

## 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**,

- Use this form @ [www.chescocf.org](http://www.chescocf.org) to apply online for grants from all Community Foundation Funds.
- **Email proposals to [grants@chescocf.org](mailto: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](mailto: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](http://www.chescocf.org)

Date

## Contact Information

Organization Name: Canine Partners for Life  
Address: PO Box 170, Cochranville, PA 19330  
Phone: 610-869-4902  
Website: <https://k94life.org>  
Year Incorporated: 1989  
FEIN: 23-2580658

ED/CEO Name: Janie Cramer  
ED/CEO E-mail: [jcramer@k94life.org](mailto:jcramer@k94life.org)  
Board Chair Name: Walter Griffiths  
Board Chair Approval (check here):   
Primary Contact Name: Benjamin Sprunger  
Primary Contact E-mail: [bsprunger@k94life.org](mailto:bsprunger@k94life.org)

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities       Environment/Animal Welfare       Education  
 Health       Human Services       Religion

### Mission:

The mission of Canine Partners for Life is to increase the independence and quality of life of individuals with physical, developmental, and cognitive disabilities or who are in other situations of need. We achieve our mission by providing and sustaining professionally trained service and companion dogs.

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

Canine Partners for Life's (CPL) services are primarily focused within a 250-mile radius of the CPL campus in Cochranville, PA, located in Chester County, though services are provided nationwide. Currently, 18 active full service and companion teams live in Chester County.

### Describe Population Served & Annual Number of People Served:

Each year, CPL places approximately 15-20 full service, medical alert, home companion, and courthouse companion dogs with adults and children who have mobility impairments or seizure disorders associated with diagnoses such as muscular dystrophy, cerebral palsy, multiple sclerosis, paralysis, ALS, Parkinson's disease, arthritis, chronic fatigue syndrome, dysautonomia, stroke, and spinal cord injury. To date, CPL has placed more than 750 service and companion dogs in 45 states.

**Annual Budget** \$ 1,273,575.50      19 # of Full-Time Equivalent Paid Staff  
79.9 % of budget for program expenses      11 # of Board Volunteers  
11.5 % of budget for administrative expenses      650 # of Active Non-Board Volunteers  
8.6 % of budget for fundraising expenses      +7000 # of Volunteer Hours  
100 % total

### Top 3-5 funding sources:

Individual Donors  
The Scaife Family Foundation  
The Independence Foundation  
West Pharmaceuticals, Inc.  
Novo Nordisk

**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:** \$ 5,000\_\_\_\_\_

**Proposal Summary:**

Since 1989, Canine Partners for Life (CPL) has been partnering service and companion dogs with people who have various physical, neurological, and cognitive disabilities to provide them the opportunity to live a more independent life. CPL is committed to forming successful, lasting partnerships which grow and change throughout the challenges that come with living with a disability. The programs which ensure this mission is achieved, like the **CPL Breeding Program**, the **Community Puppy Homes** and **Prison Puppy Raising Program (PPRP)**, **Service Dog Training Program**, **Team Training**, and **Graduate Support Program**, are critical to the overall success of these partnerships. General operating support will ensure that these programs continue to develop and succeed.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

Since 1989, Canine Partners for Life (CPL) has been dedicated to training service dogs (including various types of medical alert dogs) and home, residential, and courthouse companion dogs, to assist individuals who have a wide range of physical, neurological, and cognitive disabilities. CPL was founded by Darlene Sullivan, a former special education instructor and animal trainer who dreamed of training assistance dogs. Darlene founded CPL after discovering the need for a quality organization in the Pennsylvania region. CPL was one of the first organizations to be accredited by Assistance Dogs International (ADI) and is currently accredited through 2020.

CPL was originally run out of Darlene's home and a small horse barn serving as a kennel. To date, CPL has placed more than 750 full-service and companion dogs nationwide and takes pride in providing comprehensive Team Training and Graduate Support Programs as well as its status as the only organization in Pennsylvania to train Cardiac Alert dogs. CPL is one of only a few programs globally which place medical alert dogs – according to ADI, less than 1% of programs train and place medical alert dogs.

CPL takes each dog through a two-year, comprehensive, and customized training program to meet the specific needs of its human partner. We train the dog and its partner to work together as a team. Puppies spend their first year in a volunteer puppy home or in a prison participating in our Prison Puppy Raising Program, where they learn basic obedience and socialization. In the last few years, CPL has accelerated our puppy raising programs to include some moderate skills. CPL has its own highly successful in-house breeding program, and is fortunate to also receive additional puppies from qualified breeders across the country who share our vision and standards. CPL has 50–70 puppies being raised by community volunteers or prison inmates at any given time.

CPL's Prison Puppy Raising Program now includes seven facilities in Pennsylvania. Inmates experience the feelings of success and fulfillment which come from dedication, hard work, commitment, and love. Through this program, the inmates are able to give back to the community and help change lives. There are 4–6 puppies being raised within each facility at any given time. There is also a thriving prison volunteer community which supports each prison with socializing each dog in their facility.

At approximately 14 months of age, puppies move into CPL's kennel where they will perfect and expand the obedience skills the puppy homes have begun, increase the intensity of environments in which they are expected to work, and learn the particular skills needed to assist a person who has a disability. In addition to the traditional service dog partner, CPL places medical, seizure and cardiac alert dogs as well as home, and courthouse companion dogs. CPL is one of only a few programs globally which place medical alert dogs – according to ADI, less than 1% of programs train and place medical alert dogs.

When the dog reaches approximately two years of age, it is matched with an applicant on our waiting list. CPL's program staff takes great care in partnering individuals with dogs who will match their lifestyle, personality, and specific needs. Once a dog and applicant have been matched, they enter Team Training, the three-week process used to create safe, responsible, and well bonded service teams. CPL holds 2-3 classes per year and teaches the essentials of service dog etiquette and care, in addition to the legalities involved with service dog ownership.

CPL is well respected for having one of the strongest follow-up programs in the service dog industry. Follow-up and support are what make CPL's teams strong and ensure the wellbeing of the graduate, service or companion dog, and the safety of the public. Following graduation, teams receive extensive support from our training staff including regular phone calls and written six month reports. This program has been increasingly important during the pandemic. CPL also offers graduate support classes led by our training staff virtually. Certification and recertification are an integral part of our follow-up program. Teams are certified before they graduate and are recertified every two years to detect possible training needs, discuss the current status of the teams, and to answer any questions the students may have, particularly those involving possible retirement of their canine partner.

### 2. Funding request

- Description of key initiatives

The Assistance Dogs International (ADI) breeding program, which CPL takes part of, was severely impacted due to COVID-19. Despite this, we welcomed 27 puppies into our program, 23 of which were born on the CPL campus as part of our in-house breeding program. In addition to this, CPL was able to donate 5 puppies to other service dog organizations who were impacted by the limitations of the ADI breeding program. Two puppies were donated by other accredited service and guide dog organizations from across the country and an additional 2 dogs were recruited from regional shelters.

Whelping puppies at the CPL facility allows for direct supervision from multiple staff members and provides for support from volunteers who then have a wonderful opportunity to be hands-on with our litters. This process also plays a key role in the first few weeks of life for the pups by receiving around the clock, controlled care so they can be better socialized with a variety of people, receive neuro-stimulation exercises, and jump start their service careers.

After spending the first eight weeks with their mother, the majority of CPL puppies start their training in community homes with volunteers. They stay with the community volunteers from two months until six months of age as this is a critical time for socialization in public. The volunteers are encouraged to take the puppies into public each day, to expose them to a variety of environments (restaurants, busy sidewalks, grocery stores, etc.). Along with the socialization, the volunteers also teach them basic obedience and house manners. In addition to this, we shifted our puppy training classes to Zoom, provided unique training experiences in their home environments, and continued to work with essential spaces to ensure socialization.

At six months of age, the puppies transition to one of the seven prisons participating in our Prison Puppy Raising Program (PPRP). For the next six to eight months, inmate puppy raisers focus on training new skills. They perfect their basic skills and start working on moderate to advanced skills. With the inmates, our pups now learn how to retrieve items, tug open doors/drawers, and press handicapped accessible door buttons. By introducing the skills at a younger age, it will shorten the amount of time our dogs need to spend in the kennel. It also allows our professional trainers time to focus more on the customization of skills during a dog's advanced training period to better meet the needs of each of our clients. With our waiting list continuing to increase in size, we are hopeful these changes to our training program will help increase the number of dogs we can place in any given year which will ultimately decrease the amount of time our applicants wait.

Over the past year, we have also focused on outreach around our core volunteers, especially with COVID-19 restrictions. This has put additional emphasis on whelping volunteers, weekend dog homes, community puppy raisers, and prison volunteers. Despite the COVID-19 limitations, CPL has had more than 650 active volunteers supporting the whelping, raising, and training of our dogs – fostering the next generation of CPL service and companion dogs during lockdowns and quarantines.

One of the core parts of our program is the lifetime of support we provide to each of our teams. Our Graduate Support Coordinator works closely with each of the teams to make sure that they feel supported, their training remains relevant to their disabilities, and their certifications are up to date. These relationships have been a much needed outlet for our teams, especially during lockdown and quarantine. CPL has also offered support to teams affected by COVID-19, including temporary re-homing their service dogs while they have sought treatment or in recovery. The companionship offered by both our full service and companion dogs, supplemented by our Graduate Support Program, and has been a huge success throughout 2020.

Last year CPL formed 18 new partnerships including 8 full service, 9 home companion, and 1 courthouse companion team. The training and placement process is an extremely vigorous 2 year training program that reviews and evaluates each dog's temperament, health, and suitability, and then specifically trains each dog with a partner in mind, catering the training of each dog to the needs they will be asked to address. Today, CPL has nearly 200 current service and companion teams throughout the nation.

- **Specific needs & issues to be addressed**

As this grant is for General Operations, funding will be allocated to support all of the core programs: Breeding Program, Whelping Program, Community Home and Prison Puppy Raising Programs, Service and Home Companion Training Programs, Team Training, and Graduate Support.

It costs approximately \$30,000 to breed, whelp, train, place, and provide lifetime support to each service and companion dog placed by CPL. CPL places 15-20 new teams each year, and has between 50-70 puppies and dogs in training at any one point. In addition to providing support to nearly 200 active teams, CPL has placed over 750 service and companion dogs since its inception.

Each service and home companion dog placed provides essential support to a person with physical, developmental, or cognitive disabilities to achieve a higher level of independence or improve their quality of life.

- **Why it is important to fund this now**

Canine Partners for Life (CPL) is deeply rooted in the community and relies on community support and volunteers to whelp, raise, train, and provide support to each team. Because it takes approximately 2 years for each dog to be fully trained for their recipient, the impact of the pandemic has yet to be truly realized. Additional investment is necessary to ensure that CPL can maintain its rigorous training schedule and continue to provide these essential services.

- **How impact & results will be demonstrated**

While CPL prefers to focus on the quality of its service and companion dog teams rather than the quantity trained, the success of our program is measured in various ways, most importantly, through the increased independence experienced by our graduates. Success can also be measured by the number of puppies entering our program, the number of healthy and physically able dogs who graduate, number of applicants who complete Team Training, number of participants who pass certification tests and graduate, longevity of partnerships, and the number of graduates who return for a successor.

The success of specific programs such as the in-house breeding program and PPRP is measured by the number of graduating dogs who come from those programs. For example, 12 of the 19 full service dogs who graduated in 2017 were from CPL's breeding program. The PPRP is so successful that 80% of the full service and companion dogs placed with recipients in our two most recent classes were raised, in full or in part, by inmates in the PPRP.

CPL strives to certify and graduate 100% of participants in each Team Training class and rarely fails to meet that goal. Success can be indicated by the rating students receive on the CPL Certification Evaluation. Teams are required to recertify every 1-2 years for the life of their partnership, allowing us to detect possible training needs and identify new challenges.

Longevity is measured in the number of years a team is actively working. In order to improve the longevity of partnerships, the Program Team has begun to develop a formal evaluation procedure to measure a dog's mental and physical ability for service work. They will conduct this evaluation on all dogs prior to matching them with an applicant. Currently, 33% of active teams have been working for seven years or more.

CPL's Graduate Support Program is another way to measure the success of a team. In addition to communication with our Graduate Support Coordinator, written reports are filed with CPL every six months, keeping us up to date on the health of the dog via veterinary reports and activities of the team. Graduate support classes, led by training staff, provide an opportunity for teams to practice skills and share with other graduates. These classes also allow CPL's staff to determine if graduates are applying the skills and training they learned in their daily lives.

A graduate's increased quality of life is quantitatively measured by comparing surveys taken prior to receiving a dog and following graduation to evaluate the overall improvement or deterioration of health and wellbeing after receiving a service dog. CPL service dogs provide assistance by operating switches and buttons, opening doors and drawers, assisting with dressing/undressing, paying cashiers, carrying objects and bags, retrieving items, providing support, balance, and momentum, providing assistance to their partners 24/7, and much more. Seizure and cardiac alert dogs warn of impending seizure activity or sudden drops in blood pressure. With a CPL service dog, individuals with disabilities are able to improve their quality of life and gain greater independence.

Additionally, our graduates provide qualitative feedback through their growth and stories. Graduates have often said, having a CPL service dog by your side means never feeling alone, and always having a sense of being loved and supported. A service dog enables a person to attend school, seek employment, and become self-sufficient. They provide a way to live life more fully, to enable the pursuit of personal and professional dreams and opportunities. CPL service dogs provide people with self-reliance and an ability to control their own destiny. Each team defines their own successes – for some this means changing their clothes or showering without human support, for others this means going for a walk, returning to school, or pursuing a career.

### 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.
- Use this form @ [www.chescof.org](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
  - **Email proposals to [grants@chescof.org](mailto: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) 696-8211 [grants@chescof.org](mailto:grants@chescof.org) with questions.



## 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