

## 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](mailto:grants@chescocf.org)**. Receipt will be confirmed by e-mail.
- Please contact Grants Administrator Kevin Baffa at (610) 696-8211 [grants@chescocf.org](mailto: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](http://www.chescocf.org)

**Date** 9/13/19

### Contact Information

Organization Name: West Chester Friends School  
Address: 415 N High St, West Chester, PA 19380  
Phone: 610-696-2839  
Website: wcfriends.org  
Year Incorporated: 1836  
FEIN: 23-1690347

Executive Director/CEO Name: Brian Fahey  
ED E-mail: bfahey@wcfriends.org  
Board of Directors Chair: David Wickard  
Primary Contact Name: Pam Sapko  
Contact E-mail: psapko@wcfriends.org

Has your nonprofit ever applied to the Community Foundation? Yes  No  Not Sure   
Has your nonprofit ever received funding from the Community Foundation? Yes  No  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  Human Services  Religion

### Organization Information:

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served):

Chester County

### **Describe Population Served and Annual Number of People Served:**

Playschool through Grade 5 (ages 3 - 11); 150 students

### **Mission:**

The West Chester Friends School mission is to build upon the strengths of the School's tradition and philosophy in order to:

- meet the needs of our children
- celebrate those talents that are within each of our students
- develop the whole child through a comprehensive educational program

We stress the importance of self-discipline, community responsibility, respect for the dignity of all people, and the settling of differences through peaceful means.

### **Proposal Summary:**

West Chester Friends School (WCFS) seeks funding to provide for a one-day professional development training session for our teachers in Singapore Math. WCFS has been using Singapore Math materials for five years. Singapore Math ranks at the top in international math testing and is a widely adopted program that has become more of a standard, including in Chester County. It is a curriculum that requires patience and consistency of teaching. In order to ensure fidelity with the program, we wish to hire a Singapore Math trainer to come to the school for an in-service training during 2020.



## 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

Founded in 1836, West Chester Friends School (WCFS) was established in accordance with the Friends' long-standing concern for education. The School is in the heart of West Chester on historic Quaker Hill, its four buildings nestled between the West Chester Monthly Meeting House and the Hickman Home. As the oldest continuously operating school in the borough, WCFS maintains an important place in Chester County's rich history and vibrant present.

#### Goals

WCFS's mission is to build upon the strengths of the School's tradition and philosophy in order to:

- Meet the needs of our children
- Celebrate those talents that are within each of our students
- Develop the whole child through a comprehensive educational program.

Dedicated exclusively to the education of children in preschool through fifth grade, WCFS provides students with the essential foundation they require to become lifelong learners, contributing members of their community and citizens of the world. Children are prepared for lives of impact and caring leadership through an enriched, experiential curriculum taught in the context of Quaker values, including integrity, service and stewardship.

Diversity is at the heart of the WCFS experience, bringing broad access and connection to the School's program and community. We welcome families of all faiths and affiliations to our school community and we find that a school populated by children from a variety of cultural, religious and socioeconomic perspectives creates a rich learning environment that is beneficial for everyone.

#### Key Achievements

WCFS students consistently performs strongly on achievement tests, meeting and exceeding scores from independent and high performing public schools.

WCFS alumni lead lives of impact and caring contribution, taking with them the Quaker values they were steeped in at WCFS, the skills they need for creative collaboration and conflict resolution, and a sense of responsibility to the community. They enroll in a great variety of middle and high schools, colleges and universities. Alumni have become writers, musicians and physicians, social workers, teachers, actors, attorneys, accountants and even a train conductor. They own businesses and are also public servants; practicing their professions internationally and in their hometown communities.

The school has 25 teachers with a student: teacher ratio of 6:1 (the national average is 13:1). The average class size is 15 students (the average in Pennsylvania is 21.2). 65% of our faculty members have advanced degrees. 75% of our families participate in a Flexible Tuition Program, providing an average of \$5,000 support per family.

WCFS is accredited as a private academic school by the Pennsylvania Association of Independent Schools (PAIS), the agency chartered by the Department of Education to accredit independent schools across the Commonwealth. Full-scale evaluations occur every ten years and include an extensive self-study and an evaluation by a visiting team of education professionals based on over 100 standards. WCFS's last evaluation was completed in 2017-2018.

### Distinctiveness

WCFS is an independent Quaker elementary school, focusing exclusively on the Preschool through Grade 5 student population. WCFS students learn in the context of Quaker values, including respect for one another, self-discipline, peaceful conflict resolution, and responsibility to the community.

Children are taught an enriched, preparatory curriculum, supported by the arts and technology. Our innovative curriculum includes: STEM studies, Makers Space, an early childhood outdoor classroom, interdisciplinary literature and history, music, Spanish, studio art and art history, mindfulness training, raised bed gardens, resident hens, an intergenerational program with the Hickman Home, and learning partnerships with West Chester University, the Kennett Symphony, Chester County Historical Society, and Echo Hill Environmental School.

Children attending WCFS enjoy learning in lively classrooms where teachers guide them through an enriched, integrated curriculum of language arts, social studies, science and math. Special areas of study include library, art, music, technology, Spanish, service learning, health and guidance, mindfulness, Quakerism, and physical education. After school activities include sports, makers, knitting, yoga, chess, running and fitness clubs, chorus, band, math and business clubs, dance, and strings. Students can also be enrolled in early and after school care.

WCFS is committed to ensuring that all members of the school community, including children, families, faculty, staff, and volunteers are accepted, included, respected, embraced, and celebrated. We improve WCFS through our diversity; inclusion is everyone's responsibility. Our graduates dependably say, "this is the school that you wish you had attended" or "this was the school that made the greatest difference in my life".

## **2. Funding request**

### **• Description of key initiatives**

Wishing to utilize the most effective curriculum possible, WCFS spent a year studying and testing different math curricula before selecting Singapore Math (<https://www.singaporemath.com/>) Singapore Math uses a Concrete, Pictorial and Abstract approach, focusing on intentional sequencing and mastery of concepts. At the basic level, concepts are presented first in a tangible way, then with visual representations and finally using symbolic modeling. Bar modeling is used as a tool to determine knowns and unknowns of a problem. In the fifth grade, students are modeling Algebra concepts that they will encounter in future grades.

Students leave school with a solid understanding of and confidence in math and have strong problem-solving skills that carry across multiple subjects, including science. Students learn how to represent problems and can articulate their reasoning with confidence.

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

WCFS has been using Singapore Math for five years. Singapore Math ranks at the top in international math testing and is a widely adopted program. It has proven to be an effective robust curriculum but one that requires patience and consistency of teaching. After the initial training we have not provided refresher classes and it is now time to do so in order to maintain the integrity of instruction and adherence to the curriculum. In order to ensure fidelity with the program, we wish to hire one of Singapore Math's contracted trainers to come to the school for a one-day professional development training session for our teachers.

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

It is important to fund this professional development workshop in 2020 for two primary reasons. We have used Singapore Math for five years so refreshed instruction will be helpful to ensure that we are maintaining fidelity with the program. Over time, some teachers have changed the grade level that they instruct, and new teachers have been hired, some without prior experience with Singapore Math.

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

At each grade level, students exhibit competence in using the Singapore Math process by demonstrating use of its concrete, pictorial and abstract tools. Students can reason through word problems. Although students don't always love bar graphs, they can use them to figure out problems.

- *For capacity building grant proposals:*

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

WCFS commits to providing meaningful professional development opportunities for our faculty. It is important for teachers to stay current with research and trends. Professional development contributes to instructors' career growth, reinvigorates veteran teachers, and contributes to positive morale and staff retention for the school.

Several teachers attended noteworthy professional development workshops during the summer of 2109. Our fifth and fourth grade teachers traveled to South Carolina for a week-long training in the World Peace Game. A second-grade teacher was immersed in a week-long reading workshop seminar at the Bank Street College of Education in New York. Our science teacher attended a week-long workshop on the Responsive Classroom, an evidence-based approach to teaching and discipline that focuses on engaging academics, social-emotional learning, and building a positive community. A first-grade teacher will take a Foundations of Reading course at the Academy of Manayunk this fall.

In addition to individual enrichment opportunities, it is important to provide group training opportunities, such as this request, so the teachers can reinforce the information between one another within the small school setting.

- *How will this impact be measured?*

Although students take the Educational Records Bureau tests every year, the impact of this training will be primarily anecdotal. Brian Fahey, the Head of School, and formerly a math teacher at Wilmington Friends School for nearly two decades, talks to the teachers on a regular

basis to see how it is going and helps clear any obstacles if there are any. He also sits in and observes students in math classes and provides feedback to the teachers if needed.

- *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.*

We anticipate a one-day training during an in-service day during the spring. A regional trainer will come to the school, teaching first and second grade teachers in the morning and third through fifth grade teachers in the afternoon. Singapore Math contracts with third party trainers ([https://www.singaporemath.com/Professional\\_Development\\_s/238.htm](https://www.singaporemath.com/Professional_Development_s/238.htm)). We will likely contract with one of more local trainers, from NJ or NY. The anticipated cost is \$2,300 for the trainer, including one overnight stay, and breakfast, lunch and snacks for all the participants.

### 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 proposals to [grants@chescocf.org](mailto:grants@chescocf.org).** Receipt will be confirmed by e-mail.
  - Please contact Grants Administrator Kevin Baffa at (610) 696-8211 [grants@chescocf.org](mailto:grants@chescocf.org) with questions.

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

*Chester County*  
COMMUNITY FOUNDATION

## WHAT IS CAPACITY BUILDING?

**Capacity building helps bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.**

Capacity building may include (but is not limited to) projects which address:

- **MISSION, VISION & STRATEGY**  
Organizational Assessment - Strategic Planning - Financial Planning
- **GOVERNANCE & LEADERSHIP**  
Board Development - Executive Transition/Succession Planning - Leadership Development - Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS**  
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT**  
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development - Marketing, Branding & Communications
- **OPERATIONS**  
Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements

Capacity Building Grants have been used to fund:

- Strategic plan development
- Technology enhancements, including website design; donor tracking software; computer hardware
- Marketing plan & marketing materials development
- Financial management and internal control system improvements

- **E-mail proposals to [grants@chescofc.org](mailto:grants@chescofc.org).** Receipt will be confirmed by e-mail.
  - Please contact Grants Administrator Kevin Baffa at (610) 696-8211 [grants@chescofc.org](mailto:grants@chescofc.org) with questions.