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.
- All Community Foundation Funds accept this grant application form.

**Proposals submitted by nonprofits will be considered for 2 types of grants:**

<table>
<thead>
<tr>
<th>1) FIELD OF INTEREST &amp; DONOR ADVISED FUNDS</th>
<th>2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>◊ Proposals received <strong>any time throughout the year</strong> are eligible for funding consideration from the Foundation’s Field of Interest Funds &amp; Donor Advised Funds. Grant <strong>awards</strong> typically range from <strong>$500 - $7,500</strong>.</td>
<td>◊ The goal of the Community Foundation’s capacity building grantmaking is to <strong>strengthen the effectiveness of nonprofit organizations serving the Chester County region</strong>.</td>
</tr>
<tr>
<td>◊ Grant decisions are made <strong>intermittently</strong> throughout the year, as Fund Advisors desire. Proposals are <strong>electronically shared</strong> with Fund Advisors to assist them in making grant decisions.</td>
<td>◊ Capacity building proposals received by <strong>September 15</strong> annually will be eligible for this special grant initiative.</td>
</tr>
<tr>
<td>◊ <strong>General operating</strong> grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.</td>
<td>◊ Capacity building projects should strengthen a nonprofit, in areas including:</td>
</tr>
<tr>
<td>◊ Grants <strong>focus on Chester County</strong> causes and issues, but <strong>are not limited</strong> to Chester County.</td>
<td>◊ Mission, Vision &amp; Strategy</td>
</tr>
<tr>
<td>◊ Grants may be made to charitable nonprofits working in <strong>all fields of interest</strong> including arts, culture and humanities; education; community improvement; environment; religion; health; and human services.</td>
<td>◊ Governance &amp; Leadership</td>
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<td></td>
<td>◊ Strategic Relationships</td>
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<td>◊ Fundraising &amp; Development</td>
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<td></td>
<td>◊ Grant <strong>awards</strong> range from <strong>$500-$5,000</strong>.</td>
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<tr>
<td></td>
<td>◊ NPO’s with budgets $750,000 or less preferred</td>
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<td></td>
<td>◊ Grant monies are distributed by <strong>February</strong>.</td>
</tr>
<tr>
<td></td>
<td>◊ Nonprofits must be <strong>located in and serve Chester County</strong> to receive a grant from this special initiative.</td>
</tr>
</tbody>
</table>
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 and the Grants Committee.
  - The electronic form is available at [www.chescocf.org](http://www.chescocf.org).

- Per IRS regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification, cannot be individuals
  
  - **E-mail proposals are strongly encouraged to** [grants@chescocf.org](mailto:grants@chescocf.org)
    - Receipt will be confirmed by e-mail.

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or [grants@chescocf.org](mailto:grants@chescocf.org) if you have any questions. Thank you.
I. Chester County Community Foundation
Grant Proposal Summary Sheet

Date: 9/10/19

Contact Information
Organization Name: The Garage Community & Youth Center (Kennett Square & West Grove)
Address: 115 S. Union St. Kennett Square, PA 19348  Executive Director Name: Kristin Proto
Phone: 610-444-6464  Executive Director E-mail: Kristin.proto@garageyouthcenter.org
Website: www.garageyouthcenter.org
Year Incorporated: 2001  Board of Directors Chair Name: Scott Walker
Primary Contact Name: Kristin Proto  Primary Contact E-Mail: Kristin.proto@garageyouthcenter.org

Has your nonprofit ever applied to the Community Foundation?
Yes X  No__  Not Sure__

Has your nonprofit ever received funding from the Community Foundation?
Yes X  No__  Not Sure__

_X_ Donor Advised Fund(s)  __X_ Fund for Chester County  ____Don't know/Not sure

Field/s of Interest:
___ Arts, Culture & Humanities  ___ Environment/Animal Welfare  __X_ Education
___ Health  ___X_ Human Services  ___ Religion

Organization Information:
Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
Southern Chester County – Primarily the Greater Kennett Square and Avon Grove areas.

Describe Population Served and Annual Number of People Served: The Garage serves students in grades 6th through 12th in the Kennett Consolidated School District and the Avon Grove School District. The Garage serves approximately 500 students annually. Of these students, 74% are Latino, 6% Black, 10% Mixed-Race and 10% White. Many of our students come from economically depressed households with parents who work long hours and face numerous language and cultural challenges. Numerous students lack the home academic support needed to overcome these challenges because the majority of their parents do not speak English and have not completed their own secondary education. For 48% of students, neither parent graduated from high school. A large volume of our students come from financially disadvantaged households, 86% of our students are eligible for free or reduced lunches. The students who come to The Garage face substantial struggles and are looking for support to navigate through complex issues such as domestic violence, dysfunctional homes, addiction, desire to drop out of school, self-mutilating behaviors, teen pregnancy, peer pressure related to drugs/alcohol/sex, language barriers, and peer/familial discouragement regarding academic achievement.

Mission: To empower youth to pursue their potential academically, relationally and spiritually.

Proposal Summary: The Garage Community & Youth Center respectfully requests $5,000 for capacity building funding directly related to the development and implementation of an updated database system.
**II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE**

1. **Organization’s history, goals, key achievements and distinctiveness**
   The Garage Community and Youth Center is an after-school program located in Kennett Square and West Grove whose mission is to empower youth to pursue their potential academically, relationally, and spiritually. The Garage originated in Kennett Square and was a literal vacant car garage until 2001, when a local business leader and youth pastor envisioned its roof sheltering something far more valuable than vehicles. By 2010 the Kennett Garage was serving over 300 students a week, with more than 100 students making their way from the Avon Grove School District. Because of the demand and popularity of the Garage services, we located another garage, raised funds in the community, and with the help of our many generous partners, opened the doors to our second facility located in West Grove in 2011.

   The Garage has established a strong report in the community, which is demonstrated through high enrollment, vast volunteers, diverse donor base, and extensive community partners. The Garage is open free of charge, year round, to middle and high school students in Kennett Square and West Grove. Over 500 students pass through our doors each year with an average of 60-80 attending daily. The programs provide the support and resources necessary for young people to make positive life-decisions and to enhance the total educational experience of at-risk youth who are disenchanted with school or isolated from their community. Garage students learn how to persevere through difficult or uncomfortable situations, how to engage in empowering rather than self-destructive behavior and in general, how to achieve success in a society that puts a high value on education and technological know-how.

   In the 2018-2019 school year, The Garage served 556 individual students and benefitted from the help of abundant community volunteers. We are pleased to report our most recent evaluations show the following outcomes for students who actively participated in our after-school program throughout the 2018-2019 school year: 91% of seniors graduated from high school, 78% of students earned a C average or higher in all core subject areas (Math, Science, English, History), and 91% of parents reported their student found a new spark or passion. Through the use of pre and post program survey administration, The Garage can report the following updates in student success: the sense of community students felt rose from 86% to 91%, the 74% of students who felt motivated increased to 89% by the end of the school year, and the amount of students who had a career goal jumped from 69% to 83% and Garage students collaboratively contributed to 1,932 Community Service hours.

2. **Funding request:**
   The Garage Community & Youth Center respectfully requests $4,989.60 of Capacity Building support for the development and implementation of an updated database system. This amount is the full cost of this Capacity Building request.

   **A. Specific needs and issues to be addressed**
   The Garage Community and Youth Center is an organization that is rich in programming, diversity, and community. The student attendance at both locations has increased in past years, the 2018-2019 school year saw over 550 students walk through the doors. With these high volumes of students, all with specific needs and information, the Garage seeks to improve its system of cataloguing and accessing collected information. Currently, The Garage utilizes “Apricot”, a database provided by Social Solutions. The system itself was built by a third-party consultant to be customized to the specific needs of the organization and our programs. At this time, all student demographic information, program curriculum, attendance, volunteer information, and hours. The implementation of an updated database system would provide a platform to the staff to create a centralized point of reference of information for all
students. The Garage’s main focus is the success of the students, and it is imperative to ensure that the data that is collected and logged works in favor of the students and their needs.

An updated database system would create a structure that is not only for staff use, but a system that works for the benefit of the students. The Garage collects release forms at the beginning of each school year that include basic personal information, but also specific details of a student’s needs such as emergency medical information, transportation needs, language preferences, and academic information such as report card release and family educational background. At the Garage, we use this information to create the most successful environment for each student who passes through the doors. The use of a more modernized database system will allow the Garage to efficiently access this information for daily programming needs and tailor it for each student and work as a catalyst for future organizational and programming growth. As a collective whole, the system would also work as a platform to collect the individual data and synthesize it into large-scale organizational reports without the use of a manual report having to be produced. The running and analysis of reports allows the Garage to reflect on data that is linked to its students and therefore report back to funders, apply for additional grants, and give an account to the public. The Garage is constantly seeking improvement and ways to better the organization as a whole, a mission that an updated database system would accelerate and make possible.

The staff is currently working with a basic version of the database system and has begun to familiarize themselves with the navigation and features of the site. The Garage staff would benefit greatly from additional training from the platform staff and the ability to have additional features added, additional pages built, and assistance from platform staff when needed. Further, the current system does not have the capacity to capture donor information and financial information. An updated system would also include a custom-built portion to include funder information. The need for this is great because it provides our development staff a more stream-lined guide for donor development, appreciation, solicitation, and stewardship.

B. Organizational impact if initiative is undertaken

Financial support of The Garage’s improved database will help to produce the following outcomes:

- Students data will be documented in an increased efficient and manageable manner
- Students will be able to have their information accessible by all staff members in a centralized location
- Reports run and managed will be able to assist in future program planning
- Reports run and managed will be able to assist in the future of grant writing and monetary allocations
- Staff will have the ability to manage student and organizational information with less time away from students
- Staff will have the ability to cross reference all data entered and support each other on a higher team level
- Database will continue to grow in volume and will be a point of reference for all staff across both Garage locations creating continuity between both centers

i. How will this grant enhance your organization’s capacity?

The Garage is a name known amongst the community that is ever growing and changing to meet the needs of our student population. With the expanding student numbers, growth of programming, and analysis of data, an updated database system would provide efficient cataloguing of all records that the Garage requires to run proficiently and continue to expand and serve the community. As more and more students utilize the Garage’s after-school program, it is critical that we ensure adequate data and database supports to manage program activities, train staff, and manage our growing volunteer and student base.

ii. How will this increase in organizational capacity be measured?

An increase in organizational capacity will be measured by assessing if there is a growth in student data successfully logged in the database, the use of modernized data will increase grant allowances, and that the quality of programming even further increases and expands with the use of cataloguing and staff program training via the database.

C. Activities to implement the initiative. Please 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.
The Garage implements the following activities to achieve their goals:

- **Create a centralized location for all student and program data**: The Garage provides a wide range of programming to its students, each program unique from the other. The distinctiveness of each program plays to its own strengths, but it also creates an opportunity for isolation within data collection. The updated system would serve as a platform where all programming and student data can exist in the reach of all staff members. Programs would be able to inspire, collaborate, and reflect with each other by being centralized in a modernized platform.

- **Run large-scale organization reports**: The individually collected data serves a purpose on its own, but it also serves as pieces that come together to create a singular report. Reports can be specified through the use of database programming and can be tailored to assist or support any informational need the organization may have. The ability to run data reports for all data logged between both centers will allow for total cohesion and access for all staff. In addition, the data reports run will serve as tools for future grant writing, analysis of program growth, and opportunities to report back to funders and the general public.

- **Redistribute time and efforts of staff**: The modernization of a database system would allow for once manual tasks to become instantly streamlined through the use of the database programming. Reports that once were entered with staff time and effort can now be entered and analyzed in a fraction of the time. The ease of the tasks that are built into the updated system creates an overall more effective environment for staff to work and therefore gives more time for program planning and other general responsibilities.

3. **How impact and results will be demonstrated**

The Garage administers pre and post program surveys and works with the schools to track student’s academic progress and graduation rates. Information collected is used to measure the success of our program and to continuously refine and improve our services. Organizational impact is publicized via our Annual Reports (at conclusion of fiscal year) and Impact Reports (at conclusion of School Year). Staff efforts for administrative work will be minimized as the database will be able to provide electronic and automatic results in a fraction of the time. Staff will have the ability to focus efforts on students, programming, and future development. In addition, staff across both centers will be able to work at a higher level of cohesion due to the uniform nature of the database and the information input. The Garage also relies on the efforts and presence of a large volunteer and mentor population. Communication will be able to increase in this network between staff and volunteers and keep the relationships built growing strong and even grow the volunteer network in years to come.

The Garage will be able to demonstrate successful use of the database and its features not only through personal relationships between as staff, students, and volunteers, but also through its financial relationships. The database will provide more detail to reports and data, encouraging more strategic methods of fundraising. As a non-profit, the Garage relies on financial partners and sponsors within the community. The ability to create more partnerships and expand upon these relationships is imperative. The Garage will be able to use the reports generated to self reflect on past years and seek to be even better and stronger for its students. Improvements can be made to programming, attendance, finance, and staff relationships all based on data logged and reported within the new platform.
In addition, The Garage would like to share a student success story with you to demonstrate our impact in the community:

Grant is a 14-year-old, rising freshman at Kennett High School. Grant felt like he spent too much time at home and needed something after school that would be both fun and help him with his homework, so he started attending the Kennett Square Garage early in the 2018-2019 school year. Grant has become a part of a tight group of friends at The Garage; affectionately referred to as “The Breakfast Club”. These friendships have helped him become more confident and comfortable with expressing himself. Programs like the monthly self-care workshops at The Garage teach him the importance of expressing himself rather than bottling things up. These skills have helped him learn to better manage his stress which, in turn, allows him to better focus on his grades. Grant is also a regular attender of Boys Program and always has valuable insights and ideas to share with the other students. He has grown into a comical and sincere student, and we at The Garage are excited to see Grant continue his growth this school year, especially as he begins his transition to high school.

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.

If Philanthropy Network of Greater Philadelphia’s Common Grant Application is used, the Community Foundation’s Summary Sheet MUST accompany application. Available at [www.chescocf.org](http://www.chescocf.org)

E-mail completed proposals to [grants@chescocf.org](mailto:grants@chescocf.org)
Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or [grants@chescocf.org](mailto:grants@chescocf.org) if you have any questions. Thank you.

**Chester County Community Foundation**

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