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:

<table>
<thead>
<tr>
<th>Field of Interest &amp; Donor Advised Funds (No Deadline)</th>
<th>Fund for Chester County Capacity Building Grants (Due 9/15)</th>
</tr>
</thead>
<tbody>
<tr>
<td>◇ Grants focus on Chester County causes &amp; issues, but are not limited to Chester County.</td>
<td>◇ For eligibility in this grant program, nonprofits must be located in &amp; serve Chester County. NPO’s with budgets of $500,000 or less are given preference.</td>
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<tr>
<td>◇ Charitable nonprofits working in all fields of interest are considered for grant awards. (i.e. arts, culture, &amp; humanities; education; community improvement; environment; religion; health; &amp; human services)</td>
<td>◇ The goal of capacity building grantmaking is to strengthen the effectiveness of NPO’s serving the Chester County region, in areas including:</td>
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<tr>
<td>◇ General operating grants are encouraged. Nonprofits should be specific about their mission, goals, &amp; measurable outcomes.</td>
<td>o Mission, Vision &amp; Strategy</td>
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<td>◇ Proposals can be submitted anytime all year.</td>
<td>o Governance &amp; Leadership</td>
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<tr>
<td>◇ Grant decisions are made intermittently all year, as Fund Advisors desire.</td>
<td>o Partnerships &amp; Collaborations</td>
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<tr>
<td>◇ Grant awards typically range from $500-$7,500.</td>
<td>o Operations &amp; Technology</td>
</tr>
</tbody>
</table>

- Use this form @ www.chescof.org to apply online for grants from all Community Foundation Funds.
- Email proposals to grants@chescof.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@chescof.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

Contact Information  
Organization Name: Tick Tock Early Learning Center 
ED/CEO Name: Karen Ammon  
Address: 1694 Baltimore Pike, Avondale, PA 19311 
ED/CEO E-mail: Karen@TickTockELC.org  
Phone: 610-268-8134  
Board Chair Name: Catherine Britt  
Website: www.ticktockelc.org  
Board Chair Approval (check here): [X]  
Year Incorporated: 1694  
Primary Contact Name: Karen Ammon  
FEIN: 23-1646698  
Primary Contact E-mail:karen@ticktockelc.org

Organization Information:  
Field/s of Interest:  
___ Arts, Culture & Humanities ___ Environment/Animal Welfare ___ Education  
X Health ___ Human Services ___ Religion

Mission: Tick Tock Early Learning Center prepares children from working families for school and life in a loving environment at affordable rates.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): 
Southern Chester County (Kennett Consolidated School District and Avon Grove School District, serving the following communities: Avondale, Chatham, Kennett Square, West Grove, Landenburg, Toughkenamon, Lincoln University, Oxford)

Describe Population Served & Annual Number of People Served: Tick Tock serves up to 98 students from 12 months through 14 years. Ninety-Eight percent of our students come from low-income families and 72% are from Spanish speaking families, many with little or no English language skills.

Annual Budget $1,023,827 ___ 23 # of Full-Time Equivalent Paid Staff  
85 ___ % of budget for program expenses  
13 ___ % of budget for administrative expenses  
2* ___ % of budget for fundraising expenses  
10 ___ # of Board Volunteers  
30+ ___ # of Active Non-Board Volunteers  
100’s ___ # of Volunteer Hours

*This year’s fundraising expenses and income are less than previous years as we are unable to hold our annual golf outing to the fullest capacity due to COVID-19 restrictions.

Top 3-5 funding sources:  
Child Care Works – Pennsylvanina state subsidized child care  
Child and Adult Care Food Program – Pennsylvania state subsidized food program  
Client tuition fees  
Annual Fundraisers  
Grants and Foundations
Is this grant proposal for: Capacity Building ___ or General Operating _X___?

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: $7,500

Proposal Summary:
Tick Tock Early Learning Center is seeking general operating support to allow us to continue to operate at full capacity, maintain excellence in early childhood education and care, all while delivering our services in a COVID-19 safe setting.
II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

1. Nonprofit's history, goals, key achievements & distinctiveness
Tick Tock Early Learning Center was founded in 1964 by a group of women who saw a need in their community and were determined to fill it. What began as one preschool classroom of seven children has grown over the last 56 years hand in hand with its community, and today we serve over 130 children annually in six full-time classrooms and a before and after school program for our elementary and middle school age children.

Tick Tock ELC is a child care center and preschool program serving up to 98 children daily, 12 months through 14 years of age. Our Center is open Monday through Friday, 7:00 am to 6:00 pm year round. We assist working families by providing high quality, reliable, educational child care at rates they can afford. Our rates are determined on a sliding scale based on income and family size which means hard-working families have access to excellent child care and preschool services that help prepare their children for success in school and beyond.

Our Center is licensed and inspected by the Pennsylvania Department of Public Welfare, inspected and certified by the Chester County Health Department, and reviewed and designated as a STAR 4 Program by the state of Pennsylvania’s Keystone STARS Quality Assurance Initiative – the highest rating possible. Only 5-6% of programs achieve a STAR 4 designation and almost all are private, for-profit, or corporate centers. Tick Tock’s achievement is a point of pride in our community.

We prepare our preschool children to succeed in kindergarten and throughout their school career by teaching basic skills with an emphasis on school readiness in an English language immersion program. We present theme-related activities in a stimulating hands-on learning environment linked to the Pennsylvania Early Learning Standards. Our curriculum, Funshine Express, is designed to foster growth across all the domains of child development including cognitive, social-emotional, daily living, language, and gross and fine motor skills. Specifically, our program activities include literacy, math, science, art, music, water play, and dramatic and imaginative play. Our facility offers classroom computers, a literacy center, state of the art STEM curriculum, and multiple safe and engaging outdoor play yards. We provide a Homework Assist Program and tutoring for our before and after school students (kindergarten through eighth grade) that support and extend their elementary and middle school curriculum.

In addition to helping families navigate local community support partners, we hold special support events such as free vision screening, two free dental health clinics, Back-To-School Night, two parent/teacher conferences, a family social event, and we distribute monthly “backpacks” of food provided by the Kennett Food Cupboard.

Another unique way Tick Tock serves our families is by providing healthy and nutritious breakfast, lunch, and afternoon snack for students and staff, cooked on site. On average days we are serving between 175-200 meals at the center. This is mostly funded through a government program called the Child and Adult Care Food Program (CACFP). Due to our commitment to provide homemade meals, as opposed to processed or prepackaged meals, having staff to cook and clean, and offering fresh fruits and vegetables, Tick Tock spends more than we are reimbursed for on a yearly basis. Recognizing the importance of nutrition in young children and starting healthy habits young, we no longer serve high sugar foods. Instead we are more focus on whole grains, fruits, vegetables and lean healthy proteins.

Our eleven-week Summer Camp is one of the few licensed, local, low-cost options for parents while public school is not in session. Our Summer Camp program includes several fieldtrips to local sites of interest such as the Brandywine Art Museum, The Land Conservancy’s Bucktoe Creek Preserve, and the Delaware Museum of Natural History. We host many visits from local educators and entertainers from nearby museums, nature centers, art and music collectives, science programs, and more. Special events include holiday parties, picnics, carnivals, parades, themed weeks, sports exploration, and a talent show! The students deserve a summer
filled with exciting learning experiences, time to daydream, read a good book, frolic with friends, and a chance to make memories that will last a lifetime. We help children maintain academic gains but give them time to relax and recharge so they may begin the next school year refreshed and ready to learn.

We are dedicated to the acceptance and celebration of children and families from all cultures, diverse abilities, and a spectrum of financial circumstances. We strive to meet the needs of each unique individual child that enters our care and offer an environment filled with joy, warmth, and affection where children may thrive.

2. Funding request
   - Description of key initiatives
   - Specific needs & issues to be addressed
   - Why it is important to fund this now
   - How impact & results will be demonstrated

2020 has certainly been Tick Tock’s most interesting year yet. We were mandated by the government to close our doors on March 16th due to the COVID 19 pandemic. Acknowledging the additional financial hardship our families faced during this crisis as well, we did not charge any of our clients during the time period we were closed. At the onset of the pandemic and our closure, we were able to raise funds from various community members to help provide food to our most vulnerable families. Once it became apparent our closure would last longer than 2 weeks, we donated all perishable food that was purchased prior to any knowledge of our closure to our families with the most need as well as coveted toiletries and cleaning supplies that were nearly impossible to find in stores. We later joined forces with the Kennett Area Community Services and volunteered our time to continue to distribute food to our community. We remained in touch with our families while we were closed, counseling them on unemployment, child care ideas, and community resources they could access for rent and utility bills.

We were very lucky to have received consistent funding from the Pennsylvania government subsidized Child Care Works program which allowed us to cover our utilities, insurances, and employee health benefits during the time period we were closed. While we feel very fortunate to have financially survived our closure, it’s apparent that this is just the beginning of a long road of financial hardships. It’s being reported that up to one third of all child care centers in the United States are at risk of closing due to the financial setbacks of the pandemic. Not only did the closure impact our immediate income, but we’re already seeing it affect our future income and expenses.

We recently reopened the week of June 15th as Chester County transitioned into the Yellow Phase. As we welcome our families back into our care, things are far from normal. We are meeting and exceeding all of the CDC’s child care recommendations such as mask wearing (teachers and children over the age of 2), temperature taking, extreme sanitizing, limiting classroom size, etc. Parents now drop off and pick up their children by driving up to our front door to minimize exposure to our children and staff – a new practice that alone takes 3 employees to pull off. We are social distancing by classroom, which means all children will remain in their classroom (or outside) for the entirety of the day with the same two teachers from open to close. In order to effectively follow all the new guidelines, Tick Tock has purchased expensive PPE equipment, necessary cleaning supplies, and have had to hire additional employees. While our operating costs are increasing, our income is decreasing as we continue to provide even further tuition assistance to our families who have experienced a major loss of income.

Our donor dollars are threatened this year as businesses, foundations, and individuals shift their funding priorities to the front lines. We support their decisions and recognize the importance in their shift of giving. However, this means Tick Tock may not be receiving funding from many of our annual givers that we rely on. In addition, our annual golf fundraiser/evening banquet that raised over $50,000 last year will be limited to a golf-only event due to restrictions on the number of people allowed in a gathering. This will have a direct impact on the total dollars raised during this event.
We will need to turn to foundations and businesses in our community a little differently this year. We could have never prepared for a worldwide pandemic and the needs that would arise out of one. Local grants are more important than ever to provide our children with quality care in a safe environment. Just because our program may look different for the foreseeable future, it does not take away from our mission to provide high quality early childhood education to foster Kindergarten readiness and future academic success. The money we receive from this grant will help ensure our ability to operate at full capacity and in the safest way possible. Success will be measured by the number of children we can serve, the assessment tools we have in place, and the specific safety measures we are implementing.

2020 Program Goals:

Goal 1: Keep children and employees healthy. Not only do we want to protect our children and employees from exposure to COVID 19 but our daily operations depend on the health of our employees, in particular. Without enough healthy employees, we cannot be open to serve our community. To obtain our goal, we are implementing and exceeding CDC and local health department recommendations in order to limit exposure to COVID 19 to the best of our ability. This will be measured by student and employee attendance as well as daysTick Tock is in operation.

Goal 2: Obtain available Federal and State funding related to COVID 19. Like any other business, our ability to serve our community is based on income. We rely on parent fees, government programs, foundations, fundraisers, and private donations to provide high quality educational child care to working families at affordable rates. To achieve our goal, we will be researching, following, and applying for any new Federal and State funding that becomes available to child care centers and non-profits. This goal will be measured by actual dollars earned through Federal and State funding.

Goal 3: As a result of their participation in our curriculum and program activities, children enrolled full time at Tick Tock Early Learning Center will make measureable progress across the 9 domains of the PA Early Learning Standards. This is measured by the Work Sampling and Ounce (WSS/O) assessment tool, which is a curriculum embedded performance assessment tool teachers use to assess their students’ developmental stages. In addition, the students will improve their English language fluency through our language immersion program.

Goal 4: Improve curriculum and programming. This goal is a continuation of an initiative we started a few years ago. We currently offer all of our pre-school age children weekly Music Enrichment with Calabrese Performing Arts, Creative Movement with Carousel Performing Arts, bi-weekly Music Theory with Carol Lovelace, and Yoga and Mindfullness by AHHAH. We have collaborated with the Kennett Library and the Southern Chester County Regional Police to hold monthly and bi monthly story times. This year, we would like to add Soccer Shots to our programming. We are very excited about continuing these wonderful programs that encourage and stimulate brain development and build early math and literacy skills. In addition to enriching experiences, we launched a new standards based, themed curriculum, Funshine Express, in Fall of 2019 but still have a lot to learn and implement. The goals of adopting a formal written curriculum are to improve kindergarten readiness, allow teachers more time for positive interactions with students, create a better flow of skills taught and acquired as the children advance in classrooms, have a common language and structure that the children will have as they advance, and improve overall educational continuity center wide.

We estimate that it will cost us an additional $50,000 this year to operate under the new COVID specific guidelines set forth by the CDC, Chester County Health Department, and Pennsylvania’s Office of Child Development and Early Learning. While the health and safety of our children and staff remain of utmost importance, we would hate for these additional costs to take away from the quality of the program we’re able to offer our students and families. We request funds from the Chester County Community Foundation this year so that we can continue to offer high quality early childhood education and care in a COVID-safe environment allowing us the ability to meet all of our goals for the 2020/2021 school year.
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**