

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.

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 6/28/19

Contact Information

Organization Name: Coatesville Area Public Library
Address: 501 Lincoln Highway, Coatesville, PA 19320
Phone: 610-384-4115
Website: www.coatesvillearealibrary.org
Year Incorporated: 1974
FEIN: 23-1365314

Executive Director Name: Spencer K. Williams
Executive Director E-mail: pwilliams@ccls.org
Board of Directors Chair Name: Nakea Morris
Primary Contact Name: Penny Williams
Primary Contact E-mail: pwilliams@ccls.org

Has your nonprofit ever applied to the Community Foundation? Yes ___ No ___ Not Sure X
Has your nonprofit ever received funding from the Community Foundation? Yes ___ No ___ Not Sure X
___ Donor Advised Fund(s) ___ Fund for Chester County ___ Don't know/Not sure

Field/s of Interest:

X 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):

The City of Coatesville, two boroughs (Modena, S. Coatesville) and five townships (50% of Caln, E. Fallowfield, Valley, W. Brandywine, 50% of W. Caln).

Describe Population Served and Annual Number of People Served:

According to neighborhoodscout.com for 2018, Coatesville has one of the higher rates of people living in poverty in the nation, with 30.09% of its population below the federal poverty line. Household income varies widely across Chester County with municipalities, such as Coatesville, where 63% of households earn less than \$50,000 per year. While county-wide 3.9% of families live in poverty, six municipalities have poverty rates in excess of 10% including CAPL service areas of Coatesville, South Coatesville, West Fallowfield, and Modena. Unemployment rates in Coatesville, Modena and South Coatesville are significantly higher, and in some cases, double the rate for the county. CAPL serves as an oasis for these residents by providing knowledge, a portal to possibilities beyond their current circumstances, and a base where social interaction promotes a strong sense of belonging and community.

In 2018, CAPL served over 7,000 individuals with library cards. It also recorded 7,710 patron visits, with a circulation total of 49,683 items with over 15,000 of these children's materials. In addition, CAPL offered 447 programs attended by 5,665 individuals (4,000 of these attendees were under the age of 11).

Mission:

The Coatesville Area Public Library (CAPL) provides information, programming and technology to the residents of the Coatesville area that promote literacy, build community and enrich lives.

Proposal Summary:

Our library is seeking funding in the amount of \$7,500 from the Chester County Community Foundation to help underwrite general operating costs so that it can continue to provide critical literacy, educational and other vital community resources (i.e. job search information, monthly guest speakers, Fresh2 You food truck, etc.) to its patrons of all ages. Beyond its 1M+ print books, CAPL offers many e-books, audio materials, DVDs, periodicals and e-audio materials. Computers are available for patron use with periodic classes held in Basic Computer Skills.

If Capacity Building Proposal, the focus is:

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

Annual Budget \$ <u>255,204</u>	<u>7.92</u>	# of Full-Time Equivalent Paid Staff
<u>82</u> % of budget for program expenses	<u>6</u>	# of Board Volunteers
<u>17</u> % of budget for administrative expenses	<u>10</u>	# of Active Non-Board Volunteers
<u>1</u> % of budget for fundraising expenses	<u>3,950</u>	# of Volunteer Hours
<i>100 % total</i>		

Top 3-5 funding sources: DCED, County of Chester, Brandywine Health Foundation, Huston Foundation, M/M Robt. McNeil

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

Established by Isabella Lukens (Mrs. Charles Huston), the daughter of Rebecca Lukens, in 1877, the Library has had a prominent place in the history of the City of Coatesville. To many, the Coatesville Area Public Library serves as a gateway not only to knowledge, but to the possibilities that that knowledge can provide. It is an intellectual oasis for its members, especially to those who come from low-income families, impoverished by the circumstances of a city that has undergone hard times. Coatesville has one of the higher rates of people living in poverty in the nation, with 30.09% of its population below the federal poverty line. By nurturing the educational and intellectual needs of the communities it serves, the Library is touching the future of many individuals who otherwise would be lost to the cycle of poverty and despair.

In 2018, the Library served over 7,000 individuals with library cards, recorded 7,710 customer visits, and circulated 49,683 items. We held 447 programs with a recorded attendance of 5,665 – 4,000 of these attendees were under the age of 11. According to Library Director Penny Williams, a number of statistics sets CAPL apart from others in the Chester County library system. For example, the patron door count has increased over 15% over the past 12 months. Also, the library's computer usage far exceeds any other Chester County library, as many patrons do not own computers.

Clearly, the CAPL is the hub of many community activities. In addition to the City of Coatesville, CAPL serves two boroughs and five townships. Therefore, maintaining a vibrant presence in Coatesville for those who live there and in the surrounding areas is essential culturally, educationally and socially.

2. Funding request

- **Description of key initiatives**

The Coatesville Area Public Library is requesting a \$7,500 grant from Chester County Community Foundation Field of Interest and Donor-Designated Funds for the purpose of helping to underwrite the Library's General Operations expenses for 2019-20. These funds will enable the Library to continue providing the wide range of programming for which it is well-known in the greater Coatesville communities it serves.

In addition, this funding will help offset some of the costs associated with an aging physical plant (i.e. lighting, signage, bathroom upgrades, new circulation desk, etc.), installation of a stair lift or elevator to increase access for elderly or disabled individuals to the library's lower level, and installation of electromagnetic security gates to prevent theft of library materials.

- **Specific needs and issues to be addressed**

With a building the age of the library's, there are a number of physical issues that must be addressed to make the physical plant more energy efficient, more user-friendly and poised for future programming/projects. The circulation desk is antiquated and no longer adequate and efficient for serving the number of patrons the Library now has, as well as for providing the security needed to protect the library's collections from theft. New security measures need to be taken and that requires purchases of electromagnetic security gates and electromagnetic strips for all library materials that will trigger an alarm alerting staff that check-out procedures were not done. A new modular circulation desk will accommodate check-out/return procedures and also storage shelving for patron-reserved library materials. There will be adequate space for more than one circulation staff to operate and efficiently serve patrons.

The current patron restrooms need to be updated with more modern fixtures and additional stalls.

Another important issue: the CAPL Director is in dire need of an Assistant, preferably full-time, to help her with the many administrative, as well as programmatic, duties required to operate a library, especially one as

busy as CAPL. The Assistant will handle low-level management duties and undertake ad hoc assignments that will free the Director to perform her management responsibilities without interruption.

- **Why it is important to fund this now**

The sooner CAPL can acquire funding for its general operations expenses the better. Summer is now here and the programs held during this time expend utilities, such as air conditioning, electricity, water, etc., and staff or guest teacher time.

Summertime is used to assist children with reading, so they don't lose the skills they learned in the previous school year. This year CAPL's Summer Reading Program runs from June 10 to August 24.

This time of year is also when special age-appropriate activities for children and youth are offered to keep them engaged in a healthy and safe social setting. For example, the Library, in a joint venture with Longwood Gardens, has a garden in the courtyard where youth patrons learned to grow vegetables from seeds. This is a tremendous learning experience for young people who otherwise might never have the opportunity to be involved with hands-on gardening. Adult patrons had a role in providing seeds and gardening supplies.

For adults, summer computer classes give participants the opportunity to learn basic skills (i.e. Microsoft for Beginners) that they can parlay into a job skill. Because many library patrons do not have computers in their home, this training is a valuable resource.

While it is summer, the Library has already begun planning/scheduling its fall programs. CAPL offers continuity regarding its educational programs, because of its role as a community hub and resource center for Coatesville area residents. When schools open in another month, there will be an influx of students turning to the library for information via books, materials and computers. Ideally, a new circulation desk can be in place by that time.

Also, a number of the physical plant upgrades and repairs need to be undertaken now, rather than later. This will undoubtedly cause some disruptions. The plan is, however, to minimize any inconveniences to patrons as much as possible, so as not to discourage library use.

- **How impact and results will be demonstrated**

As part of the Chester County Library System, a number of reports and accountability pieces are already in place regarding demographics and collection data. CAPL also keeps a wide range of statistics of its own regarding usage, programs and attendance. This data and program results assist library staff to determine what programs are proving beneficial to participants, what programs may need adjusting to better meet patron needs and, what if any, new programs should be implemented. Patron feedback is also considered when planning, improving or altering programs. Working with other community entities also gives library staff insight into what new programs, classes, and books/materials may be an asset to library patrons.

CAPL issues monthly newsletters that report current/upcoming library activities, as well as new acquisitions and available community resources. The library also publishes an annual report and sends out press releases to local media regarding programs/events sponsored by CAPL. Donor recognition is practiced via CAPL publications, press releases and/or photo ops to local media, and commemorative plaques.

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.

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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

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