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](http://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.chesocf.org

Date September 15, 2019

Contact Information
Organization Name: Tick Tock Early Learning Center
Executive Director/CEO Name: Karen Ammon

Address: 1694 Baltimore Pike, Avondale, PA 19311
Executive Director/CEO E-mail: karen@ticktockelc.org

Phone: 610-268-8134
Board of Directors Chair Name: Catherine Britt

Website: ticktockelc.org
Primary Contact Name: Karen Ammon
Year Incorporated: 1964
Primary Contact E-mail: karen@ticktockelc.org

FEIN: 23-1646698

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
x Health ___ Human Services ___ Religion

Organization Information:
Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Kennett Consolidated School District and Avon Grove School District, serving the following communities: Avondale, Chatham, Kennett Square, West Grove, Landenburg, Toughkenamon, Lincoln University, Oxford

Describe Population Served and Annual Number of People Served: Tick Tock serves up to 98 students from 12 months to 14 years. Ninety Eight percent of our students come from low income families and 72% are from Spanish speaking families, many with little or no English language skills.

Mission: Our mission is to prepare children from working families for school and life in a loving and supportive environment at affordable rates.

Proposal Summary: Tick Tock is requesting a grant of $5000.00 for help to develop our fundraising skills and further development of the strategic relationships formed during our capital campaign, and for grant writing assistance to help diversify our funding sources and decrease our reliance on any single source outside of government subsidies and parent fees.

If Capacity Building Proposal, the focus is:
___ Mission, Vision & Strategy ___ Governance & Leadership x Strategic Relationships
x Fundraising & Development ___ Technology Other: __________________________
<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage of Budget</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Expenses</td>
<td>83%</td>
<td>21 # of Full-Time Equivalent Paid Staff</td>
</tr>
<tr>
<td>Administrative Expenses</td>
<td>14.6%</td>
<td>11 # of Board Volunteers</td>
</tr>
<tr>
<td>Fundraising Expenses</td>
<td>2.4%</td>
<td>30+ # of Active Non-Board Volunteers</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100’s # of Volunteer Hours</td>
</tr>
</tbody>
</table>

**Top 3-5 funding sources**: Government subsidies, client fees, grants, contributions

**Grant Amount Requested from the Community Foundation**: $5000.00
II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Tick Tock Early Learning Center was founded in 1964 by a group of women who saw a need in their community and were determined to fill it. What began as one preschool classroom of seven children has grown over the last 55 years hand in hand with its community, and today we serve over 130 children annually in six full-time classrooms and a before and after school program for our elementary and middle school age children.

Tick Tock ELC is a child care center and preschool program serving up to 98 children daily, 12 months through 14 years of age. Our Center is open Monday through Friday, 7:00 am to 6:00 pm year round. We assist working families by providing high quality, reliable, educational child care at rates they can afford. Our rates are determined on a sliding scale based on income and family size which means hard-working families have access to excellent child care and preschool services that help prepare their children for success in school and beyond.

Our Center is licensed and inspected by the Pennsylvania Department of Public Welfare, inspected and certified by the Chester County Health Department, and reviewed and designated as a STAR 4 Program by the state of Pennsylvania’s Keystone STARS Quality Assurance Initiative – the highest rating possible. Only 5-6% of programs achieve a STAR 4 designation and almost all are private, for-profit, or corporate centers. Tick Tock’s achievement is a point of pride in our community.

We prepare our preschool children to succeed in kindergarten and throughout their school career by teaching basic skills with an emphasis on school readiness in an English language immersion program. We present theme-related activities in a stimulating hands-on learning environment linked to the Pennsylvania Early Learning Standards. Our program is safe, supportive, and nurturing. Our curriculum, Funshine Express, is designed to foster growth across all the domains of child development including cognitive, social-emotional, daily living, language, and gross and fine motor skills.

Specifically, our program activities include literacy, math, science, art, music, water play, and dramatic and imaginative play. Our facility offers classroom computers, a literacy center, state of the art STEM curriculum, and multiple safe and engaging outdoor play yards. We currently have four bi-monthly programs on top of our regular curriculum and activities: Yoga, Mini Mindfulness, Music & Me, creative movement, and instrumental music theory. We strive for a balance of structured and free-choice activities, individual and group instruction, and active and quiet listening lessons. Our daily schedule includes two nutritious meals and a healthy snack time, all prepared from scratch, on site, at no additional cost to families. We provide a Homework Assist Program and tutoring for our before and after school students (kindergarten through eighth grade) that support and extend their elementary and middle school curriculum. Throughout the year we hold special events including free vision screening, two free dental health clinics, and performances and programs from local storytellers and magicians. Each year we offer parents a Back to School Event, Parent-Teacher Conferences, a Family Social Event, as well as parent education, newsletters, and outreach.
Our 11-12 week Summer Camp program is one of the few low-cost options for parents endeavoring to maintain their government-sponsored child care subsidy while public school is not in session. Our Summer Camp program includes field trips to local sites of interest such as the Brandywine Art Museum and The Land Conservancy’s Bucktoe Creek Preserve. We host numerous visits from local educators and entertainers from nearby museums, nature centers, art and music collectives, science programs, and more. Special events include holiday parties, picnics, a carnival, a 4th of July parade, Tick Tock’s Got Talent Show, and visits from a moon bounce and Kona Ice Truck!

2. Funding request

- Description of key initiatives
- Specific needs and issues to be addressed
- Why it is important to fund this now
- How impact and results will be demonstrated

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

This past spring Tick Tock (with the help of CCCF!) successfully completed its Capital Campaign, “Building Brighter Futures,” and we anticipate breaking ground on construction within the next 4-6 weeks. With the funds raised from our community we are building a new classroom and learning center, upgrading and expanding our kitchen facilities, attending to deferred maintenance issues, and setting aside funds for continued development of our educational programs. We believe that the exposure of our program to the community and the relationships Tick Tock developed during the campaign can be integral to continuing and increasing our operating funding in the future. Our board believes it is critical for us to work on further developing these relationships as well as new connections that may be made through these contacts. Our current Board of Directors consists of members of the community from a wide variety of backgrounds and areas of expertise; however, guidance with developing a long term plan to further our connections with the community and increase our fundraising capacity is key to the continuation of our mission. Our goal would be to develop a plan that could be used in the short term to accomplish this, as well as providing a structure for future members of the board and staff to build our fundraising and development capacity.

In addition, part of the funds would be used to increase our grant writing capacity and identify new sources of income. Our largest grant historically comes from the United Way of Southern Chester County. This year we received approximately $20,000 less than last year due to their overall decreased revenues. This brought a realization that we needed to increase and diversify our sources of grant revenue so that we are not as dependent on one source in the future. We have identified an experienced grant writer who specializes in grants available in this area for educational and child-centered programs. While our Executive Director does the grant writing with some assistance from the board, expertise in identifying new grants, and some assistance initially with writing specifically for those grants, could serve to increase our grant revenue from a more diversified base.

- How will this impact be measured?

The requested funds will be used in two capacities - for increased development activities and for increased grant applications. The impact will be measured directly by comparing past years’ revenue derived from our annual campaign and fundraisers (excluding the one-time capital campaign) with the
annual results following implementation of a development plan and strategic relationship building activities. Additionally, results from increased grant writing can be calculated directly by comparing the cost of external grant writing services with the revenue generated from those grants.

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.

Attached please find two consultant proposals: 1) Sylvia&Carter&Associates for development and fundraising consulting and 2) Sarah J. Daniels for identifying and writing grants.

Tick Tock would use the services of Sylvia&Carter&Associates to expand our fundraising capacity, including developing the relationships started during our capital campaign and using those to further expand our donor base as well as structuring a development plan going forward to improve our regular fundraising activities including our annual campaign and annual fundraising event. The groundbreaking for our Building Brighter Futures project will begin shortly. Concurrent with the project are a number of opportunities for us to contact our campaign donors and further strengthen our relationships with them. In the short term there is an immediacy to this undertaking and a unique opportunity during this window to accomplish this. In the long term we would use this experience and further guidance by our consultant, to develop an overall stronger and more focused development strategy that will impact our regular annual revenues. We anticipate expending $3,500.00 in the next 12 months to accomplish this.

Our additional grant writing capacity will also be measured in a 12 month time period initially. Development of a calendar of possible grants is key to this undertaking. We would look to the external grant writer to first help us develop a 12 month calendar of grants whose criteria we fit and subsequently applying for those grants. Once that calendar is developed and we have experience writing for the new grants identified, we would anticipate that costs associated with an external grant writer would decrease substantially. After that 12 months we would look to use the grant writer only to identify new grants periodically and guide us through our first application. The attached proposal calls for a maximum of 25 hours per month at a rate of $75 per hour; however, after discussions with Ms. Daniels we anticipate an average monthly cost for the next 12 months to be $300-$375.

Our current fiscal year budget includes $2500 for development activities. We also hope to exceed our budgeted fundraising goal for our annual Golf Outing, which may allow us to slightly increase that development budget. Together with a grant from CCCF we would have enough to accomplish the goals set forth in this proposal and increase our fundraising capacity as well as our grant requests and rate of success.