

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

Contact Information

Organization Name: BUCK Cancer Foundation

Executive Director/CEO Name:

Lori Nonnemaker

Address: 1604 Barbara Drive, Downingtown, PA 19335

Executive Director/CEO E-mail:

Innonemaker@buckcancerfoundation.org

Phone: 610-761-7472

Board of Directors Chair Name:

Lori Nonnemaker

Website: <http://www.buckcancerfoundation.org>

Primary Contact Name: Jon Schwartz

Year Incorporated: 2015

Primary Contact E-mail:

jonschwa@yahoo.com

FEIN: 47-1671076

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):

Our target service area is the Delaware and Lehigh Valleys including Lehigh, Carbon, Northampton, Berks, Montgomery, Bucks, Chester, Delaware and Philadelphia counties, south Jersey and northern Delaware. To date, we have served cancer patients and families in Montgomery, Chester and Philadelphia counties in Pennsylvania and Camden county in New Jersey.

Describe Population Served and Annual Number of People Served: BUCK serves four distinct populations 1) cancer patients, 2) caregivers, 3) integrative oncology departments at research hospitals and 4) students pursuing degrees in integrative medicine or in a complementary cancer treatment. Every year since inception BUCK's programming has directly reached over 150 people across its three target groups. In 2018 alone, BUCK's efforts reached 180 cancer patients, 3 research hospitals and 2 students pursuing a degree in integrative medicine.

Mission: BUCK supports and fund endeavors that provide greater comfort to cancer patients and help build a bridge between all viable forms of cancer research and treatment (natural, holistic and conventional) while working toward a cure. BUCK is focused on Bridging & Uniting Cancer Knowledge.

Proposal Summary:

We request a \$5,000 capacity building grant to hire a fundraising professional to help jumpstart our institutional-fundraising efforts. With \$5,000 from the Chester County Community Foundation and \$5,000 from individual donations to BUCK, we will hire a part-time contractor to leverage this \$10,000 investment into grants and awards that will support our work for many years into the future. Our expectation is that the fundraiser’s efforts will become self-sustaining within 24 months.

If Capacity Building Proposal, the focus is:

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

Annual Budget \$ 58,054.19 _____ # of Full-Time Equivalent Paid Staff
_____ % of budget for program expenses _____ # of Board Volunteers
_____ % of budget for administrative expenses _____ # of Active Non-Board Volunteers
_____ % of budget for fundraising expenses _____ # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Our top 3 funding sources for 2019 are 1) fundraising events, 2) individual donations received as part of our mid-year and year-end appeals and 3) corporate sponsorships and grants (including \$2,500 from the Voya Foundation in 2018) .

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

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Traditional cancer research and treatment programs focus on the use of pharmaceuticals and various chemotherapies. We like to dream bigger. Research has shown that traditional programs like these often miss the chance to provide years of pain relief and quality of life improvements such as increases in energy and appetite, more restorative sleep and reductions in anxiety and depression. BUCK works to bridge that gap by funding research grants and education into complementary therapies that benefit individuals battling cancer.

BUCK was founded in 2015 in Chester County, Pennsylvania. BUCK is distinct among Pennsylvania non-profits because we specifically select medical research studies focused on complementary cancer treatments that benefit all cancers patients. Alex's Lemonade, Sandy Rollman Ovarian Cancer and the Pediatric Cancer Foundation are examples of local non-profits that provide cancer-specific programming and funding to hospitals for general operating purposes but do not specifically support research into complementary cancer treatments. Unite for Her supports complementary cancer treatments by providing service vouchers to breast cancer patients but does not fund the medical research into those treatments. BUCK is different.

BUCK is focused on three programs, Education, Medical Research and our Community Outreach program, which are described in greater detail under Section 2 – Funding Request.

Between 2016-2019, we are proud to have provided four tuition-assistance grants totaling \$10,000. Two grants were awarded to students studying Chinese medicine & acupuncture and two tuition grants were awarded to students pursuing a degree in integrative medicine. BUCK also provided a stipend grant to a medical student participating in a summer rotation in integrative medicine. During the same period, BUCK awarded three \$5,000 medical research grants: one for a *Yoga with Radiation* study at Penn Medicine, one for an *Acupuncture in the Hospital* study for mastectomy and breast-reconstruction surgical patients and one for a *Tai Chi Relieving Aromatase Inhibitor (AI) induced Joint Pain in Breast Cancer Survivors* study. For our Community Outreach program, we have provided goods and supplies to over 360 cancer patients. We have formed a productive collaboration with Penn Medicine practitioners at its locations in both Chester and Philadelphia Counties. We are also starting to work with Jefferson and Einstein in Philadelphia along with the John and Dorothy Morgan Cancer Center at the Lehigh Valley Hospital. In 2019 and beyond, we are focused on expanding the number of hospitals and counties in which we provide our Warm Hugs program. Our goal for this program is to double the number of hugs handed out each year.

2. Funding request

- **Description of key initiatives**

BUCK's key initiatives are:

- Education - BUCK provides reputable, educational resources for cancer patients and their caregivers on the complementary effects of natural, holistic treatments on conventional cancer care. Our goals include providing educational resources through our online presence, through

printed materials shared by oncologists, and through educational seminars hosted by BUCK and other similarly-aligned organizations. BUCK incentivizes research into integrated cancer treatments by providing tuition grants to students pursuing a degree in integrative medicine or a complementary cancer treatment (such as acupuncture, nutrition or medical marijuana) through our ***Pay A BUCK Forward Tuition-Assistance Grant Program***. The Pay A BUCK Forward grant program is a terrific opportunity for students currently enrolled or enrolling in a program that focuses on integrative cancer treatments. The program covers a student's tuition and fees and is available up to \$5,000. The Pay A BUCK Forward Grant has a unique structure as a Giving Back Grant Program where upon graduation and employment, the student will begin to repay a set percentage of their salary to the Foundation so a grant can be provided to another round of students. This percentage varies with their salary and therefore does not put the student into debt!

- **Medical Research Funding** - BUCK provides funding for research studies on natural and holistic treatments and how they complement conventional cancer care. These grants are currently being offered to the local research hospitals in the Delaware and Lehigh Valleys (Penn Medicine, Jefferson, Lehigh Valley Hospital, MD Anderson Cooper, Einstein). We offer two grant periods (February 1 to April 30 and September 1 to October 31) per year and guarantee to award one grant per year.
- **Warm Hugs from BUCK** - This is our Community Outreach program that provides goods and supplies to cancer patients in Delaware and Lehigh Valleys. These items have included warm socks for patients with peripheral neuropathy or cold sensitivities, water bottles to highlight the benefits of hydration and warm blankets to keep patients warm while receiving their chemo.

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

We request \$5,000 to hire a fundraiser to help jumpstart our institutional-fundraising efforts. The fundraiser will help us both identify and write grant proposals. These functions are currently being staffed by the board of directors and volunteers, and we understand that for us to grow, we need support from a fundraising professional to take our initiatives to the next level.

With \$5,000 from the Chester County Community Foundation and \$5,000 from individual donations to BUCK, we will hire a part-time contractor to leverage this \$10,000 investment into grants and awards that will support our work for many years into the future. Our expectation is that the fundraiser's efforts will become self-sustaining within 24 months.

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

Now that BUCK has identified that there is a need and desire for its services in our target geographic area, we are uniquely poised to win follow-on grants that CCCF's investment will make possible. By leveraging the skill of a professional fundraiser, we will stretch every donated dollar further, and grow our diversity of funders as we grow as an organization.

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

By doubling our current year contributions, BUCK will fund more cancer research studies, give tuition grants to more students and provide greater comfort to more cancer patients at the local research hospitals in the Delaware and Lehigh Valleys.

- For capacity building grant proposals:
 - How will this capacity building initiative impact your nonprofit?

Our fundraising initiative will strengthen our organization and allow us to do significantly more.

- *Include a description of the expected activities; timeline and costs to implement the initiative. If external consulting services are required, include the anticipated costs and expertise of the consultants to be hired. Include external consultant proposals if applicable.*

For the first four years, we identified who we are as an organization, who we serve and created a successful minimally viable product (MVP). Our MVP has been so successful that we've funded our third round of applications for both our medical research grant and educational grant. Now that we have proof that our MVP works and there is a need / desire for it in our target geographic area, we are ready to embark upon strategic fundraising so that we can continue this important work and grant-making for Chester County. Let's dream bigger together!

Total estimated cost per month = \$3,600 based on 30 hours per week at \$30 per hour. If we pay \$21,600 for a fundraising professional, they would be expected to raise 150% of our current year contributions or an additional \$33,000 towards our total gross contributions for the year. Chester County Community Foundation investment and our fundraising will be a success when BUCK's future contributions exceed \$55,000, a level which would represent a 150% increase over the previous year.

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

Chester County
COMMUNITY FOUNDATION

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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