

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 created donor advised funds. \$2.2+ million is granted annually to nonprofits in Chester County and beyond.
- All Community Foundation Funds accept this grant application form.

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

1) FIELD OF INTEREST & DONOR ADVISED FUNDS

- ◇ 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.

2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE

- ◇ 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 by **September 15** annually will be eligible for this special grant initiative.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations and Technology
 - Fundraising & Development
- ◇ Grant **awards** 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 special initiative.

- 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.

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 Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescocf.org if you have any questions. Thank you.

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 2/01/20

Contact Information

Organization Name: Arts Holding Hands and Hearts, Inc.
Address: 805 Nathan Hale Drive, West Chester, PA 19382

Phone: 484-883-2367
Website: www.AHHAH.org
Year Incorporated: 2013

Executive Director Name: Jan Michener
Executive Director E-mail:
Jan@artsholdinghandsandhearts.com
Board of Directors Chair Name: Richard Dowgun
Primary Contact Name: Jan Michener
Primary Contact E-mail:
Jan@artsholdinghandsandhearts.com

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):

AHHAH focuses its efforts in Chester County primarily in Coatesville, Kennett Square, West Chester and Downingtown.

Describe Population Served and Annual Number of People Served

Our programs focus on children, families and educators in marginalized communities who have been impacted by trauma and stress associated with poverty and Adverse Childhood Experiences (ACE's). We provide classes to over 400 children and families in Head Start centers in Coatesville, Kennett Square, West Chester and Downingtown. We also provide weekly programs to youth in the juvenile justice system at the Chester County Youth Center. Additionally, AHHAH spearheads the PULL (Pop Up Lending Library) Campaign. That campaign began in Coatesville in 2015 to provide books to every child in Coatesville. That campaign was extended to Kennett Square in 2017 and expanded significantly in 2019. We have over 100 indoor and outdoor PULL Stations and have collected and distributed over 95,000 books since the inception of the campaign.

Coatesville is our home base. We partner with Coatesville Head Start at the Gordon Early Literacy Center where many of our classes are delivered. Coatesville is the poorest town in the richest county in Pennsylvania. 40% of the youth at the Chester County Youth Center are from Coatesville.

According to a 2017 City-Data poll, the population of Coatesville is 13,123; males – 6,188, females – 6,938; Estimated median household income - \$44,279; 31.5% of residents live in poverty which is 60.3% greater than the poverty level of 12.5% across the entire state of PA. Poverty in families in Coatesville – 36.1% of children below poverty, Poverty among High School graduates not in families in Coatesville 28.8%, poverty who did not graduate from High School not in families in Coatesville 45.9%. Coatesville is 35.3% black alone, 13.7% white alone, 42.3% Hispanic, 35.0% two or more races, 26.7% other races.

Mission:

AHHAH’s mission is to empower children, strengthen families and mobilize communities through arts, literacy and mindfulness. AHHAH has been guided by our vision that every child in Chester County will have the tools and opportunities they need to achieve their highest compacity and close the gaps and inequities in education for children in poverty. We accomplish this through a trauma-informed plan that addresses the whole child and engages the full community around the goal of empowering its youth to break the cycle of poverty, illiteracy and low expectations. AHHAH leverages mindfulness, arts, and literacy enabling children, caregivers and educators to better manage stress associated with poverty and Adverse Childhood Experiences (ACEs). The plan involves all who touch the lives of children – families, schools and community – because we know that we cannot address the many challenges alone, that it takes a village.

Proposal Summary:

AHHAH’s Head Start Creativity and Calm Project provides trauma-informed mindfulness and arts programs to children, parents and teachers at Coatesville (C.C.I.U.) Head Start. The Coatesville C.C.I.U. Head Start preschool serves approximately 300 low-income students between the ages of 3 and 5 in the Coatesville Area School District. 2019, AHHAH expanded our services to provide pre-k classes in yoga/mindfulness, music/movement, and literacy weekly rather than monthly. In parallel, AHHAH is collaborating with Dr. Eleanor Brown, psychology professor at West Chester University and director of WCU’s Early Childhood Cognition and Emotions (ECCEL) lab. Dr. Brown is conducting a 3 - year longitudinal cortisol study of AHHAH’s combined arts and mindfulness curriculum at Head Start. This study will measure the efficacy of AHHAH’s programs to mitigate stress and enhance academic and emotional learning of children in poverty at the pre-k level.

AHHAH provides weekly classes in mindfulness, artistic expression (writing and drama), and nutrition to youth at the Chester County Youth Center (CCYC). CCYC houses a shelter for homeless and abused girls, a detention center for both boys and girls 10-18 years old and an Evening Report Center for court adjudicated males 10 – 18 years old. In 2020 AHHAH plans to implement a new Culinary Entrepreneurship program at CCYC that will teach skills in gardening, food preparation, retail/customer service and teamwork, money earned from this program will go into a “Restitution Fund” for youth. AHHAH spearheaded and operates a Pop-Up Lending Library (“PULL”) program in Coatesville, Kennett Square and other communities in southern Chester County. The program has distributed more than 95,000 books since its inception in 2015 and aims to make age-appropriate, language appropriate, and culturally sensitive books available to every child in the area.

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships
 Fundraising & Development Technology Other: _____

Annual Budget \$ 96,975 _____ 0 _____ # of Full-Time Equivalent Paid Staff
68.28 _____ % of budget for program expenses _____ 9 _____ # of Board Volunteers
26.04 _____ % of budget for administrative expenses _____ 25 _____ # of Active Non-Board Volunteers
5.68 _____ % of budget for fundraising expenses _____ 4000 _____ # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Chester County Intermediate Unit, Chester County Youth Center (Title 1),
PA Council of the Arts
Nancy and Mike Pia Foundation

Grant Amount Requested from the Community Foundation: \$ 10,000 _____

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Arts Holding Hands and Hearts (AHHAH) was founded April 2013 by Jan Michener, M.Ed. Our inaugural programs were trauma informed yoga classes and creative writing workshops at the Chester County Youth Center (CCYC). CCYC houses a shelter for homeless and abused girls, a coed detention center, and the Evening Report Center for court adjudicated boys. 40% of the youth who pass through CCYC are residents of Coatesville. AHHAH made Coatesville its initial primary focus to determine if the flow of children from low income communities into the juvenile justice system could be curtailed.

AHHAH uses multiple strategies – **Community, Arts, Literacy, Mindfulness (C.A.L.M.)** to mitigate the stressful effects of Adverse Childhood Experiences (ACEs) and poverty. Our programs engage youth in mindful and artistic initiatives that build resiliency and create pathways to productive and fulfilling lives. Our comprehensive impact plan addresses the whole child and engages the community around the goal of empowering its youth to break the cycle of poverty, illiteracy and low expectations. The plan involves all who touch the lives of children – families, schools and community.

AHHAH's programming is focused on multiple key childhood development stages.

Pre-K (Families, Caregivers and children up to age of 5)

- Head Start Story Time Yoga in 4 Chester County Head Start Centers
- Head Start Dance with Me creative movement and music classes in Coatesville
- Head Start Read to Me classes in Coatesville
- Head Start Reading Buddies in Kennett Square
- Story Time Yoga at Tick Tock

School Aged Youth

- Yoga and Mindfulness classes at the Chester County Youth Center
- Creative Writing and Expressive Arts Workshops at the Chester County Youth Center
- Nutrition and cooking classes at the Chester County Youth Center
- Culinary Entrepreneurship Program at the Chester County Youth Center (under development)
- Story Time Yoga with K-2 Chester County Family Academy
- Expressive arts program with children at the Domestic Violence Center in West Chester

Community Engagement

- **PULL (Pop Up Lending Library) Campaign-** 100 + indoor and outdoor PULL Stations, 95,000+ books have been collected and distributed since inception of Campaign in 2015. The PULL campaign involves many community partnerships including—public-library staff in Coatesville and Kennett Square; teachers and students at 16 schools where PULLs have been built and are located; Chester County Boy Scouts and Girl Scouts, residents at local senior-living communities and other NPO's who volunteer with us to build, paint and install PULLs and collect books to keep PULL Stations stocked
- AHHAH Reading Ambassadors – trained volunteers who read to children in Head Start
- Women's Gentle Yoga in Coatesville- donation based yoga classes at the Coatesville Library
- Professional Staff Development workshops for teachers, counselors and administrators.

Key Achievements:

- 2015 National Detention Centers and Alternative Programs award for our programs at CCYC
- 2016 a youth at CCYC won the 2016 Juvenile Detention Centers Alternative Programs National Poetry Contest for a poem written in an AHHAH workshop
- 2016 and 2017 **Justice Restored (1 and 2.0): A Series of Writings and Poems from Incarcerated Youth**, was published.
- 2016 “Heart with Service” award from the Kingdom Wives of New Life in Christ Church, Coatesville
- 2017 “Celebrate Literacy Award” Chester County Reading Association for PULL Campaign.
- 2019 completed first year of 3 -year research project (with Dr Eleanor Brown) to measure the efficacy of AHHAH’s mindfulness, arts and literacy curriculum.

AHHAH’s distinctiveness and goals for the future:

AHHAH offers children and caregivers tools to better manage the stress associated with ACEs so that they can lead more fulfilling and successful lives. Our asset-based trauma-informed programs provide children affected by ACEs tools to calm their minds, enhance self-awareness and self-regulation while building inter and intrapersonal skills needed to thrive and succeed in life.

AHHAH’s programs enhance children’s sense of agency. Exposing children to their own power to create and tell their story increases self-compassion and builds the self-esteem required for them to believe that change is possible. Participating with others in mindfulness exercises and storytelling, children learn empathy and cultivate caring communities.

AHHAH believes that challenges associated with ACEs need to be addressed with three highly integrated disciplines (mindfulness, arts, and literacy). AHHAH integrates these disciplines to help children and caregivers achieve a different understanding of themselves, their place in the world and their future.

2. Funding request

• Description of key initiatives for Fiscal Years 2020-2022

- Continue to provide our expanded weekly pre-k mindfulness, arts and literacy curricula and deliver it to the 300 students in the Coatesville Head Start. Collaborating with Dr. Eleanor Brown of West Chester University to complete her 3- year longitudinal “Creativity and Calm” study which measures the efficacy of AHHAH’s preschool curricula. The target completion date is June 2021
- Complete development of a replicable researched evidence- based pre-K arts and mindfulness curricula that can be implemented in Head Starts and pre-school programs nationwide.
- Expand the PULL (Pop-Up Lending Library) Campaign to ensure that every child in Chester County has access to books
- Implement a Culinary Entrepreneurship program at the Chester County Youth Center. Income generated through this program will go into the CCYC Restitution Fund that will help reduce costs associated with residents’ court fees and victim restitution costs, thus shortening their time in the juvenile justice system.
- Publish “Recipes 4 Change” which will contain both recipes, poems and stories created and written by youth at CCYC.
- Develop and deliver before and after-school mindfulness, arts and self-care workshops for teachers and parents at Coatesville Head Start, C.C.I.U, CCYC and other facilities and organizations serving children impacted by trauma.

Specific needs and issues to be addressed

Approximately 42% of children in the United States grow up in households classified as poor or low-income (U.S. Census Bureau, 2017). According to *Early Childhood Longitudinal Study, Birth Cohort*, the differences in proficiency levels of those living in poverty start as soon as a child is born. The prevalence

of early childhood trauma is difficult to establish but one study in the *Infant Mental Health Journal* (2014), 35 (6), 544-554, found that 70% of children endure three or more adverse childhood experiences (ACEs) by age 6. Trauma occurs more often in families facing financial hardships.

Poverty-related stress and trauma interferes with brain development, executive functioning, emotional regulation, cognition and behavior. The stress of caring for a young child who is a victim of trauma can negatively impact parents. Teachers are impacted by trauma when challenging behaviors lead to high-levels of stress -- in turn reducing their capacity to work effectively. A recent report of the National Research Council, *Transforming the Workforce for Children Birth Through Age 8* listed several strategies for reducing teacher stress, including training on self-care and mindfulness.

Why it is important to fund this now

AHHAH has a unique niche in that we believe **both arts and** mindfulness are necessary for the development of the whole child. There have been numerous studies on the impact of art programming with pre-k children, including Dr. Eleanor Brown's study with the Settlement Music School for the PA Council of the Arts, the findings of which were highlighted in Greater Philadelphia Culture's *2017 Agenda: Pre-K Arts and Culture*. The role of mindfulness in the development of the social emotional skills necessary for academic learning is now being widely researched.

AHHAH's unique value proposition is not simply offering art and mindfulness classes under a single umbrella. AHHAH's value is that we make mindfulness the foundation upon which everything else is built. Mindfulness enables children to calm their minds, focus their attention, control their emotions and build resiliency and self-esteem. It is not a "warm up" exercise prior to other activities; it is the basic building block upon which art and literacy education (and other disciplines) must be solidly built. AHHAH's programs allocate the appropriate time and attention to get the foundation correct.

With this foundation in place (and only when it is in place) the **arts** can elevate our children to a different level. The arts tap into children's inherent curiosity, their need to create, **play** and explore their individual gifts and strengths. Children learn best through experiential exploration. By creating art together, children develop the empathy and interpersonal skills necessary for creative and caring classrooms and communities. But this results only when children and their support network (teachers, parents and other caregivers) understand and use the methods for coping with trauma and thriving that are taught through effective mindfulness training and practice.

3.How impact and results will be demonstrated

Dr. Eleanor Brown's West Chester University's research team is measuring the efficacy of AHHAH's arts, mindfulness and literacy programs with pre-k children in poverty in 300 + children in Coatesville's Head Start. They are doing this through observation in classes, meetings with teachers, administrators, and parents and by using the data gathered in Dr. Brown's "Creativity and Calm" cortisol longitudinal study. At the Chester County Youth Center, AHHAH's efficacy is measured by recording attendance and participation in classes and by gathering feedback from the center's professional staff and administrators. The Culinary Entrepreneurship program at CCYC, (currently under development), will be measured by the number of children participating, the volume of products sold, the revenues contributed to the restitution funds, and the youth who choose to participate in the program once they are reintegrated back into their communities.

The efficacy of the PULL (Pop-Up Lending Libraries) Campaign is tracked by the number of libraries installed, the number of books collected and distributed and by feedback from PULL Ambassadors and Stewards of the PULL Stations.

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

E-mail completed proposals to grants@chescocf.org

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or 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.*

Chester County
COMMUNITY FOUNDATION

CAPACITY BUILDING GRANT PROPOSALS

“Capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.” *National Council of Nonprofits*

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

- **MISSION, VISION & STRATEGY:** Organizational Assessment; Strategic & Business Planning
- **GOVERNANCE & LEADERSHIP:** Board Development; Executive Transition/Succession Planning; Leadership Development; Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS:** Coalition Building; Collaboration; Mergers & Acquisitions; Strategic Restructuring
- **DEVELOPMENT:** Donor Identification, Cultivation, Development & Stewardship; Development Campaigns (Annual, Capital, Planned Giving, Major Gifts); 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 the following initiatives:

- **Strategic Analysis, Plan development and implementation**
- **Technology enhancements, including website design and development; donor tracking and development software**
- **Marketing Materials**
- **Development of Financial management and control systems**

Please note the following regarding the grant process at the Chester County Community Foundation:

Donor Advised Funds: Approximately 99% of the grants issued by the Community Foundation are through the generosity of the Fund Advisors who created donor advised funds. Approximately \$2.2 + million is granted annually to nonprofits in Chester County and beyond.

Capacity Building Grants: The Community Foundation has a pool of unrestricted funding to support capacity building initiatives. A separate grant proposal (using the same application format) must be submitted to be considered for a capacity building grant.

To inform donors of grant proposals that have been received by the Foundation, the grant proposal cover sheet and narrative are posted on the Community Foundation’s website with a link to the nonprofit’s website. Periodically, our donors are mailed a written list of all grant applications received, and directed to the grant proposal webpage so they can review active grant proposals. Community Foundation staff also discuss active grant proposals during donor meetings, when donors are interested in the causes served by the nonprofit.

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