



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: 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

11 % of budget for fundraising expenses

100 % total

129 # of Active Non-Board Volunteers

1,038 # of Volunteer Hours

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 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: The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support to help fund the ongoing expenses of our After-School Program in Kennett Square and West Grove.

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 General Operating support for our After-School Program. For the past 19 years, The Garage has been a key part of the community - providing resources and sense of belonging to area youth who are in need. Through tutoring, mentoring, girls and boys program, spiritual exploration and community service, some of our community's most "at-risk" youth are finding the necessary support to reach their full potential.

A. Description of key initiatives

The Garage has reopened for the 2020-21 school year, but in a manner that complies with the health and safety of the students, staff, and community. The Garage currently operates in a hybrid style format with the combination of limited in-person programming and continuation of Virtual Garage broadcasting. The Garage harnesses the power of social media platforms to broadcast Virtual Garage programming including Facebook, YouTube, Instagram, and TikTok. This school year, we are excited to offer the following programs:

- ◇ **Community Classrooms:** The Garage's in-person programming operates Monday-Thursday, 10am to 4 pm with reoccurring groups of students at both of our centers, as well as at two local partner organizations to increase the capacity of students served. This model provides up to 100 students with in-person virtual academic support, transportation, meals and nutrition, enrichment activities, social-emotional support, and recreational activities. All Health and Safety guidelines are adhered to at all locations.
- ◇ **Virtual Tutoring:** Through the use of Zoom technology, students are matched with volunteer tutors who provide daily-individualized homework help in specific subject areas. School closures have impacted our student population in a drastic manner and have compounded existing challenges, resulting in lowered academic success and motivation. To combat these trends, an entire hour of program is dedicated to academics, tutoring, and school work completion.
- ◇ **Community Service:** Now, more than ever, the actions of service over self are valued and needed in our community. The Garage offers opportunities for community service, both volunteer and court mandated, to those who are looking to serve. The Garage deeply values its relationships with fellow community partners and is looking forward to safe and healthy community service opportunities in the community this school year.
- ◇ **Virtual Enrichment:** Our Enrichment activities fuse tutoring, mentoring, and service in order to holistically support our students. In-Person activities and Virtual Engagement videos will be used to ensure that students are not only developing and growing academically, but also manifesting self-discovery including personal, intellectual, social, and emotional through Boys and Girls programs, our two most popular enrichment activities.
- ◇ **Virtual Self Care:** The Garage recognizes that health is more than physical upkeep, but mental and emotional as well. The mental health effects of COVID-19 have been felt both locally and universally by many. The Garage recognizes this trend and will engage Virtual and In-person Self Care programming to provide students with therapeutic tools to navigate complex emotions and feelings and form practical healthy relationship skills with oneself and others.
- ◇ **Nutrition Kitchen:** The Garage provides a nutritious meal at each in-person session to nourish our students physically, but also to provide fuel and focus for the day's activities. We work with many partners including local restaurants, The Chester County Food Bank, and surrounding grocery stores to provide food and supplies to our students on a regular basis.
- ◇ **MAPS (Motivating and Advancing Powerful Students):** We focus on advising and counseling Garage students as they prepare for and transition to life after high school graduation. MAPS offers in-person presentations and virtual sessions related to career interests and opportunities, post-secondary education and training programs, and personal aptitude and passion identification. The Garage's Graduate Coordinator works with high school students at both Garage centers to navigate the new system of post-secondary success in relation to COVID-19.
- ◇ **Career Compass:** The Garage's workforce development program is an extension to our summer program opportunities. Because many of our student's families depend on them financially, summer is typically when students are not engaged with The Garage or any other support programs.. Through Career Compass, students are hired and paid to work at host sites around the community related to their post-secondary career interests.

B. Specific needs & issues to be addressed

In the wake of COVID-19, students are exclusively spending time outside of structured school environments as they navigate virtual learning. The Garage population deals with additional aspects that make virtual learning nearly impossible and creates even higher levels of displacement and marginalization. The Garage is aware of the potential threat to teens with too much time and too little supervision, particularly during these unprecedented times. Time spent in unstructured, unsupervised time with peers increases the likelihood for youth to participate in risk-taking and delinquent activities (NCBI, 2018). In Pennsylvania, the "prime time for juvenile crime" is between the hours of 2 PM and 6PM (After School Alliance, 2019), The Garage responds to this statistic by offering programming to the communities of Kennett Square and West Grove during after school hours in a safe, structured, and fun environment which has been adapted to provide support during these difficult and uncertain times of virtual learning and programming.

C. Why it is important to fund this now

The Garage's 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. With the current state of affairs, the families of our students are overwhelmed with unemployment, child care, attempting to provide education, nutritious meals, and daily basic needs. 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.

D. How impact & results will be demonstrated

The Garage administers pre and post program surveys to track student growth over program duration. In addition, surveys are sent to parents at the completion of the school year to gain insights from inside the home. Information collected is used to measure the success of our program and to continuously refine and improve our services. In 2019, The Garage updated our use of our database system, Apricot, to include all programs and services. The database streamlines our 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 virtual program attendance and is used to measure the success of our program and to continuously refine and improve our services.

During the 2020-2021 Program Year, The Garage's expected outcomes are:

- ◇ The Garage will serve at least 100 students in-person through the Community Classroom model.
- ◇ The Garage will serve at least 50 students through Virtual Garage programming.
- ◇ At least 90% of Community Classroom and Virtual Garage students will report that The Garage
 - helped them to be successful in virtual school
 - provided them with social-emotional support
 - helped them to avoid risky behaviors
 - provided them with a sense of belonging and helped them to build adult and peer relationships
- ◇ At least 70% of Garage students who actively participate will maintain a C or higher in all core subjects as measured by district grade reports
- ◇ At least 70% of Garage students who actively participate will progress to the next grade level
- ◇ 14 students will participate and complete Career Compass internships during the summer of 2021

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