

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

Contact Information

Organization Name: Spring City Public Library
Address: 245 Broad Street, Spring City, PA 19475
Phone: (610) 948-4130
Website: <https://springcitylibrary.org/>
Year Incorporated: 1984
FEIN: 23-1365174

ED/CEO Name: Julie Wiant
ED/CEO E-mail: jwiant@ccls.org
Board Chair Name: Terry McCarthy
Board Chair Approval (check here): ☒
Primary Contact Name: Diane Skorina
Primary Contact E-mail: dskorina@yahoo.com

Organization Information:

Field/s of Interest:

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

Mission:

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

Spring City Borough, East Vincent Township, East Coventry Township

Describe Population Served & Annual Number of People Served:

The Spring City Public Library serves a total population of 13,462 people residing in three different townships. The latest data, from 2019, shows the Library had 32,684 visitors; a total circulation of 38,167 items; 322 programs serving children, young adults, and adults, with a total attendance of 2,955 people; and 4,083 sessions on the public computers in the Library.

Annual Budget \$	<u>126,094</u>	<u>1</u>	# of Full-Time Equivalent Paid Staff
<u>80</u>	% of budget for program expenses	<u>7</u>	# of Board Volunteers
<u>15</u>	% of budget for administrative expenses	<u>0</u>	# of Active Non-Board Volunteers
<u>5</u>	% of budget for fundraising expenses	<u>574.5</u>	# of Volunteer Hours
<u>100</u>	% total		

Top 3-5 funding sources:

The State of PA; Chester County; Municipalities served: Spring City Borough, East Vincent Township, & East Coventry Township; donations.

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: \$ 6,000

Proposal Summary:

We seek operational support of up to \$6,000 from foundations who share our commitment to community building, literacy, education, and a variety of programming for all ages, from infants at story time through teens and adults who join our book clubs and yoga classes to seniors who join us for programming on health and technology. Specific possibilities for funding include:

- a website re-design that will enhance our digital presence for our patrons: **\$3,000.00**
- changing our lighting to the most energy efficient and cost-effective available (i.e., LED bulbs): **\$450.00**
- purchasing a new children's computer to support children's technology skills: **\$550.00**
- developing our most popular collections for adults, which include parenting, cooking, and fiction: **\$500.00**
- purchasing STEM resources for children: **\$500.00**
- the development of more programs for all ages: **any amount up to \$1,000.00**

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

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

- For capacity building grant proposals:
 - How will this capacity building initiative impact your nonprofit?
 - How will this impact be measured?
 - Include a description of the expected activities; timeline & costs to implement the initiative. If external consulting services are required, include the anticipated costs & expertise of the consultants to be hired. Include external consultant proposals if applicable.

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

Spring City Library's history, goals, key achievements & distinctiveness

The Spring City Public Library has been a well-loved fixture in Spring City Borough for over 110 years. The library serves patrons in the Borough, East Vincent Township & East Coventry Township, as well as throughout Chester County as a member of the Chester County Library System. We are progressively thinking about the future. We are the stewards of a community center in a mixed-income borough, with many patrons who are economically disadvantaged, and we want to ensure that this Library will stand years into the future serving all of the generations to come. So often we hear a patron say, "Oh, I came to the old library building as a child!" Now they bring their children to story time in a new library, equipped for today.

The dedication to and love for the library is perhaps best illustrated by the bequest of \$500,000 some years ago from the longtime former librarian, Bertha Brower. She was not a flashy woman, but her hard work, saving, and generosity allowed her to leave money to the library so that it could remain a central fixture in the community of Spring City well into the future. Her care and passion for the library, which sits on a small side street in a predominantly working class town, allowed us to build a brand new building which opened in 2014. This brand new building took the dedication of an involved Board, staff, and municipality working together to build it from the ground up. This was a key achievement not just for the library itself, but for the Borough of Spring City. We consider this new building a major contribution to revitalization efforts that are ongoing in the town. We are especially proud of the fact that we were able to open the building without a mortgage.

Funding request

Description of key initiatives & Specific needs and issues to be addressed

We seek operational support of up to \$6,000 from foundations who share our commitment to community building, literacy, education, and a variety of programming for all ages, from infants at story time through teens and adults who join our book clubs and yoga classes to seniors who join us for programming on health and technology. Specific possibilities for funding include:

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Patrons love coming to this library for many reasons. They often comment on how warm and welcoming the staff is, how much they enjoy our high-quality programming, and how they appreciate the wide variety of materials available in such a small library (as a member of the Chester County Library System, our local patrons have access to all of the county resources with the click of a button). Many of our patrons do not have easy access to the Internet, so they come to take advantage of the three public computers and a self-service print/copy/fax/scanner. Especially for these patrons, but really for everyone (from the youngest child to the senior citizen) who comes in, the Library provides a clean, safe, climate-controlled space where they can access information, search for jobs, find leisure reading and attend programs. The Library's dedicated volunteers come weekly to help shelve books, read shelves, catalogue and cover new books, and more. These volunteers love the library and the community so much that they give willingly of their time to keep the library thriving. During the pandemic, we have continued to offer important services to the community, including: virtual programming, curbside pickup of physical materials, digital access to many e-books, and wireless access in our parking lot. We remain an important part of the community through thick and thin.

Why it is important to fund this now & How impact and results will be demonstrated

As is true for so many individuals, businesses and non-profit organizations, the pandemic has added many challenges to our operations budget, which, largely because we are so small, remains lean. Our amazing staff is paid little more than minimum wage and all are part-time with the exception of the Executive Director. As we create long-term sustainability, we are cultivating major donors, strengthening relationships with local businesses, and educating our municipalities about the importance of their budget dollars to our operations. And we seek support from foundations like many of those that are part of the Chester County Community Foundation who share our commitment to the community as we build a robust and sustainable financial base that will take our small library well into the future. With funding from foundations of the CCCF, we will serve our public in a greater capacity with more opportunities for learning through materials, a greater digital presence, and a more energy efficient facility. The funding we seek will go to very tangible results which we will be able to share with the donors through pictures, usage statistics, energy costs savings, and visible programs and materials.

Conclusion

We are excited about the future of our Library. The board and the staff are all committed to raising philanthropic awareness with regards to the library, knowing that development takes team participation and commitment. Together with Executive Director Julie Wiant – who over the course of the past year and a half has brought a great deal of energy, fundraising expertise and, most importantly, *hope* to the Board, the Staff, the volunteers, and the patrons – the Board is committed to achieving financial sustainability for the library over the next three years. We look forward to partnering with foundations who share our commitment to serving all who live in Spring City, East Vincent, East Coventry and throughout Chester County in myriad ways.