

GRANT PROPOSAL GUIDELINES

- We **connect people who care with causes that matter, so their philanthropy makes a difference now & forever.**
- We are a **collection of Field of Interest & Donor Advised Funds** with **@\$3.5M granted annually** to nonprofits in Chester County & beyond.
- **99%** of our grants are made by our generous Fund Advisors, who make grant decisions all 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 all year.**
- ◇ Grant decisions are made **intermittently** all 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 \$500,000 or less are given preference.
- ◇ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Partnerships & Collaborations
 - Operations & Technology
 - Fundraising, Development & Marketing
- ◇ 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.**

- Use this form @ www.chescocf.org to apply online for grants from all Community Foundation Funds.
- **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 and online with Fund Advisors, Donors & Grant Panels.
- Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification & 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 Panel Members & Fund Advisors.

Note: If Philanthropy Network's Common Grant Application is used, CCCF's **Summary Sheet MUST accompany application.**

To obtain an electronic version of this application, visit www.chescocf.org

Date 9/14/20

Contact Information

Organization Name: Bournelyf Special Camp

Address: 1066 South New Street, West Chester, PA 19382

Phone: 610-692-9027

Website: www.bscwc.org

Year Incorporated: 1989

FEIN: 23-2583691

ED/CEO Name: Richard Curth

ED/CEO E-mail: rcurth@bscwc.org

Board Chair Name: Lowe Parrish

Board Chair Approval (check here):

Primary Contact Name: Richard Curth

Primary Contact E-mail: rcurth@bscwc.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: The mission of Bournelyf Special Camp is to develop participants' abilities by helping them build confidence, improve social and communication skills, and become more physically fit through challenging, but achievable physical activities and by interaction with others.

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

Describe Population Served & Annual Number of People Served: Each year we serve approximately 125 children (ages 8-17), young adults (ages 18-25), and alumni campers (ages 26 and up) with mild to moderate intellectual and related disabilities -- primarily those with Down syndrome, Autism Spectrum disorders, and similar exceptionalities.

Annual Budget \$241,950 (expenses) _____ # of Full-Time Equivalent Paid Staff _____0____
 75.2 % of budget for program expenses 7 # of Board Volunteers
 15.9 % of budget for administrative expenses 100 # of Active Non-Board Volunteers
 8.9 % of budget for fundraising expenses 5,000 # of Volunteer Hours
100 % total

Top 3-5 funding sources: Lenfest Foundation, Connelly Foundation, Western Delaware Valley Lions Club, Rotary Club of Concordville-Chadds Ford, St. Peter & Paul Church, West Chester

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

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Partnerships & Collaborations

Fundraising, Development & Marketing Technology Other: _____

Grant Amount Requested from the Community Foundation: \$1,745

Proposal Summary: Our funding request is for a grant of \$1,745 to purchase a year-long subscription to the online fundraising software, DonorPerfect as well as online training for staff.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Bournelyf Special Camp (BSC) was established in 1980 as an outreach project of the Church of the Loving Shepherd in West Chester, PA and in 1989 became an independent 501(c)(3) nonprofit organization. Since its founding, BSC has served thousands of campers, many of whom still participate as members of the Camp family through the alumni programs and other social activities throughout the year. We are able to provide programming at an affordable cost to families, reduced further due to specific need and our goal is to never turn away a family who would benefit from participating in our programs.

Prior to COVID-19, Bournelyf annually offered a variety of programs to serve individuals with diverse needs and abilities. In a typical summer, over the course of 8 weeks from early July to late-August we provide 4 different day camp programs that include traditional summer camp activities, life skills programming, community service experiences, and a variety of off-site experiences with community partners. In addition to our summer day camp programs, we also offer two trips through our Alumni Vacation program which provide opportunities for guided, structured experiences that help campers practice higher levels of responsibility and independence. Beyond the summer, we also host events twice a month where participants can socialize, build skills, maintain friendships established during the summer, and be part of a caring and supportive community of peers. A key aspect of this community is that campers will never age out of Bournelyf programming, which is something that most other organizations cannot say. We strive to always be able to meet families where they are, at whatever stage of life their camper is in.

As a result of COVID-19, since March we have been delivering all programming remotely via Zoom. These virtual programs have included many of the same offerings as our in person sessions, including fitness activities like dance and yoga, morning meeting, science and art classes, community service projects, and virtual field trips. We also successfully implemented a weekly socially-distanced campfire activity in which campers and a guardian could come to camp (spaced appropriately through the use of hula hoops), sing songs, and interact with their fellow campers in a safe way. Maintaining connections during this challenging time has been a top priority as we have worked to develop and implement virtual programming. Despite the remote environment, our overarching goal—to promote the development of each camper's individual potential—remains unchanged.

2. Funding request

Key initiative

Bournelyf Special Camp respectfully requests a \$1,745 capacity building grant to support the costs for a year-long subscription to the online fundraising software, DonorPerfect as well as online training for staff. Over the past few years we have been working to increase our donor base. By systematizing our fundraising processes using the DonorPerfect software we aim to improve fundraising, communications, outreach, and relationship building.

Specific Need

Programming at BSC is specifically designed to provide appropriate, targeted support so that individuals with intellectual and developmental disabilities can participate in activities that promote physical fitness, encourage a lifelong commitment to wellness, and provide opportunities for social engagement. We strongly believe that our participants deserve quality programming that is provided at an affordable cost, comparable to programs for typically developing individuals and we pride ourselves in saying that we never have, nor will we ever deny a camper the opportunity to attend Camp due to an inability to pay. The operating costs for a camper to attend, however, are over twice the cost to families. This means that financial support from foundations and donors will

always be necessary. Our current system for engaging with donors involves individual communication as well as social media. Given the size of our staff (0 full-time staff; 4 year-round, part-time staff; 25 seasonal, part-time staff) investing in tools to streamline the process of connecting with donors is critical.

Activities, Timeline, and Costs

In order to fully utilize the features of the software, we plan for our executive director and assistant director to participate in training around key features of the DonorPerfect system including:

- Best Practices in the software use including database administration as well as using reports and filters
- Processing different types of gifts
- Using email campaigns to communicate with constituents, donors, and prospects
- Importing data from previous systems
- Using automated actions and notifications to stay abreast of important fundraising milestones such as receiving a major gift
- Managing events including invite and RSVP lists as well as payments and expenses

We intend to purchase the year-long subscription to DonorPerfect in spring 2021. Staff will aim to complete the self-paced online training by the fall of 2021. The costs associated with this initiative are \$700 for the year-long subscription to the software package, and \$1,045 for the customized training package.

Impact and Results

We expect that this capacity building initiative will impact the organization by increasing the amount of funding raised, increasing our donor base, and streamlining and automating our fundraising processes. We intend to measure this impact by examining the following:

- Total amount raised
- Average gift size
- Number of donors
- Number of new donors
- Donor engagement with email communications and website
- Staff time spent on individual giving

Ultimately, we anticipate that this capacity building initiative will translate to an increase in dollars raised through individual giving as well as an expanded network of community members who are familiar with BSC. The funds raised will ensure that we can continue to provide programming at an affordable cost to families (comparable to other local summer programs for typically-developing individuals), reduced further due to specific need.

Why now?

Given the extended uncertainty presented by COVID-19 as well as the inability to conduct in-person fundraising events, now is the ideal time to implement online fundraising solutions. Pre-pandemic we hosted an annual gala to bring together our supporters and community. Moving forward we will be conducting virtual events, the success of which will be greatly improved through the use of this software.

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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*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
- **PARTNERSHIPS & COLLABORATIONS**
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT & MARKETING**
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development - Marketing, Branding & Communications
- **TECHNOLOGY & OPERATIONS**
Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements