

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: Chester County Library Trust

Chester County Library Trust

Address:

450 Exton Square Parkway Exton, PA 19341

Phone:

610-280-2611

Website:

www.chescolibraries.org

Year Incorporated: 2007

FEIN: 20-5607291

Executive Director/CEO Name:

Joseph Sherwood

Executive Director/CEO E-mail:

jsherwood@ccls.org

Board of Directors Chair Name:

Susan L. Springsteen

Primary Contact Name:

Nicole Richards

Primary Contact E-mail:

nrichards@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:

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):

All of Chester County

Describe Population Served and Annual Number of People Served:

Library services, resources, materials and programs are provided free of charge to all Chester County residents. In 2018 the Chester County Library recorded 583,655 customer visits, and offered 2,313 programs with 57,312 attendees.

Mission:

The mission of the Chester County Library is to provide informational, educational, and cultural services to the residents of Chester County so that they may be lifelong learners.

The mission of the Chester County Library Trust is to support current projects that the Library could not otherwise afford through its operating budget.

Proposal Summary:

The Chester County Library Trust is requesting \$3,000 to fund the Foundation Information Network, which includes databases for grantees, grantors, and private scholarships; training for 2 full-time staff, and the tools and resources to provide one-on-one training offerings for customers, webinars and quarterly programs for non-profits. There were approximately 250 organizations served in 2018.

If Capacity Building Proposal, the focus is:

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

Annual Budget

\$<5% of endowment annually (\$62,645 in 2018)

<input type="checkbox"/> 87.5 % of budget for program expenses	<input type="checkbox"/> 53 # of Full-Time Equivalent Paid Staff
<input type="checkbox"/> 11.5 % of budget for administrative expenses	<input type="checkbox"/> 6 # of Board Volunteers
<input type="checkbox"/> 1.0 % of budget for fundraising expenses	<input type="checkbox"/> 161 # of Active Non-Board Volunteers
<small>100 % total</small>	<input type="checkbox"/> 17,236 # of Volunteer Hours

Top 3-5 funding sources:

- Private donors
- Private Foundation grants
- Corporate grants

Grant Amount Requested from the Community Foundation: \$3,000.00

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Chester County Library Trust, a 501(c)(3) organization, was established in 2007 to aid, assist and promote the development of the Chester County Library (CCL), its Henrietta Hankin Branch, and the services CCL provides as the District Center Library. The Chester County Library Trust helps bridge the ever-widening gap between traditional funding sources and community needs.

As a District Center, the Chester County Library provides centralized services, resources, materials and databases to all 16 member libraries, and all 500,000+ residents of Chester County. We pride ourselves on the capacity and community building initiatives we have built in partnerships with many organizations. Some recent distinctions include:

In August 2019 the Chester County Library was recognized by PA Forward as a Gold Star Library. To achieve the Gold Star designation, the Chester County Library has demonstrated a commitment to helping citizens improve their quality of life and provided programs to enhance five identified key literacies, essential to success: Basic, Information, Civic & Social, Health and Financial.

The Chester County Library partners with the OIC (Opportunities Industrialization Center), a nonprofit dedicated to providing free adult basic literacy, education and life skills that prepare individuals for employment leading to economic self-sufficiency.

In 2018 the Chester County Library was selected to participate in the Harwood Institute's *Turning Outward Initiative*. The result of this partnership is a series of community conversations which impact the resources and services we provide to our community.

The Jacobs Technology Center was launched in 2018 to provide Microsoft and technology training, Virtual Reality and podcast equipment, STEM and coding programs.

In 2018 the Chester County Library recorded 583,655 visits, and offered 2,315 free programs with 57,312 attendees. Our 161 volunteers served 17,236 hours.

2. Funding Request

The Chester County Library Trust is requesting funding to continue to provide The Funding Information Network (FIN) of the Foundation Center of New York. FIN is a database which we purchase annually. The Chester County Library is the only provider of this database in Chester County, and one of only 2 in the tri-state area which provides this service. The Free Library of Philadelphia is the next closest facility. As a FIN provider, the CCL offers the following programs free of charge, to any visitors:

Foundation Directory Online!: A searchable database which provides accurate and comprehensive information on US grantmakers and their grants. You can search based on subject, geography, grant type, type of support, trustee names, and many other fields. This database is updated weekly.

Foundation Grants to Individuals Online: Database of funders that provide scholarships and fellowships.

Grantspace: Site which allows access to free trainings, resources and webinars on all aspects of finding and writing grants.

Training Sessions: one-on-one training is offered by our Reference staff, at any time, to anyone requesting training.

In 2018, the Chester County Library logged 6,483 searches in the FIN database. We partner with the United Way, Chester County Community Foundation, and the Exton Regional Chamber of Commerce in offering grant-seeking programs and meeting space to non-profits in Chester County. Quarterly program offerings in 2018 included *Introduction to Finding Grants*, *Meet the Grantmakers*, and *Speed Dating for NPO's*. Approximately 200 members of various non-profit organizations attended these programs. An additional 40-60 people per year are trained through one-on-one sessions. Program attendees are from all areas of nonprofits, including food banks, private and charter schools, museums, after school programs, camps, social services organizations and emergency responders.

The cost of the FIN database, along with training, programs, and materials continues to increase. Our grant request of \$3,000 will assist in defraying these costs in order to continue to offer the FIN database, one-on-one training sessions, group trainings, and corresponding programs and services.

- **Description of key initiatives**

The Chester County Library's Strategic Plan includes five key initiatives:

- 1) Provide 24/7 Access
- 2) Lifelong learning support
- 3) Equal access for all community members
- 4) Increased Community Engagement
- 5) Support Business Development and employment

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

According to the Foundation Center, there are a record number of private and corporate foundations which fund nonprofits in the United States. Concurrently, there is a record number of non-profits in Chester County. The Funding Information Network, along with programs and training sessions, is the first step toward matching grant seekers with grant funders. The training sessions and programs we provide enhance the opportunities for success in identifying and applying for grants.

FIN programs provide resources and access to non-profits, and foster entrepreneurship, employment and community engagement. Non-profits are connected with other organizations to connect, share experiences, collaborate and ask questions.

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

There are a record number of non-profits in Chester County right now, all vying for the same funding resources. Access to the FIN resources, databases and training will result in an increase in the desirability for Chester County as a business and non-profit location; long-term success of

local non-profits; and increase in the marketability of the Chester County workforce, marketplace, and services provided by these non-profits.

The FIN database is a sought- after resource for non-profits in our community, as evidenced by the number of users, searches, individual training sessions, and attendees at our training sessions, programs and forums. Our patron feedback is overwhelmingly positive.

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

Our program attendance, number of database searches and questions addressed by our reference department are all tracked and reported on a monthly basis. Surveys will aid in determining the success and interest in these and future programs.

- *For capacity building grant proposals:*

- *How will this capacity building initiative impact your nonprofit?*

The Chester County Library strives to be a community center for all patrons. The FIN network will allow us to continue to collaborate with such organizations as United Way, Chester County Community Foundation, and the Exton Chamber of Commerce in providing access to funders to all nonprofits in Chester County. We are building capacity not only for the library, but for the community by becoming a partner in the financial self-sufficiency of local non-profits. Providing the FIN database, employee training and paid staff will allow the CCL to continue to provide the services as outlined in our 2019 Strategic Plan: Access; Lifelong learning support; Equal access for all; increased community engagement; support of business and non-profits.

- *How will this impact be measured?*

The impact on local non-profits and individuals is measured by tracking data. The CCL maintains monthly tracking results on database use, program attendees, and assistance provided to patrons by our reference department. Post-program surveys are used to determine participant satisfaction.

- *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.*

Expected Activities: FIN database access to all visitors, free of charge. Access to certified trainers 7 days/week during library hours, one-on one training, quarterly programs, webinars, and community (nonprofit) events.

Timeline: January-December, 2020.

Cost: \$3,000