Chester County
COMMUNITY FOUNDATION

The Lincoln Building
28 W. Market Street | West Chester, PA 19382
610/696-8211 voice | 610/696-8213 fax
www.chescocf.org

*Let your legacy
make a difference in
Chester County*

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)	FUND FOR CHESTER COUNTY CAPACITY BUILDING GRANTS (Due 9/15)
◊ 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.	◊ 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.**
- 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.chescocf.org

Date

Contact Information

Organization Name: Chester County Opportunities Industrialization Center (OIC)
Executive Director/CEO Name: Joyce Chester

Address: 22 N 5ᵗʰ Ave Coatesville, PA 19320   Executive Director/CEO E-mail: Joyce Chester
Phone: 610-692-2345   Board of Directors Chair Name: Kris Musselman
Website: www.ccoic.org   Primary Contact Name: Joyce Chester
Year Incorporated: 1979   Primary Contact E-mail: jchester@cc-oic.org
FEIN: 23-2122709

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 OIC serves all of Chester County.

Describe Population Served and Annual Number of People Served:
Chester County OIC provides education, work/life skills and case management programs to more than 500 low-income youth and adults annually. OIC developed education and work skills programs to address the needs of those with the greatest barriers to full-time, permanent employment, including:
• Veterans
• Youth and adults who did not complete high school
• Domestic violence survivors
• Ex-offenders and work eligible immigrants

Mission:
Our mission is to open opportunities for individuals to prepare for sustainable employment and financial independence through education, training and support services.

Proposal Summary:
OIC strives to meet the dynamically changing needs of the county and Coatesville communities by making our location comfortable for residents to drop in and speak with our professionals and by partnering with other reputable organizations who share our passion for improving lives. We have a few targeted areas for investment that directly benefit our students and our staff by encouraging them to provide value-added services.

If Capacity Building Proposal, the focus is:

___Mission, Vision & Strategy   ___Governance & Leadership   ___Strategic Relationships

___Fundraising & Development   ___ Technology   Other: _____

Annual Budget $ 1,380,421 per '19 FYE Audited FS   14 _____ # of Full-Time Equivalent Paid Staff

86.4 _____ % of budget for program expenses   13 _____ # of Board Volunteers

12 _____ % of budget for administrative expenses 75 _____ # of Active Non-Board Volunteers

1.75 _____ % of budget for fundraising expenses   13,850 _____ # of Volunteer Hours

100   % total

Top 3-5 funding sources:

Pennsylvania Department of Education

Department of Labor

United Way of Chester County and United Way of Greater Philadelphia and Southern NJ Foundations, including:

- Connelly Foundation
- Patricia Kind Family Foundation Aegon Transamerica
- KeyBank
- CCRES

Fundraising Events (2 events annually) and Individual, corporate and faith-based contributions.

Grant Amount Requested from the Community Foundation: $ $25,000_____

1. **Nonprofit's history, goals, key achievements and distinctiveness**
    Chester County OIC has provided free education and technical training programs to residents of Chester County since 1979. More than 15,000 low-income, at-risk individuals have benefitted from education programs since OIC opened its doors 38 years ago. Each year we evaluate our programs to ensure we are providing our students with the skills and knowledge they need to obtain permanent, "living wage" paying jobs in the regional economy. The long-term goal for all students is financial self-sufficiency.

    We are affiliated with OIC of America, started in 1964 by Reverend Dr. Leon Sullivan. Dr. Sullivan started OIC to address social injustice and discrimination. Dr. Sullivan promoted self-reliance through knowledge and education. Each year we work with more than 500 students who benefit from our programs. 90% of OIC students complete at least two education and work skills programs. In August of last year, we moved our education center and administrative offices to Coatesville. We purchased the building that formerly housed the Coatesville Senior Center, on 5th Avenue in the city. With some general modifications, we have transformed the building into a space that will meet our growing needs and is more centrally located to populations most in need of education and work skills programs. We have adequate space to co-host programs with partner agencies including Friends Association, Domestic Violence and others. Two Junes ago we received a state grant to develop a re-entry education and work/life skills training program for ex-offenders.

    We are in the process of transitioning our CNA program to a pre-LPN training program to facilitate the transition from CNA to the advanced nurse training. Students will continue to earn CNA certification and licensure and will have the added benefit of a solid base for the next education step in the healthcare field and at a much higher pay rate. We are working with regional nursing programs to create a smooth transition between programs and to waive LPN program application fees.

    Our facility includes a computer center where students have access to the full Microsoft suite of products and internet. Students use the computers to create resumes and conduct job searches. Having a computer center in our facility allows students to interact with faculty and staff as they work on their job search.

2. **Funding request**
    OIC Provides the following education programs:
    Description of key initiatives
    1. Adult Education
        i. English Language Learning
        i. Students represent more than 25 different languages
        ii. Adult Tutoring
        i. Both group and one-to-one tutoring, available to all students for all classes
        iii. Workplace English/Civics

          i. Focused primarily for work-eligible immigrants and those preparing for U.S. Citizenship
             a. 450 students participate in one or more adult education classes and/or workshop

2. Certified Nurse Training (CNA)
             a. 13 week course, offered 2-3 times annually, with 10-12 students per session
             b. Students learn health care basics, pass state exam and become licensed healthcare workers - 95% success rate. (Pass rate for the state exam has held at 100% for the past three years.)
             c. Students form a solid foundation for future education and advanced careers in the growing healthcare field (25% of students pursue LPN and other training programs)
             d. We are working with local technical colleges to transition the CNA certification to a pre-LPN program

3. GED Testing Center - in partnership with Chester County PA Careerllnk

4. Workforce Reintegration Program
             a. Career counseling and resume writing, interview skills and job search guidance for those with the greatest barriers to permanent employment

5. Professional Workshops (through West Chester Sunrise Rotary Academy)
             a. Resume development, interview skills and job search
             b. Workplace skills

6. Case Management
             a. One-to-One counseling with students to address individual challenges and to connect students to mainstream benefits

7. Job Fairs
    Each year we host 2-3 job fairs with local employers and our students

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

(Below excerpt from the feasibility study of Coatesville commissioned by OIC's board of directors)

Coatesville's local economy has struggled to keep pace with the broader county. As of 2015, 35.3% of Coatesville residents were living in poverty, versus 5.71% across wider Chester County.

- Coatesville makes up 2.63% of the county population but only 1.06% of its companies.
- 44% of Coatesville's population is White, versus 88% of Chester County.47% of Coatesville is African American, versus 6% in the broader populous. 46,276 foreign-born people in the county are making up over 10%of the Coatesville population.
- 78% of people in Coatesville obtained a high school degree, HS equivalency, or higher, versus 93% across Chester County. OIC's immediate focus is to bridge that 15% gap.
- Unemployment in Coatesville is 9.4%, versus 3.6% in the county (as of September 2015)
- Five times more people in Coatesville live below the poverty level compared to residents in the rest of the county.

Census Information as of 2010 (most recent available)		
Description	Coatesville	Chester County
Population		
Census 2010 Total Population	13,100.00	498,886.00
2016 Population Estimate (as of July 1, 2016)	13,064.00	516,312.00
2015 ACS 5-Year Population Estimate	13,152.00	509,797.00
Median Age	29.20	40.10
Number of Companies	521.00	48,950.00
Educational Attainment: Percent high school graduate	0.78	0.93
Total housing units	5,126.00	194,892.00
Median Household Income	34,716.00	85,976.00
Foreign Born Population	1,410.00	46,276.00
Individuals below poverty level	0.35	0.07
Race and Hispanic Origin		
White alone	5,874.00	440,588.00
Black or African American alone	6,209.00	30,146.00
American Indian and Alaska Native alone	-	533.00
Asian alone	89.00	22,803.00
Native Hawaiian and Other Pacific Islander alone	-	102.00
Some Other Race alone	471.00	5,646.00
Two or More Races	509.00	9,979.00
Hispanic or Latino (of any race)	3,064.00	35,579.00
White alone, Not Hispanic or Latino	3,434.00	412,444.00
Veterans	727.00	28,224.00

"Chester County is the 7th largest county in Pennsylvania. Phoenixville, West Chester, and Coatesville are its largest cities by population. In 2015, the median household income in Chester County, PA was $90,503, a 6.01% growth from the previous year. Also in 2015, there were 270,111 residents in Chester County, PA with jobs, a 1.29% growth over 2014.[1]"

- **Why it is important to fund this now –** Chester County OIC has always been responsive to the needs of low-income individuals who are working hard and committed to completing education and work skills programs that will prepare them for "living wage" paying jobs in the region. 90% of the students we work with face great challenges and barriers and do not have the resources to overcome these barriers on their own while trying to manage life and complete education courses. Programs are developed to be:
  - Short-term
  - Skill training for jobs in high-demand in the regional economy
  - Solid foundation for future education

A $25,000 grant will provide us funding for:
1. $7,000 - Personnel Costs – this will support an alternative van driver and Certified Nurse Aid (CNA) instruction staff
   a. With a grant from the PA Department of Community & Economic Development our agency was able to purchase a van to help mobilize our students when public transportation or other means aren't available. We would like to expand our taxi hours of operation to make sure our students are making it to job interviews, important events, family affairs, and critical life appointments. A number of our partner organizations like the Good Samaratin and the Senior Center have also inquired about a partnership to help their members get around.
   b. The CNA program is our keystone workforce development program. Our class size and how often to conduct we the 12–week program depend on demand. OIC is observing above average enrollment figures and needs to hire more staff to help get individuals trained and certified.

2. $3,000 Professional fees – this will support our Accounting and Development budget. Five extra hours per month from our partner Countryside Consulting will help to support our grant writing and fundraising programs.
3. $2,000 Program expenses – this would help cover text books, workbooks, and general classroom supplies.
4. $9,000 Equipment & Software Expenses – Chrome books for our TABE (a diagnostic test used to determine a person's skill levels and aptitudes) and GED practice testing locations.
5. $4,000 Travel and Transportation Costs – This would subsidize bus passes, tokens and gas passes for students (for training, interviews and 1st 2 weeks of employment). Included would be gas and maintenance for OIC van.

- **How impact and results will be demonstrated –**
  Student progress and outcomes are the guiding forces for OIC programs. We are focused on providing education and work skills that have a permanent impact on the students we serve, resulting in "living wage" paying jobs and financial self-sufficiency.
  Students complete an application and assessment when they enroll in OIC education sessions. Files are created for each student and include intake information, coursework progress and post-program results. The following database systems are used to track student performance: Chester County Client Information Management System (CCCIMS), EDATA (PA Dept. of Education System) and Commonwealth Workforce Development System. We work with local employers to place our graduates and rely on them for information on job readiness and performance. Local employer inputs help with future program planning. We conduct post-program follow-up to track student progress, including:
  - Employment in field of interest/study
  - Salary/wage information
  - Increase in job responsibilities or promotions
  - Benefits received (child care, transportation, housing, etc.)

  Sufficient information is gathered to measure program success.

- *For capacity building grant proposals:*
  - *How will this capacity building initiative impact your nonprofit?*
  - *How will this impact be measured?*
  - *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.*

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 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.

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

growing philanthropy
for good. forever.