

Common Grant Application Cover Sheet

NAME OF ORGANIZATION Creative Light Factory

Legal Name (as designated on 501c3) _____
(if different than above)

Address: 20 E. Bridge St, Suite 103
Spring City, PA 19475

Phone: 484-791-3770 Fax: _____

E-mail: ignite@creativelightfactory.org Website: www.creativelightfactory.org

Executive Director: President, Patty Kline-Capaldo

Current Board President: Patty Kline-Capaldo

Primary Contact: _____ Title: _____
(if different than above)

Phone: 484-300-2594 E-Mail: patty@creativelightfactory.org
(if different than above)

IRS 501(c)(3) Nonprofit?

- Yes** (Please attach IRS designation letter)
 No (Please attach written agreement from the fiscal agent)

Federal ID # 82-3222740

Type of Grant Requested:

- Capital Capacity Building
 General Operating Support Other: _____
 Program/Project

Name of Program/Project/Campaign: _____

Amount Requested: \$1,300 **Application Deadline:** N/A
(if applicable)

Total Program/Project Budget: _____ **Duration of grant requested:** 1 Year

Total Organizational Budget for 1 year: \$20,000 **Fiscal Year End:** December 31

State your organization’s mission:

At Creative Light Factory we believe in the power of story. Stories spark action, ignite passion, and have the ability to light up our world. Our mission is to provide affordable, secure workspace for writers of all levels. From concept to publication, we educate and support through workshops and programs, and promote the local arts and literary community through open mic forums and gallery exhibits.

Summarize the proposal and how it fits with the funder’s mission and grantmaking priorities:

CLF is a small but growing arts organization that is certain that indeed “Culture Builds Community.” We exemplify the core values of the newly created Cultural Alliance of Chester County in that we provide a safe, affordable writer’s room for the established as well as emerging artist to utilize. We occupy a studio in the beautifully renovated 19th c historic mill in the heart of Spring City, PA, just one block from Main Street, and share this space with 20 other established visual artists. Core to our values is collaboration with our visual artist neighbors. But Creative Light Factory truly exists for the creation and formation of bold and imaginative literary works and to practice the craft of writing. Since 2012 CLF has provided the structure and discipline to writers and artists so that more than 100 original literary works have been published and over 1,500 writers and artists have been inspired to seek mastery through our programs. We are grateful for the opportunity to appeal for funding to the Chester County Community Foundation in the amount of \$1,300.00, which will cover the operating costs of our studio for one month.

Have you previously applied to this organization?

- Yes
- No

Is this request being submitted exclusively to this funder?

- Yes
- No

List of three largest funders in the last fiscal year and grant amount.

1. Funder __Board of Directors _____ Grant Amount __\$2,650.00 _____
2. Funder __3M Corporation _____ Grant Amount __\$500.00 _____
3. Funder __Fundraising Campaign__ Grant Amount __\$1,194.00 _____

List the proposal’s target population, constituents, and geographic communities:

Through a combination of our members, mailing list subscribers, workshop attendees and facilitators, featured artists, program attendees, community open houses, and scholarship program participants, we annually serve approximately 1,200 individuals.

We serve a diverse population of writers of all levels, as well as, mixed media artists, movement artists, musicians, and anyone seeking to live a more creative life. Through our “The Artist’s Way” workshops, we engage, inspire, and network with Chester County artists of the highest caliber. Also, through this and

other programs, we educate, encourage, inspire, and promote aspiring writers and artists to bring new work into the world.

Creative Light Factory does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

AGREEMENT

I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

Patty Kline-Capaldo

Signature of Executive Director

September 9, 2020

Date

Grant Proposal Narrative

Introduction: The written word is essential in our society. Literature sparks new ideas and gives voice to the voiceless. It expands our horizons and engenders empathy for others. Whether through memoirs, letters, poems, journals, newspapers, or novels, the written word gives us and future generations a record of, and insight into, the times in which we live.

Since 2012, Creative Light Factory has been committed to finding new writers and supporting their voices in the southeastern Pennsylvania area. We are proud to announce that participation in our programs has generated published works by: author Rae Theodore, *Leaving Normal, Adventures in Gender* (Weasel Press 2015) and *My Mother Says Drums are for Boys* (Regal Crest Enterprises 2018); author Katy Comber, *40: Portraits of a Family* (Affinity CoLab Presents 2019); author Beth Moulton (published in *The Drabble*, July 2019, and *Milk Candy Review*, December 2019), while completing her MFA with the support of Creative Light Factory, was awarded Thesis of the Year by Rosemont College (2019); and Board member Abby Cohen recently celebrated her first publication with seven short memoir pieces in *Queerbook* (Giovanni's Room, 2020), which also features a piece by Rae Theodore.

Our Studio: Writing co-working spaces exist throughout the country, but CLF is the only physical writers' room in the Philadelphia suburbs. We keep our prices affordable and offer scholarship programs, so that people of all income levels can benefit from our services. Our writers' room is twelve hundred square feet of quiet, clean, and calm space, flooded with natural light; comfortable seating is available for our members, as well as, a well-stocked resource library and kitchenette.

Notable Programs: Culminating in the incorporation of Creative Light Factory, our first program, *Just Write*, began in 2012. In this original program, writers participate in a stream of consciousness "free write" to specific prompts given throughout the workshop. The results of this practice have found their way into published novels, memoirs, poems, and performance pieces. The *Just Write* program has inspired almost 1,000 creative individuals and remains core to the success of Creative Light Factory.

The Artist's Way program was implemented in September, 2015 and is a core part of our 2018 strategic plan. Facilitated by certified Creativity Coach (Creativity Coaching Association), Patty Kline-Capaldo, *The Artist's Way* program is based on the international best selling book by Julia Cameron. With the activities and support of this program, participants are able to revive and pursue their creative dreams by joining the virtual circle for two hours per week. This earned income program has proven to inspire the participants while generating a revenue stream for CLF year after year.

One of our newest programs, *Lunch on T.A.S.K.* (Tailored Accountability, Support, and Keep-up) is facilitated by productivity expert, Lori Rochino. This weekly noon-to-one virtual meeting focuses on accountability, goal setting, and community for freelancers, solopreneurs, and "writerpreneurs"; a professional psychotherapist completing the copy for her promotional video, and a published author completing the outline for her new novel are examples of the accomplishments attained in this program.

Consisting of a series of four videos created by Pennsylvania poets Darla Himeles and E. Catanese, the *Poetic Stimulus Package* program exists to inspire new works of poetry. Since its inception, this program has produced over fifty original poetic works.

Another new and successful program, *Inner Landscape: Memoir Writing*, was introduced in the Spring of 2020. Because it has yielded compelling drafts of the participants' life experience, the program will be continued for the foreseeable future. Creative Light Factory is certain that this program will shine a spotlight on the lives of Southeastern Pennsylvania residents.

Spoken Word Poetry, is a self-paced instructional and inspirational project created and facilitated by Eboni Ferguson. Eboni, the author of *Urban Chronicles of the Ghetto* and a contestant on the national reality show *Drop the Mic* (Season 5, 2019), details differences in style and technique for poetry that is created specifically to be read out loud or performed. Participants are instructed to use two current issues, the coronavirus pandemic and the Black Lives Matter movement, as prompts for new poems. Participants will perform their poems at a virtual open mic on September 19, 2020.

Through our *Scholarship Program*, we seek out underserved area youth and offer free access to our programs and classes up to a \$100 value. By reaching out through our network of contacts, we receive nominations for the scholarship to be awarded quarterly. Each nominee is required to write and submit an essay to the Board of Directors.

Young Writers Program: In May, 2020, we instituted our Young Writers Program, fulfilling one of our primary goals from the five-year strategic plan that was created in 2018. Our first program consists of three virtual "camps" for children ages 9-13: The Writer's Toolbox, Wizard's Camp, and Space Camp.

Affinity CoLab is an online literary magazine founded by Katy Comber, Program Director of Creative Light Factory, in 2016. It is a virtual forum that exists to inspire and connect artists and writers. Each submission is accepted as is or goes through a rigorous editing process, where our editors and the writer/artist work together to polish for publication. The goal is to give new writers confidence and experience in the editing, submitting, and publishing process. For a more complete description of their programs and services, please see <https://affinitycolab.org>.

In September of 2020, CLF and Affinity CoLab will merge to create a more comprehensive literary entity in which Affinity CoLab will serve as the publishing arm. Since 2016, Affinity CoLab has aided more than 50 artists and writers in publishing their original work and has an international readership of more than 1,000 per month. It also offers an open mic experience at Steel City Coffeehouse in Phoenixville every 4th Sunday.

Strategic Goals: 1) Our board of directors and genuinely committed members need to grow in number. Both entities utilize our writer's room as often as possible, even while rising to the challenges of the pandemic. We currently have seven (7) members in our comprehensive *Ignite* program, who, thanks to the mentorship and inspiration of the company have published multiple, varied works. One of the central goals of our five year strategic plan is to increase that number of committed members to twenty (20). This affords the company a guaranteed continued earned revenue stream while keeping the productive "buzz" of our beautiful space humming.

2) Central to the identity of CLF is the Spring City studio that participants describe as essential. We have had to revise programming to virtual format due to the current health crisis, but the writer's room, geographically, is the core identity of our company. It remains open while following all best practices health guidelines.

3) CLF is committed to expanding our mentorship programming as we simultaneously reach out to and acquire new members and constituents. As our participants increase, we as a company are

poised to offer more mentorship, coaching, and support by industry professionals to underserved communities.

We have had to revise our annual 2020 budget due to the pandemic from approximately \$32K to approximately \$20K. But because we practice truly sound fiscal stewardship, we can report that we are on mark to meet the revised financial goals.

It is our greatest hope that the Chester County Foundation will grant Creative Light Factory support in the amount of \$1,300. The physical location of our writers' room has proven to be paramount to every person who has committed their time, energy, and resources to our company. Our board, our members, our artists who have been published because of CLF have all proclaimed the necessity of our brick and mortar writers' room. This grant amount will sustain our company through one month of rent and expenses in a fiscal year. Your support will be part of earned and contributed income that has proven to sustain Creative Light Factory since its inception.

Evaluative Process: As a creative entity, every constituent is asked how they want to see the company grow and what improvements can be made on an annual basis. We utilize a feedback cycle by first creating an inspirational program, assembling the quantitative data as to the success of the program and finally reengaging with stakeholders to assess what improvements need to be made. This vibrant group has reached a consensus that expanding the number of our programs as well as engaging more participants is the single most important thing we can do for the success of our company. Beginning with just six programs in our writers' room in 2018, we now offer more than 30 diverse workshops and platforms that inspire and champion the writer. This number will grow as we work through our 5 year strategic plan to FYE 2022. We will continue to offer inventive, imaginative programs virtually and in our space as we discover more and more deserving voices, grow our community, and insure that the creative art of writing continues.