

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)	Fund for Chester County Capacity Building Grants (Due 9/15)
<ul style="list-style-type: none"> ◇ 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. 	<ul style="list-style-type: none"> ◇ 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: <ul style="list-style-type: none"> ○ 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: 09/09/2020

Contact Information

Organization Name: The Garage Community & Youth Center ED/CEO Name: Kristin Proto

Address: 115 S. Union Street, Kennett Square, PA 19348
122 Rosehill Ave, West Grove, PA 19390

Phone: 610-444-6464

Website: www.garageyouthcenter.org

Year Incorporated: 2001

FEIN: 10-0007967

ED/CEO E-mail:

Kristin.proto@garageyouthcenter.org

Board Chair Name: Scott Walker

Board Chair Approval (check here):

Primary Contact Name: Kate Martin

Primary Contact E-mail:

kate.martin@garageyouthcenter.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: The mission of The Garage is to empower youth to pursue their potential academically, relationally, and spiritually. Our desired impact is to: help youth make wise decisions about themselves, their core convictions, their relationships, their educational pursuits, and interactions with their communities. The Garage assists students to begin a cycle of hopefulness by acknowledging and taking steps to overcome life challenges, engage in programs, trusting The Garage as a second home, taking part in shaping activities, and enjoying productive experiences.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
Southern Chester County, primarily the Greater Kennett Square and West Grove area.

Describe Population Served & Annual Number of People Served:

The Garage serves a diverse group of students comprising 74% Latino, 6% African American, 10% Mixed race, and 10% Caucasian. Garage students range from grades 6th-12th and primarily attended Kennett Consolidated School District or Avon Grove School District. Our target population is from economically depressed households with parents who work long hours in the mushroom industry and face numerous language and cultural challenges; these students lacked the home academic support needed to overcome these challenges because the majority of their parents do not speak English and have not completed their own secondary education. Many students come from single parent and economically disadvantaged households, of which neither the mother nor the father is the primary caretaker. The students who come to The Garage face substantial struggles and are looking for support to navigate through complex issues such as domestic violence, dysfunctional homes, addiction, desire to drop out of school, self-mutilation, teen pregnancy, peer pressure related to drugs/alcohol/sex, language barriers, and peer/familial discouragement regarding academic achievement.

Annual Budget \$ 722,934

82 % of budget for program expenses

5 # of Full-Time Equivalent Paid Staff

10 # of Board Volunteers

7 % of budget for administrative expenses

129 # of Active Non-Board Volunteers

11 % of budget for fundraising expenses

1,038 # of Volunteer Hours

100 % total

Top 3-5 funding sources: The United Way of Southern Chester County, The Pew Charitable Trust, Exelon, Marshall Reynolds Foundation, The Nelson Foundation

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: \$5,000

Proposal Summary: The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support to help fund the compensation of staff who are participating in the assessment and development of The Garage's Theory of Change in an Evaluation Capacity Building Initiative through The Pew Charitable Trust.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

In 2001, a local pastor and businessman saw the opportunity for a reclaimed car garage to serve a greater purpose than service vehicles. The Garage Community & Youth Center (The Garage) was born from his passion to serve the community and almost two decades later, we continue to thrive in Kennett Square. This success launched the desire to open a second location to serve more youth in the surrounding communities. In 2011, The West Grove location opened its doors to local youth.

Our programs focus on how to overcome seemingly insurmountable obstacles that our students face, while fostering healthy adult and peer relationships and building self-esteem and healthy habits. We focus on achieving the follow specific goals through our programmatic outputs:

- *Create an environment where teens feel safe and their basic needs are met:* The Garage prides itself on providing a safe, open environment, where all students are welcome, regardless of circumstances, beliefs, or abilities. In the wake of the isolation of the COVID-19 pandemic, we are excited to provide a space where students feel supported physically, emotionally, and mentally.
- *Encourage students to stay in school and to continue their studies after graduation:* In the age of virtual education, we provide a support system through relationships and tangible services including computer lab access, virtual tutoring, and internet access to assist with studies. High school age students are encouraged to participate in our MAPS Program which will continue to run virtually to assist with post-secondary navigation.
- *Promote social, and professional development:* While mentor pairs are unable to meet in person, The Garage is still promoting and providing healthy and impactful relationships with adults who our students can trust through various Virtual Platforms. The Garage has a wide network of partners who provide Virtual Engagement videos including career insights, enrichment activities, tutorials and more!
- *Promote economic opportunities:* Career Compass employs up to 15 students during the summer, 25-30 hours per week for 8 weeks. Program participants complete a formal application and interview process and are placed at worksites around the community based on their professional aspirations. Weekly resource workshops are required for students to attend which builds further skills in financial literacy, communications, professional development, and other job and life skills.
- *Promote positive self-esteem, civility, respect, and leadership:* The Garage's commitment to community service encourages youth to reach their potential as individuals and to grow as dynamic members of the community.

While the latter half of the 2019-20 school year was not implemented as planned for our community, The Garage is still proud to report positive distinctions and programmatic achievements: 90% of students report that The Garage helps them do well in school; 76% of Garage students have a plan for after high school; and 63% of core Garage students ended the school year with a "C" average or higher in all their core subjects. Further, 92% of Garage students have gained supportive friends at The Garage, 98% of Garage students have gained supportive adults at The Garage, and 95% of Garage students are more likely to honor their commitments. Finally, 87% of Garage students have gained motivation at The Garage, 97% of Garage students have gained an interest in trying new things, and 94% of Garage students know that they are created with value and purpose.

2. Funding request

The Garage Community & Youth Center respectfully requests \$5,000 of Capacity Building support to support the compensation of staff members participating in the creation, assessment, and evaluation of The Garage's Theory of Change as outlined in our Evaluation Capacity Building Initiative through The Pew Charitable Trust.

A. Description of key initiatives

The Garage has been selected to participate in The Pew Charitable Trust's Evaluation Capacity Building Initiative (ECBI), Cohort Two. The Garage, along with other non-profits across Pennsylvania, work with experts from ImpactED, based out of the University of Pennsylvania, to learn curriculum that is tailored to each grantee's organizational needs. Currently, The Garage is participating in Phase Two of the initiative which will run from September 2020 to June 2021. Phase Two includes supports aligned to the data collection and analysis phase of the framework. In this phase, organizations receive differentiated support for data collection and analysis based on their needs.

Further, additional curriculum elements include:

- How to identify the relationship between a program's activities and its desired results, also known as "theory of change."
- How to gather and analyze meaningful data, identify appropriate evaluation tools, and use more rigorous evaluation methods.
- How to build an organizational culture that prioritizes evaluation and learning.
- How to identify and implement data management systems that facilitate learning and track long-term outcomes.
- Strategies for developing in-house evaluation skills, funding evaluation activities, and aligning funder requirements.

The Garage works with a personal organizational coach that guides staff through the curriculum and guides the work and efforts made by staff during the initiative. The Garage team meets monthly with the initiative coach in small group sessions to discuss, edit, and further expand upon the organization's Theory of Change. Individual nonprofit sessions then merge in a large scale meeting of all participants to encourage an environment of learning and growth in the Pennsylvania nonprofit sector and ensure that all groups are effectively working towards the program goals.

Through participation in Pew ECBI, Garage staff learn how to use data to inform program improvements and enhance organizational impact, identify the relationship between program activities and desired outcomes, engage in a culture of learning rather than compliance in internal operations. The Garage staff participants in the ECBI program include both organizational directors and program staff members who are all dedicated to furthering the learning culture and overall effectiveness of The Garage. Each participant member brings an individualized point of view and set of experiences to learning sessions, elements that allow for productive discussion to begin the implementation of organizational change. The time and efforts spent participating in the curriculum is of value to the overall effectiveness of the program and does create an additional set of responsibilities and priorities for those involved.

B. Specific needs & issues to be addressed

The Garage Community & Youth Center works tirelessly as an organization to provide tools and critical resources to those who need it most: our community youth. We take every day that our doors are open as an opportunity to invest in youth by empowering them to reach their highest potential. Our programs focus on how to overcome seemingly insurmountable obstacles that our students face, while fostering healthy adult and peer relationships and building self-esteem and healthy habits. Students who actively participate in our programs demonstrate positive life skills while avoiding risky behaviors such as gang activity, drugs, alcohol, violence, teen pregnancy, and truancy.

In 2019, The Garage updated our database system, Apricot to be increasingly streamlined for the needs of organizational data to improve accuracy, improve how data is used to inform programming decisions, and improve efficiency and capacity of staff. Information collected is used for program attendance and is used to measure the success of Garage programs and to continuously refine and improve our services. As the world around us is rapidly changing and the delivery of youth programming follows suit, The Garage continues to strive towards the highest quality of program delivery through evaluation and organizational capacity assessment. These skills are being taught through the curriculum of Pew ECBI programming. The time spent in Pew's ECBI programming will allow Garage staff to further adapt programming to the highest level of student engagement either in-person or virtual, continue to improve upon the culture of learning within the organization, and reflect and analyze data collected to make decisions best suited on previous organizational gaps and achievements.

C. Why it is important to fund this now

The Garage acts as a source of opportunity and encouragement to our community youth and their families. Our programs focus on how to overcome seemingly insurmountable obstacles that our students face, while fostering healthy adult and peer relationships and building self-esteem and healthy habits. Students who actively participate in our programs demonstrate positive life skills while avoiding risky behaviors such as gang activity, drugs, alcohol, violence, teen pregnancy, and truancy. With the outbreak of COVID-19, our students have been displaced from school and our after-school programming, causing them to miss opportunities for food, social engagement, academic assistance, emotional support, and enrichment. The shutdowns related to COVID-19 have only compounded the daily struggles faced by families in our community and have made every day existence difficult and uncertain. As our organization and community face the uncertain times in the wake of COVID-19, we are determined to strive for organizational efficiency to best serve our population, to grow internally as a staff, and ensure that our youth are provided the opportunities they need to achieve success.

D. How impact & results will be demonstrated

The impact of success of The Garage's participation in Pew's ECBI curriculum will be evident through the creation of a Theory of Change for the organization, a streamlined programming operations system to be implemented by Garage staff, and overall better understanding and use of organizational data to inform programmatic decisions. Further, The Garage will be able to grow as an organization by implementing changes that have occurred after ECBI completion to best serve our population and surrounding community. The Garage will be able to use the skills and knowledge obtained in the initiative to improve staff efficacy, heighten the quality of programming for our population, and further serve the community in a long term manner.

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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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