

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 **Field of Interest** and **Donor Advised Funds** with **\$2.5+ million granted annually** to nonprofits in Chester County and beyond. **99%** of the grants issued by CCCF are made possible through the generosity of the Fund Advisors, who make grant decisions throughout the year.

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

Field of Interest & Donor Advised Funds (No Deadline)

- ◇ Grants **focus on Chester County** causes and issues, but are not limited to Chester County.
- ◇ Charitable nonprofits working **in all fields of interest** are considered for grant awards. (I.e. arts, culture, and humanities; education; community improvement; environment; religion; health; and human services)
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Proposals can be submitted **anytime throughout the year**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Grant **awards** typically range from **\$500-\$7,500**.

Fund for Chester County Capacity Building Grants (Due 9/15)

- ◇ For eligibility in this grant program, nonprofits must be **located in and serve Chester County**. NPO's with budgets of \$750,000 or less are preferred.
- ◇ The goal of CCCF's capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region**, in areas including:
 - Mission, Vision, & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations & Technology
 - Fundraising & Development
- ◇ Proposals must be submitted by **September 15** to be eligible for consideration.
- ◇ Grant **awards** typically range from **\$500-\$5,000**, with monies distributed by **February**.

- * All Community Foundation Funds accept this grant application form. An electronic form is available at www.chescof.org.
- * **Email proposals to grants@chescof.org**; Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative, and Attachments**. Proposals are shared electronically with Fund Advisors, Donors, and Grants Committees.
- * Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification and cannot be individuals.

Please contact Grants Administrator, **Kevin Baffa**, at **(610)-698-8211** or grants@chescof.org with any 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.

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

Contact Information

Organization Name: Brandywine Valley SPCA

Address: 1212 Phoenixville Pike, West Chester, PA 19380

Phone: 610-241-0802

Website: www.bvspca.org

Year Incorporated: 1929

FEIN:23-1381030

Executive Director/CEO Name: Adam Lamb

Executive Director/CEO E-mail:

alamb@bvspca.org

Board of Directors Chair Name: Crystal Crawford

Primary Contact Name: Nancy McCall

Primary Contact E-mail: nmccall@bvspca.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: Our mission is to put the "human" back in humane animal treatment and advocate on their behalf.

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

Describe Population Served and Annual Number of People Served: Animal lovers in Chester County, 200,000 people

Annual Budget \$ 7,963,658 _____ # of Full-Time Equivalent Paid Staff 111

93 % of budget for program expenses 13 # of Board Volunteers

3 % of budget for administrative expenses 250 # of Active Non-Board Volunteers

4 % of budget for fundraising expenses 62861 # of Volunteer Hours

100 % total

Top 3-5 funding sources:

Petco Foundation

Longwood Foundation

Beacham Trust

Is this grant proposal for: Capacity Building or General Operating ?

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships

Fundraising & Development Technology Other: _____

Grant Amount Requested from the Community Foundation: \$10,000

Proposal Summary: We are requesting funding to renovate our veterinary clinic in Malvern.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Founded in 1929, the BVSPCA exists to end animal suffering and to involve the entire community in the welfare and well-being of animals. From a single location in Chester County, the Brandywine Valley SPCA has within the last three years, expanded to cover Chester and Delaware Counties, PA and the entire State of Delaware.

Our mission is to put the "human" back in humane animal treatment and advocate on their behalf. Our vision is to be the recognized leader in animal welfare that empowers communities to treat life with respect and dignity.

In 2018, the BVSPCA achieved

- 95% live release rate
- 13,406 pets placed
- 13,150 spay/neuter surgeries performed
- 11,324 veterinary exams
- Key role in major cruelty cases

The BVSPCA is committed to continued growth in order to create a strong regional presence that can meet the significant animal welfare needs in southeastern Pennsylvania and Delaware.

2. Funding request

- Description of key initiatives
- Specific needs and issues to be addressed
- Why it is important to fund this now
- How impact and results will be demonstrated

In 2015, we purchased a clinic building to house our veterinary and intake services. The building was an immediate relief to the organization because we were overcrowded at the West Chester shelter. At the time we didn't do much remodeling because we needed to occupy the space immediately. Several years have passed and the building is starting to show signs that it is in need of repairs and to be updated. We will be undergoing a complete remodeling of the building to bring it up to date. We will be creating a private call center area, updating reception, adding private offices in the intake area so that people relinquishing their pets have some privacy, new kennels and several other modifications to improve efficiency. In addition, the building will get new paint, new floors and new light fixtures. These modifications will improve the experience of the more than 15,000 people visiting our clinic each year and allow us to take better care of the animals in our charge. Total costs are estimated at \$200,000-\$250,000.

Chester County
COMMUNITY FOUNDATION

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

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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

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

