

GRANT PROPOSAL GUIDELINES

The Chester County Community Foundation *connects people who care with causes that matter, so their philanthropy makes a difference now & forever*. The Community Foundation is a collection of Field of Interest & Donor Advised Funds with **\$3.2+ million granted annually** to nonprofits in Chester County & 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 & 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, & humanities; education; community improvement; environment; religion; health; & human services)
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, & 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 & 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, & Attachments**. Proposals are shared electronically with Fund Advisors, Donors, & Grants Committees.
- Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification & cannot be individuals.

Please contact Portfolio 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: April 13, 2020

Contact Information

Organization Name: West Chester University Foundation
Address: 202 Carter Drive, West Chester, PA 19382

Phone: 610-430-4157

Website: wcufoundation.org

Year Incorporated: 2000

FEIN: 23-3054174

Executive Director/CEO Name: Chris Mominey

Executive Director/CEO E-mail:

cmominey@wcufoundation.org

Board of Directors Chair Name: John Baker

Primary Contact Name: Helen Hammerschmidt

Primary Contact E-mail:

hammerschmidt@wcufoundation.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: West Chester University Foundation (the "Foundation") was formed to promote the charitable, scientific and educational interests of West Chester University ("WCU" or the "University"), whose mission it is to be a community of educators that develops graduates to succeed personally and professionally and contribute to the common good. The Foundation achieves this by soliciting funds and other property, sponsoring programs, and managing contracts, in accordance with priorities established by the University.

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

Founded in 1871, the University is a comprehensive public institution located in West Chester, PA, and offers a diverse range of more than 200 undergraduate, masters, and doctoral programs in more than 50 fields of study. In addition to the main campus in West Chester, the University offers programs through its graduate center, the campus in Philadelphia, and online. Six colleges and two schools comprise the University: University College, Colleges of Arts and Humanities, Business and Public Management, Education and Social Work, Health Sciences, and the Sciences and Mathematics, as well as the Wells School of Music, and the Graduate School.

Describe Population Served & Annual Number of People Served:

The university enrolls more than 17,000 students with the majority residing in the Greater Philadelphia area and, in mainly, in Chester County. West Chester University is the largest member of the 14-institution Pennsylvania State System of Higher Education.

Annual Budget \$7,875,000

80 % of budget for program expenses

18 % of budget for administrative expenses

2 % of budget for fundraising expenses

100 % total

55 # of Full-Time Equivalent Paid Staff

25 # of Board Volunteers

40 # of Active Non-Board Volunteers

100 # of Volunteer Hours

Top 3-5 funding sources:

West Chester University
University Student Housing, LLC
Student Services, Inc.

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

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: (at donor discretion)

Proposal Summary:

Upon hearing the financial challenges that students and their families continue to experience due to the COVID-19 outbreak, numerous donors and sponsors of events that were cancelled due to the pandemic have made the decision to redirect their gifts to a [Student Emergency Aid Fund](#) that has been explicitly established to help students who have been impacted directly by the global health crisis. To date, nearly \$120,000 has been raised to support WCU students who are:

- o facing technology gaps that were previously filled through existing on-campus resources,
- o confronting unanticipated expenses due to reduced work hours,
- o experiencing financial aid and tuition payment difficulties, and
- o working through the new challenge of completing the semester remotely.

However, the number of applicants has nearly exceeded the amount of the fund, requiring us to request additional support from area residents, foundations and community organizations. Support in any amount will greatly impact the life of a WCU student.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Originally created in 2000 as The Fund for West Chester University, we are a PASSHE-approved, 501(c)3 non-profit organization dedicated to WCU — and driven by a culture of passion, respect, integrity, dedication, and ethics. The West Chester University Foundation was established to accept and manage gifts to drive student success and support the mission of West Chester University. While West Chester University is the sole beneficiary of the WCU Foundation, the Foundation functions independently under its own board of directors and pursues its own investment policies and portfolio management. West Chester University Foundation has raised millions to help WCU students thrive, lead, and grow. We fund scholarships, resources, and programs that support students so they can reach their full potential. The Foundation works with individual and organization-scale donors to make new scholarships and programs possible. And we work to make giving options clear to all donors so they know how their gifts impact initiatives they care about.

2. Funding request

• Description of key initiatives

Upon hearing the financial challenges that students and their families continue to experience due to the COVID-19 outbreak, numerous donors and sponsors of events that were cancelled due to the pandemic have made the decision to redirect their gifts to a [Student Emergency Aid Fund](#) that has been explicitly established to help students who have been impacted directly by the global health crisis. The Student Emergency Aid Fund will assist WCU students who are facing technology gaps that were previously filled through existing on-campus resources; confronting unanticipated expenses due to reduced work hours; experiencing financial aid and tuition payment difficulties; and who are working through the new challenge of completing the semester remotely.

• Specific needs & issues to be addressed

Despite a good start fundraising for this Emergency Relief Fund, there has been a significant number of applications in the first two weeks. Nearly 200 applications have been received with the average request of \$1000. Applications are vetted by the Office of Financial Aid to ensure that funds are going to those in need. At the current rate, the fund will be depleted very soon.

• Why it is important to fund this now

This fund was established in direct response to the Covid-19 pandemic which has shuttered the university and led to the cancellation of paid internships and summer jobs that would have been relied upon to financially support students' return to classes in the fall. Even more immediate are the needs of many who lack the technology to meet the demands of an all online curriculum. This fund will help students continue their education and not drop out for financial reasons.

• How impact & results will be demonstrated

Impact will be measured and demonstrated by the number of students who applied for funding and reenroll in summer and fall semester classes.

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 & financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year & 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.

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- **E-mail proposals to grants@chescocf.org.** Receipt will be confirmed by e-mail.
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*Connecting people who care with causes that matter,
so their legacies make a difference.*

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 & 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 & internal control system improvements

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