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 9/10/2019

Contact Information
Organization Name: Oxford Educational Foundation Executive Director/CEO Name: Dr. Ray Fischer
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Executive Director/CEO E-mail: rfischer@oxfordeducationalfoundation.org
Phone: (717) 947-0075
Board of Directors Chair Name: Steve Roberts
Website: www.oxfordeducationalfoundation.org Primary Contact Name: Dr. Ray Fischer
Year Incorporated: 1994 Primary Contact E-mail: same as above FEIN: 23-2774066

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__
__ 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 ___ Human Services ___ Religion

Organization Information:
Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
The Oxford Educational Foundation serves students in the six Oxford Area School District’s schools in southern Chester County.

Describe Population Served and Annual Number of People Served: The Oxford Educational Foundation with approximately 115 volunteers serves approximately 625 students in the Oxford Area School District in a mentoring, tutoring and classroom volunteer program. In addition, the OEF provides competitive professional grants for faculty that will fund innovative programs. In 2018-19 sixteen faculty members received professional grants that ranged between $250 and $1500. The impact of these grants affected approximately 2340 students.

Mission: The mission of the Oxford Educational Foundation is to enhance the quality of education in the Oxford Area School District by providing a mentoring, tutoring and classroom volunteer program for the students and providing professional grants to the faculty that encourage the development of innovative programs.

Proposal Summary: The Oxford Educational Foundation (OEF) is a non-profit that provides mentors, tutors, classroom volunteers, and grants to teachers in the Oxford Area School District with the services of two part-time employees and an active Board of Directors. We currently have a website that is ~20 years old that has been updated with some minor additions over the years. The address is: http://www.oxfordeducationalfoundation.org/index.htm As we grow and want to increase our visibility with volunteers and donors, we need to improve our web-based interactivity.

If Capacity Building Proposal, the focus is:
___ Mission, Vision & Strategy ___ Governance & Leadership ___ Strategic Relationships
___ Fundraising & Development X Technology ___ Other: ________________________________

Annual Budget $153,255
1 # of Full-Time Equivalent Paid Staff
71 % of budget for program expenses 15 # of Board Volunteers
26% of budget for administrative expenses 115 # of Active Non-Board Volunteers
3% of budget for fundraising expenses 3768 # of Volunteer Hours

Top 3-5 funding sources: Oxford Area Foundation, BB&T, CRES, First Resource Bank of Exton
Grant Amount Requested from the Community Foundation: $ 3,500

2-2019
Organizational History, Goals, Key Achievements and Distinctiveness

The Oxford Educational Foundation was formed in 1994 by a group of alumni, concerned parents, and educators, and was led by John Pittenger, former Commonwealth of Pennsylvania Secretary of Education. Mr. Pittenger was a resident of the school district and had a passion for the advancement of public education.

The mission of the OEF is to enhance the quality of education in the Oxford Area School District and contribute to the success of Oxford students. We do this by assisting the Oxford Area School District in the enhancement of education with respect to, but not limited to, the at-risk student population. Our mentoring/tutoring program is designed to augment the classroom work with additional study assistance. Tutoring provides an adult to guide the student, and improve their performance in school. Tutoring provides assistance in specific subjects. We seek to supplement the students’ studies by bringing together the Oxford community human resources and the public education system. To date we have approximately 110 volunteers who are mentoring and tutoring students and are volunteering in an assistive role with teachers.

The goal is to increase the number of volunteers to 150 in the next three years in order to provide the number of student contacts with volunteers and students. The OEF’s Volunteer Coordinator, collaborates with volunteers, school counselors, teachers, and administrators to identify the needs of students and match them with the most appropriate mentor or tutor. The evaluation of the 2017-18 school year found that 83% of the parents who responded to the survey as a positive influence on the students in the program. Ninety-six percent of the faculty who responded saw a positive effect for the students.

For the past eleven years, the OEF has been recognized as an Educational Improvement Organization by the PA Department of Community and Economical Development. Achieving this status allows our foundation to solicit and accept donations from businesses who in turn receive favorable PA income tax credits up to 75% depending on their level of donations. In the year of 2018-19, we received donations in the amount of $19,500 from businesses which enabled the OEF to fund Project Reel which is an innovative collaboration between the Oxford Area High School Chemistry Department and Ohio State University and Early College Academy a collaboration between Cecil College and Oxford Area High School, Robotics a program in grades 2 thru 12 with approximately 175 student participating. Lastly, a recent approval of a program entitled Band to Orchestra (Strings) will be added to the music program which will allow the OASD School band programs to become orchestras.

2. Funding Request

Description of Key Initiatives

Mentoring, Tutoring and Classroom Volunteers

The Mentoring and Tutoring Program serves students of the Oxford Area School District. Mentoring is provided for students who have been identified as at-risk by school counselors and teachers. Volunteer mentors meet one-on-one with at risk students weekly, either during the school day, or immediately after school. Mentoring addresses the social and educational needs across the curriculum, to improve the academic performance of the student. The volunteer tutors work one-on-one, or with small groups of students, to master the material covered in class. In the elementary schools, some tutors work with every student in a class to review new material or to read, and other tutors work with the Response to Intervention students. Tutoring in the high school is provided for students whose teachers and school counselors have identified as needing additional assistance in a particular subject, and the sessions are typically one hour per week. The tutors communicate regularly with the teacher, and follow the approved school curriculum. This year we have been collaborating with the Lighthouse in providing volunteers to the after school program, specifically during Homework Help.

Professional Grants for Faculty

The OEF provides professional grants ranging from $250 to $1500 to the faculty of the OASD. This program was established to stimulate innovative ideas to enhance a teacher’s classroom activities. These fresh new ideas and program pilots, when tied to the educational goals of the school district, are often key catalysts for student improvement and achievement. Proposals are accepted four times during the
school year. These proposals are reviewed by the building administrator and district administration to ensure that they coordinate with the curriculum. They then are reviewed by the OEF Special Projects Committee to assess how it supports the mission of the Foundation, the number of students to be served, and whether it can be replicated by other teachers.

In addition, the Foundation receives a proposal from each school building on an innovative project they are working on or would like to initiate. This grant is called the John C. Pittenger grant, named after its founder and first president. In the past, grants were given for creating Butterfly Gardens, STEM and STEAM Classrooms, Breakout Kits in grades 1 and 2 and for the program on anti-bullying called Rachel’s Challenge

Leaving a Legacy Endowment

In the spring of 2017 the Board of Directors of the OEF decided that a portion of the accumulated endowment funds would be placed with the Chester County Community Foundation. This decision was part of the overall Leaving a Legacy program to grow the endowment. The Board wanted all potential donors to know that the funds would be professionally managed. An additional part of the arrangement was the ability of the CCCF to provide ongoing assistance to the OEF to expand their role as a nonprofit organization. Beth Briglia, the Vice President of Philanthropy Services, met numerous times with the OEF Ways and Means Committee and during several community roundtables during 2018 and 2019. Beth continues to meet with the OEF Board to share how each Board member can play a part in growing the Foundation and the Endowment. As of June 30, 2019 the OEF has approximately $597,000 in their Leaving a Legacy Endowment Program. This is an approximately $40,000 increase over last year. The goal is one million dollars by 2026.

Specific Needs and Issues to be address

The OEF is in need of a website Refresh and Redesign. The OEF’s Website Adhoc committee has identified specific needs and issues that need to be addressed in order for it to be redesigned and refreshed. They are:

a. A **Who We Are** space that includes bios and photos of Board members and Staff and a history of the OEF
b. A **How You Can Help** space that describes volunteer opportunities for mentor, tutors and classroom helpers that supports an Application Form and a Sign-up sheet and Reporting Hours Form
c. A **Donor** that supports on-line donations in general and for specific events and **Supporters** space that describes and thanks EITC Funders, Business supporters and Super donors
d. A **News** space that reports on Grant Awards, Grants received, Scholarships awarded and RSVP awards
e. A **Professional Grants** space that describes the Grants and supports an on-line Application Form and an on-line Assessment Form
f. A **Members** space that supports an on-line Application form and Members news
g. A **Contact Us** space with mail, email and telephone info
h. Creation of a linked QR Code
i. Creation and listing of domain name emails for Executive Officers
j. A space for links to the school district and other associated websites

C. Capacity Building Grant Proposals:

**How will this capacity building initiative impact your organization?**

As the organization grows we want to increase our visibility with volunteers and donors, by doing this we will need to improve our web-based interactivity. The impact of this website redesign and refresh will impact the OEF in the following ways:

- Increase the number of volunteers for our programs
- Improve ease of modification and maintenance so that OEF designee can do minor additions and changes
- Create mobile friendly design
- Increase the number of donors and improve ability to donate online.
- Improve usability
- Integrate web data to our CRM (Little Green Light)
D. How will this impact be measured?

The website will enhance the capabilities of those who are interested in knowing more about the OEF and would be interested in volunteering or providing financial resources will do so with ease. We will be able to measure the amount of traffic we would be receiving from this refreshed website.

Description of the expected activities: timeline and costs to implement the initiative

The OEF ad Hoc Committee on the OEF website has met this past summer to develop its purpose, process, reviewed existing website and determined “wants or needs”. The committee has sent out nine RFP’s. Those RFP’s are due for submission by October 11th. The OEF will provide the approved Company/consultant with: Data and photos for the spaces; Information on our use of Little Green Light CRM; List of information needed for on-line forms; A point of contact for questions related to this work. We will also request in the proposal that addresses the requested services the following: Estimated number of hours to perform the work, and the hourly rate; credentials of the person(s) who will perform the work; references for this type of work or other websites they have created; recommended web builder; any exceptions to the list of Requested Services. We will take the following aspects into consideration when selecting the winning company: Client references, Understanding demonstrated by the proposal, Cost and experience

The goal is to have board approval by the end of the year with full implementation beginning no later than June 2020. With hopeful grant approval in February, 2020 we will be able to begin the process. We are projecting the approximate cost up to $5,000 in consulting fees for this project. Once we evaluate the proposals we can give a firm dollar amount.

Why is important to fund now

We are celebrating our 25th Anniversary and feel that much has been accomplished in those 25 years. We are at a point that we need to up our game in sharing our good news to the community and surrounding. One of the ways to accomplish this goal is to refresh our OEF website.

3. How impact and results will be demonstrated

With a refreshed OEF website it will allow us immediate results in the amount of traffic we would be receiving. We may see increased volunteerism. Our goal is 150 volunteers by the end of 2021.

We may see increased on line donations and an increase in our Leaving a Legacy Endowment Fund. We will also will be link to other non-profit organizations and most especially to the Oxford Area School District. Most important, we will be able to share the stories of the OEF—mentor and mentee, tutor and student, classroom volunteer in the classroom working with a group of students, a scholarship recipient, etc