorLAW Center was founded in 1978 as "Senior Citizen Judicare Project," an independent 501(c)(3) nonprofit organization. Our original mandate was to address the unmet legal needs of a small segment of Philadelphia's elders in specific impoverished neighborhoods of the city, whose needs were unmet by traditional legal services. Our services have expanded from a volunteer "Judicare" model, to a full-service legal staff with a complimentary pro bono program. In 2002, we pursued an organizational renaissance, changing our name to SeniorLAW Center, expanding staff and programs, and relocating to our first independent offices. In 2003, we initiated the toll-free, statewide SeniorLAW HelpLine, providing free legal advice, counseling, information and referrals to seniors throughout PA for the first time. Since our founding in 1978, we have served well over 400,000 seniors with multi-faceted services and programs. Recent successes include our historic expansion of staff and services, including opening four new offices in Montgomery, Bucks, Chester and Delaware counties to serve senior victims of financial abuse and exploitation. We launched our newest program with long-time partner AARP: Pro Bono Action for Community Impact. Executive Director, Karen Buck, recently testified before the U.S. Senate on protecting the fundamental rights of older Americans, guardianship abuse, and the right to counsel. We are the only nonprofit in Pennsylvania solely dedicated to protecting the rights of older people, and one of only a few in the nation. We feel privileged as nonprofit attorneys and advocates to represent and advocate for our parents, grandparents, veterans and those who came before us and on whose shoulders we all stand.

2. Funding request

With support from the Chester County Community Foundation, the Pennsylvania SeniorLAW HelpLine's multi-faceted program of services will address the diverse universe of civil legal problems faced by Chester County's seniors. The HelpLine will provide legal advice information, resources and referrals and will supplement those services by providing the training for professionals who work with seniors and community legal education programs. The legal problems and issues addressed by the SeniorLAW HelpLine program make a critical difference in the lives, independence, economic security, health and safety of older residents of Chester County, and are available to all, regardless of income or location. The HelpLine responds to any civil legal issue on which a senior seeks legal counsel, advice, information and referrals.

The SeniorLAW HelpLine is a unique service and the only statewide legal helpline for seniors in Pennsylvania. The HelpLine is a service recommended by the Pennsylvania Department of Aging, national AARP, the AARP Foundation and the U.S. Administration for Aging as an accessible and critically-needed service. We are proud to work with all of these entities as partners. As many seniors have mobility, access, transportation, language and disability issues, it may be difficult or impossible for them to access legal services at all. Furthermore, many older adults are just above the income eligibility for traditional legal aid because of their Social Security income or Veterans benefits, but they nonetheless cannot afford to pay a private attorney and often are too vulnerable to represent themselves. Seniors also often seek legal advice in areas outside the scope of traditional "legal aid" in substantive areas of law that are specific to age, such as issues of devastating and egregious forms of elder abuse and financial exploitation, senior housing (reverse mortgages, contractor fraud, tangled

title issues, fraudulent deed conveyance etc.), consumer fraud (scams, contracts, purchase of medical devices which are defective or nonfunctioning, issues of guardianship and kinship care (grandparents raising grandchildren).

We respond with cultural competency to the legal needs of minority elders and those facing linguistic and cultural obstacles and isolation, including Limited English Proficient seniors. We recognize that immigrant elders, with varied and distinct cultures, traditions, and languages within their larger communities, face not only the challenges and changes of aging that are universal to us all, but also the obstacles of negotiating a different culture, government, and health system in a language in which many struggle. SeniorLAW Center was one of the first aging service providers in Pennsylvania to provide Language Line services, multilingual staff, translated brochures and printed materials, and dedicated resources to language access.

The proposed activities will address both pervasive, long-standing legal issues (such as contractor fraud, landlord/tenant, elder abuse, advance planning and public benefits) as well as emerging issues affecting low-income seniors in need, including shocking new forms of financial exploitation and consumer fraud (including unconscionable or misdirected collection actions, the “theft” of homes through fraudulent deeds and scams on obtaining public benefits), the impact of the mortgage foreclosure crisis on older homeowners whose age and fixed incomes limit options to renegotiate loans including reverse mortgage foreclosures where seniors may have not completely understood their obligations when taking out a reverse mortgage, and ever-changing health care programs for seniors.

According to a recent Legal Services Corporation report, elders seek legal assistance for less than 20% of their legal issues. Key reasons include not recognizing that their issue had legal solutions, not knowing where to turn for help, and reluctance to ask for help. Further, the report found that low-income elders received inadequate or no professional legal help for 87% of their civil legal problems. Isolation by virtue of geography, language and other factors, such as living in rural, frontier or tribal communities, only increases this gap. The availability of legal services in the counties surrounding Philadelphia is limited, so SeniorLAW Center is especially pleased to have launched direct services focused on older victims and now have an office in West Chester serving seniors throughout Chester County with staff on the ground serving elder victims of abuse and financial exploitation. The PA SeniorLAW HelpLine makes a critical difference in the lives, independence, economic security, health and safety of older residents of Chester County and is available to all, regardless of income or location. Our HelpLine staff will work in conjunction with our Chester County team to provide an array of services to older people facing legal challenges and crises. All of our services are free.

With Chester County Community Foundation’s support, during the one-year grant period, SeniorLAW Center will:

- 1) Through the HelpLine’s experienced attorneys, provide legal counseling, information, advice, referral and advocacy services to at least 50 seniors (age 60 and older) living in Chester County;
- 2) Partner with and train members of the aging services network, holding at least one in-person training for professionals working with Chester County’s older adults about HelpLine services and the prevention of and response to civil legal issues facing seniors living in Chester County;
- 3) Conduct at least three community legal education programs for seniors living in Chester County, to be held at local senior or community centers. SeniorLAW Center seeks to empower seniors through

knowledge and education, to prevent future legal problems and develop strong senior self-advocates, in addition to handling crises which they face today.

Anticipated outcomes of this project include:

- Strengthening economic security and quality of life of seniors through resolution of consumer fraud, exploitation, housing, and financial legal problems
- Enhancing the rights of older victims and responses to them, and promoting older Pennsylvanians' safety and independence, and ability to "age in place"
- Strengthening families and intergenerational relationships through counseling on family law, grandparents' rights, and kinship care, as well as saving homes of multi-generational families
- Expand knowledge and sensitivity of professionals to the legal needs and rights of older Pennsylvanians, and increase their capacity to serve these needs

SeniorLAW Center is enjoying a period of historic growth and expansion, particularly in our work in elder justice and victim services, opening four new offices to serve senior victims in the Philadelphia's suburban counties and hiring new staff to expand our victim services team, focused on abuse and exploitation serving Bucks, Chester, Delaware, and Montgomery counties from offices located in those counties for the first time in SeniorLAW Center history.

SeniorLAW Center and the Pennsylvania Department of Aging are leading a federally-funded project to assess, enhance and strengthen Pennsylvania's senior legal service delivery systems, focused on elder abuse and exploitation, with diverse partners in all aspects of the legal system and aging network, to help make Pennsylvania a model for elder justice responses. We founded and lead the National Association of Senior Legal Hotlines, a national coalition of organizations advocating for seniors with diverse partners to raise visibility and resources for older Americans.

SeniorLAW Center carefully documents all services delivered to our clients and has tools in place to provide data that measures the impact and results of our work. Tools include case management software with outcome queries, intake and referral documents, training and outreach data, evaluation forms and knowledge measurement surveys, satisfaction surveys and reports, monthly and annual statistical reports and volunteer tracking. Data is collected for all clients, including demographics, substantive nature of cases and services, number of staff and volunteer hours spent, client outcomes and results.

We thank the Chester County Community Foundation for your consideration of our critical work on behalf of older adults in Chester County. They represent our history as well as our future, where we've been and where we're going, those who served and built this country and fought our battles abroad and here at home for voting rights, equality and civil rights. They are our heroes and it is our honor and privilege to serve them. We hope you will join us in this work with your support, which will be immensely meaningful to our capacity to serve those in Chester County and most importantly, to those older Pennsylvanians we serve.

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 proposals to grants@chescocf.org.** Receipt will be confirmed by e-mail.
 - Please contact Grants Administrator Kevin Baffa at (610) 696-8211 grants@chescocf.org with questions.

Chester County
COMMUNITY FOUNDATION
*Connecting people who care with causes that matter,
so their legacies make a difference.*

WHAT IS CAPACITY BUILDING?

Capacity building helps bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.

Capacity building may include (but is not limited to) projects which address:

- **MISSION, VISION & STRATEGY**
Organizational Assessment - Strategic Planning - Financial Planning
- **GOVERNANCE & LEADERSHIP**
Board Development - Executive Transition/Succession Planning - Leadership Development - Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS**
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT**
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - 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:

- Strategic plan development
- Technology enhancements, including website design; donor tracking software; computer hardware
- Marketing plan & marketing materials development
- Financial management and internal control system improvements

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