

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: Community Warehouse Project
Address: P.O. Box 218
West Chester, PA 19380

Phone: 484 473 4360

Website: www.communitywarehouseproject.com

Year Incorporated: 2017

FEIN: 61-1658782

Executive Director/CEO Name: Glenda Brion

Executive Director/CEO E-mail:

glendabrion@mac.com

Board of Directors Chair Name: Glenda Brion

Primary Contact Name: Glenda Brion

Primary Contact E-mail:

gbrion@communitywarehouseproject.com

Has your nonprofit ever applied to the Community Foundation? Yes ___ No x Not Sure ___

Has your nonprofit ever received funding from the Community Foundation? Yes ___ No x 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

x 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: The Community Warehouse Project of Chester County (CWP) serves primarily individuals and families in need who are homeless or are at-risk for homelessness. The population receiving services provided by CWP is diverse ranging from veterans, youth transitioning out of the foster care system and women/children escaping domestic violence. CWP also provides assistance to those who have experienced personal or physical tragedy such as fire, unemployment or illness.

Mission: CWP has a mission to *provide household goods and furniture to Chester County individuals in need – at no charge.*

Proposal Summary: CWP is requesting funding in the amount of \$5,000.00 to support the Organization's general operating expenses including a portion of costs associated with transporting furniture and household goods to clients.

If Capacity Building Proposal, the focus is:

___ Mission, Vision & Strategy ___ Governance & Leadership ___ Strategic Relationships

___ Fundraising & Development ___ Technology Other: x ___ Operations ___

Annual Budget <u>\$115,770</u>	<u>1</u> # of Full-Time Equivalent Paid Staff
<u>.54</u> % of budget for program expenses	<u>6</u> # of Board Volunteers
<u>.40</u> % of budget for administrative expenses	<u>20</u> # of Active Non-Board Volunteers
<u>.06</u> % of budget for fundraising expenses	<u>1,920</u> # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources:

William S. Latoff Charitable Foundation - \$10,000 in 2019

Fundraiser – “Big Hearts Event” March 2019 - \$54,000

Rotary Club of West Chester - \$2500

Grant Amount Requested from the Community Foundation: \$5,000.00

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

History:

The Community Warehouse Project of Chester County (CWP) is a mostly volunteer run Organization founded by Executive Director Glenda Brion in 2017. The Organization's primary purpose is to fulfill an UNMET need in the community by providing donated furniture and other household goods at no charge, to individuals and families transitioning out of homelessness. Other populations served by CWP include youth aging out of the foster care system, women escaping domestic violence situations and veterans. The Organization also assists Chester County residents experiencing personal or physical tragedy due to fire, flood, illness or unemployment. This is the ONLY agency in Chester County to provide this service.

CWP operates out of two warehouses currently provided in-kind by E Kahn Development Company for storage of furniture and household items donated to the Organization. CWP works with community partners and agencies who identify and refer eligible clients in need to the Organization's two warehouses located in Downingtown and in the Borough of West Chester. Clients referred to CWP have the opportunity to visit one of the 20,000 square feet warehouses at scheduled times to select furniture and other household items they need. CWP uses volunteers to sometimes deliver items to clients' homes but we must also contract with moving companies for the deliveries. Many families have no transportation available to take their furniture home. Since 2018, the Organization served more than 150 individuals and families in need annually.

CWP has an annual budget of \$115,770 which includes in kind costs of \$62,370 per year for warehousing of donated furniture and household goods, \$35,000 per year of the Executive Director's Salary and \$30,000 per year for two drivers to transport furniture from donors. Currently volunteers are asked to give their time and use of their vehicles for this purpose. Other annual budgeted expenses include \$10,000 for fund-raising, insurance, office supplies and other operating expenses.

Goals:

Grant funding received from the Chester County Community Foundation will contribute to assisting CWP in achieving the following goals:

1) Increase the Organization's capacity to serve 30% more clients by December 31, 2020.

Baseline: 150 clients

Target: 200

2) Increase the number of paid staff to support the Organization's daily operations and activities from 1 to 3 by December 31, 2020.

3) Increase philanthropic support from individuals, corporate partners, and foundation grants.

Key Achievements:

CWP is proud of the Organization's achievements in the following areas since 2017:

-Expanding from one to two warehouses where eligible clients can visit to choose furniture and household items.

-Establishing partnerships with 37 human services agencies in Chester County who refer clients in need to CWP for services. The referrals received through these collaborative partnerships continue to demonstrate the tremendous need for the services provided by CWP.

-In the past year, CWP enhanced the Organization's data collection and evaluation systems to improve services provided to the populations served.

Distinctiveness:

CWP is currently the only Organization in Chester County that is addressing the need for providing furniture and household items to individuals and families transitioning out of homelessness as well as those experiencing poverty and other severe life challenges.

2. Funding request

• Description of key initiatives

CWP requests \$5,000.00 through this funding opportunity to cover general operating expenses including a portion of salary and fringe benefits of the Executive Director who is currently working as the Organization's only staff. The Executive Director reports to the Board and is responsible for all aspects of daily operations at CWP including recruiting and supervising volunteers, conducting intake of clients, data collection and evaluation, fund-raising, generating program reports, soliciting donations and coordinating pick up of donations and delivery of furniture/household items to clients.

The funding will also enable CWP to hire subcontractors for picking up donations and delivery of donated items to clients. These functions are key to the continued success of CWP and the vital services the organization provides.

• Specific needs and issues to be addressed

Since most CWP clients do not have access to transportation for picking up the furniture they select from the warehouse, the Organization offers delivery free of charge, with the help of volunteers. In addition, CWP also uses volunteers to pick up donated items since many of the donors have no way to transport the furniture to the warehouse. Volunteers are not always available for delivery and pick up service, which is a crucial aspect of CWP's operation. Without designated staff available, CWP is often unable to meet the needs of clients or secure donated items from donors. Hiring appropriate staff responsible to carry out these functions will improve CWP's effectiveness in meeting the needs of the clients served. Having designated staff in place will increase the Organization's capacity to achieve goals of serving more clients in Chester County.

Due to the overwhelming need and demand for this unique service provided by CWP, there has been a tremendous number of requests for furniture. Thanks to the community response, there has also been a tremendous amount of furniture donations offered to CWP. Along with managing 10 to 20 volunteers per week, meeting with clients and case workers, responding to emails and phone calls, the Executive Director spends approximately 30 hours per week operating CWP. Funding from the Chester County Community Foundation will enable CWP to expand the Executive Director's role to a full time compensated position. Funding for these general operating expenses will contribute to CWP's growth and sustainability as a much needed Organization in the Chester County community.

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

CWP is entering into its third year of operation as the only Organization in Chester County that provides this unique service to individuals and families who are working to rebuild and create a home. The pent up need for this service is evident by the number of individuals referred to CWP from community partners who view this Project as the only resource available for many of their clients. As the Organization continues to grow, the need for a full time compensated Executive Director and other paid staff is critical to increase the Organization's reach and capacity to serve more children, adults and families in need.

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

Impact and results will be demonstrated through CWP achieving the goals of serving 30% more clients by December 31, 2020. The Organization eventually plans to expand its current staffing plan from 1 to 2 paid staff to support administrative and programmatic activities of the project.

Attachments:

As required, CWP is including a copy of the Organizations 501 (c) 3 federal tax exempt letter, a list of Board of Directors with their affiliations and an itemized organizational operating budget.

CWP has not completed an audited financial statement since the Organization did not have any revenues in the previous year. The program is currently supported by in-kind donations and volunteers.

CWP does not currently have a strategic plan in place. The Organization's governing board is in the process of developing a strategic plan. The plan will be available by December 31, 2020.

