

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 **Field of Interest** and **Donor Advised Funds** with **\$2.5+ million granted annually** to nonprofits in Chester County and beyond. **99%** of the grants issued by CCCF are made possible through the generosity of the Fund Advisors, who make grant decisions throughout the year.

Proposals submitted by nonprofits are considered for 2 types of grants:

Field of Interest & Donor Advised Funds (No Deadline)

- ◇ Grants **focus on Chester County** causes and issues, but are not limited to Chester County.
- ◇ Charitable nonprofits working **in all fields of interest** are considered for grant awards. (I.e. arts, culture, and humanities; education; community improvement; environment; religion; health; and human services)
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Proposals can be submitted **anytime throughout the year**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Grant **awards** typically range from **\$500-\$7,500**.

Fund for Chester County Capacity Building Grants (Due 9/15)

- ◇ For eligibility in this grant program, nonprofits must be **located in and serve Chester County**. NPO's with budgets of \$750,000 or less are preferred.
- ◇ The goal of CCCF's capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region**, in areas including:
 - Mission, Vision, & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations & Technology
 - Fundraising & Development
- ◇ Proposals must be submitted by **September 15** to be eligible for consideration.
- ◇ Grant **awards** typically range from **\$500-\$5,000**, with monies distributed by **February**.

- * All Community Foundation Funds accept this grant application form. An electronic form is available at www.chescocf.org.
- * **Email proposals to grants@chescocf.org**; Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative, and Attachments**. Proposals are shared electronically with Fund Advisors, Donors, and Grants Committees.
- * Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification and cannot be individuals.

Please contact Grants Administrator, **Kevin Baffa**, at **(610)-698-8211** or grants@chescocf.org with any 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 02/21/2020

Contact Information

Organization Name: Let's Get Ready
Address: 50 Broadway, 25th Fl., New York, NY 10004

Phone: 646-808-2766
Website: letsgetready.org
Year Incorporated: 1998

FEIN: 31-1698832

Executive Director/CEO Name: Lena Eberhart
Executive Director/CEO E-mail:
leberhart@letsdgetready.org
Board of Directors Chair Name: Jeffrey Waters
Primary Contact Name: Lena Eberhart
Primary Contact E-mail:
leberhart@letsgetready.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities Environment/Animal Welfare Education
 Health Human Services Religion

Mission: *Let's Get Ready* provides high school students from historically under-served communities and first-generation-to-college students with free SAT preparation, admission counseling and other support services needed to gain admission to and graduate from college. Services are provided by volunteer college students who also serve as role models and mentors.

Let's Get Ready envisions a future in which students from all socioeconomic backgrounds have the support they need to attain a college education.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
Upper Darby and Philadelphia.

Describe Population Served and Annual Number of People Served:

Annual Budget \$2,902,150 _____ # of Full-Time Equivalent Paid Staff
_____ 22 _____ % of budget for program expenses _____ 20 _____ # of Board Volunteers
_____ 75 _____ % of budget for administrative expenses _____ 52 _____ # of Active Non-Board Volunteers
_____ 17 _____ % of budget for fundraising expenses _____ 48 _____ # of Volunteer Hours
100 % total

Top 3-5 funding sources: Michael and Susan Dell Foundation

Is this grant proposal for: Capacity Building or General Operating ?

If Capacity Building Proposal, the focus is:

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

Grant Amount Requested from the Community Foundation: \$7,500 _____

Proposal Summary:

Let's Get Ready respectfully seeks a grant from the Chester County Community Foundation to support it's Philadelphia programs.

Let's Get Ready provides free SAT prep, admissions counseling, and post-enrollment mentoring to students from low-income backgrounds and who are first-generation-to-college. Our peer-driven program is administered by highly trained and highly effective college students who mentor younger students to and through college.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Founded in 1998, Let's Get Ready has reached more than 33,000 students with 11,000 committed and highly trained college coaches working in partnership with schools and community-based organizations from throughout the northeastern United States in diverse communities from Philadelphia to Maine.

Let's Get Ready's visionary approach is built on the philosophy that young adults have tremendous power to positively influence the lives of their younger counterparts. Let's Get Ready's coaches are current college students. As such, they understand on a deeply personal level the academic demands, financial constraints, and social concerns that become roadblocks for students on their path to earning a college degree. In short, our programs combine the passion, dedication, and drive of near-peer mentors with strategic guidance from a seasoned professional supervisor to ensure more students from historically underrepresented backgrounds secure a college degree.

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**

A college degree is directly connected with employability, lifetime earnings, health, family stability, and civic engagement. Unfortunately, the systemic complexities in the higher education pipeline make navigating the process of getting into college and continuing through graduation prohibitively challenging, especially for students who are from backgrounds traditionally underrepresented in post-secondary education. In recent years the enrollment gap between wealthy students and their lower-income peers has narrowed, but the college completion rates have not begun to equalize at the same rate. Students from low-income and first-generation backgrounds who enter college without the necessary academic and financial planning and social-emotional development often do not persist to graduation leaving college with debt and without a degree.

Let's Get Ready (LGR) steps in to provide consistent mentorship from the time students are juniors in high school, during the college application process, and through college graduation. Near-peer mentors, serving as LGR Coaches, foster students' connection to a college-going community and provide a supportive framework for the social and emotional development necessary for college success, including confidence, knowledge of self, decision-making, and belonging. Recognizing Chester County Community Foundation's commitment to improving educational outcomes for the young people of Philadelphia, Let's Get Ready seeks the opportunity to apply for a grant to increase our reach in this community.

Let's Get Ready has been serving students and partners in Philadelphia and surrounding communities for seven years to great impact. Last year we served 1,832 students in Greater Philadelphia through the three phases of the program, and this year alone will add 400 new students to this total. We know there is much more need for our services in Philadelphia -- LGR is currently serving only about 3% of high

school juniors in Philadelphia -- and intend to build a bigger footprint there by seeking new partners and expanding services.

Philadelphia's school district is struggling to recover from massive budget cuts that led to mass layoffs of schools counselors in 2013 and uneven funding means schools without wealthy parental involvement see ratios of 950:1. Though the city is working hard to restore levels of service, external support is needed given that only 55% of students are enrolling in college in the semester after high school graduation and we offer a cost-effective, quickly scalable solution to address this. With over 100 colleges and close to 350,000 college students studying in the Greater Philadelphia area each year, this college student-dense city is a very strong fit for our peer-driven solutions.

We plan to address this need, and capitalize on our current presence by expanding options for local partners. Historically, students served by Let's Get Ready had to enter the pipeline through our College Access program. This phase of our model is most difficult and expensive to scale, and has a strong focus on SAT preparation. These factors have limited our ultimate reach in Philadelphia, because the SAT-focused curriculum of the Access program isn't necessarily addressing the most critical need of every partner or student, but also because of the limits of our current organizational constraints. We are excited to offer students the opportunity to enter our continuum at each phase of the program depending on highest need and arrangements with partners. In short, we have the *capability* to serve the many more students who need college enrollment and persistence support in Philadelphia, but need to increase our *capacity*.

Success in this initiative will be measured by program enrollment, with the goal that Let's Get Ready will double the number of new students in Philadelphia receiving the high-quality, high-impact near-peer coaching critical for college success over the next three years.

We will measure the quality and impact of this program as we do for all of our programs: by tracking student-level engagement in the program and completion of curriculum-based milestones, social and emotional skill development through surveys, college enrollment and persistence, and ultimately, college graduation. We expect rates for these ultimate outcomes to continue to meet or exceed our Philadelphia-based results so far:

- 89% of Let's Get Ready's participants enroll in college after high school, compared to 69% of their peers nationally.
- 88% of persist from Year 1 to Year 2 of college significantly higher than the 74% of comparable groups nationally.

Preliminary graduation results for Let's Get Ready's first national cohort receiving College Transition and College Success services are very promising as a result. Of these students, 63% have graduated college in *five* years, which is well-above the *six*-year rate of 21% for students coming from a low-income background or who are first-generation-to-college.

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

