CHESTER COUNTY community FOUNDATION

28 W. Market Street, Lincoln Biography Building
West Chester, PA 19382
610.696.8211 www.chescocf.org

*Let your legacy
make a difference in
Chester County*

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)	Fund for Chester County Capacity Building Grants (Due 9/15)
◊ Grants **focus on Chester County** causes & issues, but are not limited to Chester County.	◊ 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.
◊ 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)	◊ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including: o Mission, Vision & Strategy o Governance & Leadership o Partnerships & Collaborations o Operations & Technology o Fundraising, Development & Marketing
◊ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, & measurable outcomes.	
◊ Proposals can be submitted <u>anytime all year</u>.	◊ Proposals must be submitted by <u>September 15</u> to be eligible for consideration.
◊ Grant decisions are made **intermittently** all year, as Fund Advisors desire.	◊ Grant **awards** typically range from **$500-$5,000**, with monies distributed by **February.**
◊ Grant **awards** typically range from **$500-$7,500.**	

- Use this form @ **www.chescof.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 <u>must be</u> charitable, tax exempt organizations with 501(c)(3) certification & <u>cannot</u> 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

April 19, 2021

Contact Information

Organization Name: West Chester Public Library
Address: 415 N Church St, West Chester PA 19380
Phone: 610-696-1721
Website: wcpubliclibrary.org
Year Incorporated: 1888
FEIN: 23-1365982

ED/CEO Name: Victoria E. Dow
ED/CEO E-mail: vdow@ccls.org
Board Chair Name: Mary U. Brooks
Board Chair Approval (check here):[x]
Primary Contact Name: Clare Quinn
Primary Contact E-mail: cquinn@ccls.org
Cell 484-639-7393

Organization Information:

Field/s of Interest:

_x__ Arts, Culture & Humanities   ___ Environment/Animal Welfare   _x__Education
___ Health   ___ Human Services   ___ Religion

Mission: West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.

Geographic Area Served: West Chester Borough and the Townships of Birmingham, East Bradford, Pocopson, Thornbury, West Goshen, and Westtown.

Describe Population Served & Annual Number of People Served: This encompasses a population of approximately 58,000.

Annual Budget $588,490
__75___ % of budget for program expenses
__14___ % of budget for administrative expenses
__11____ % of budget for fundraising expenses

100   % total

__8.77 # of Full-Time Equivalent Paid Staff
__13 # of Board Volunteers
__7 # of Active Non-Board Volunteers
_298 # of Volunteer Hours (this does not include event volunteer hours

Top 3-5 funding sources: Government, fundraising activities (Annual Appeal and Events), trust and grant income, fines and fees

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: $___2,300_____

Proposal Summary: The West Chester Public Library would like to create a collection of circulating STEAM (Science, Technology, Engineering and Math) kits. The purposes of the kits are to spark curiosity and excitement about STEAM, to raise awareness of careers and famous people in STEAM (particularly women and people of color), to provide access to STEAM to disadvantaged children, and to involve families in the learning process.

II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE
Provide clear, concise information. 3 pages maximum.

Nonprofit's history, goals, key achievements & distinctiveness
Founded in 1872, WCPL moved into its current location at the corner of North Church and Lafayette Streets in West Chester in 1888. The original 19th century building still serves the community as its library, albeit with 21st century improvements and amenities incorporated during an extensive renovation and expansion in 2004-2005.

A member of the Chester County Library System, West Chester Public Library serves the greater West Chester community with materials, programs, and information for all ages. The library circulates over ore 150,000 items annually from its collection of 50,000 books, DVDs, CDs, e-books and magazines, and in normal conditions, sees 90,000 to 100,000 visits per year. The library seeks to provide a welcoming and open environment to all, both virtually and in person. The library's PCs and free Wi-Fi connection provide community access to the Internet as well as up-to-date document creation software. Among the more than 700 programs it presents annually in a typical year are children's story times and Summer Reading Club; materials and after-school programs for teens and tweens; and book discussion groups, author visits and special programs for adults. WCPL collaborates with a number of area organizations, including the Melton Center, St. Agnes, and the West Chester Area Day Care, to provide programs and services outside the library building.

In the extremely untypical year of 2020-21, library staff used tools such as Zoom and Kahoot! to serve the community during periods of physical closure and reduced hours. With a few changes to communications, scheduling, and dissemination, library staff demonstrated creativity in using these tools to keep library services going, including story times, children's and teen programs, the weekly English Language Learner's (ELL) Conversation times, the book discussion group, and most important of all, access to eBooks. Using those new tools, along with Facebook Live and Instagram stories feeds, the staff was able to present a variety of programs. In addition to weekly story times, the staff offered STEM/STEAM programs, book-themed posts and challenges for teens, a ballroom dance class, readings by local authors, and a bi-weekly trivia night. Borrowing and program numbers were nevertheless affected, with 40,000 fewer materials loaned than in a typical year and programming reduced by close to two-thirds compared with 2019.

Keeping up with the soaring demand for eBooks and audiobooks was our biggest challenge, one we shared with all the libraries in the Chester County Library System. By May, demand for e-materials had grown by some 50-60% over January-February 2020. Readers were looking for bestsellers, children's books, DIY and how-to books, science fiction and fantasy, and just about anything that was available to borrow. We spent the bulk of our $16,000 e-materials budget by June.

2. Funding request

West Chester Public Library would like to create a collection of circulating STEAM (Science, Technology, Engineering and Math) kits. These kits would spark curiosity and excitement about STEAM, raise awareness of careers and famous people in STEAM (particularly women and people of color), provide access to STEAM to disadvantaged children, and involve families in the learning process.

The library has already successfully implemented STEAM programs, including Monday afternoon "Fun with STEAM" sessions for ages 4 – 12. These programs were initially held in the library and have now temporarily shifted to an interactive Zoom platform during the Covid-19 Pandemic. Interestingly, attendance has been higher for the virtual STEAM programming, in part because there are fewer barriers to attendance, such as scheduling conflicts or lack of transportation.

We would like to provide more opportunities for children and their families to explore STEAM learning. Circulating kits would be an additional way to reach our customers without concern for barriers to attendance at in-person programs. The kits would also expose families to science and technology materials that have the most value when explored in person and that could be cost-prohibitive for our customers to buy themselves.

Circulating STEAM kits would be made available, at no cost, to any library member. Each themed kit would contain both a fiction and a non-fiction book related to the topic, materials for building or experimenting, and library-made prompt cards suggesting different ways to explore the topic and materials. Books and instructions would be bilingual in Spanish and English.

Additionally, the STEAM kits would be loaned to preschools and schools with whom the library already has relationships through our outreach programming. These are primarily schools and preschools serving children with disabilities, English language learners, children experiencing poverty, and children from families experiencing domestic violence or addiction. Homeschoolers would also benefit from the STEAM kits, allowing them to explore materials that they do not own themselves.

Each STEAM kit would cost approximately $100 for books, materials, and their associated container. We plan to create and circulate a total of twenty kits in this first phase. The kits would primarily be intended for children ages 4 – 12, although some may be appropriate for teens as well. Staff costs for assembly and distribution would be $300 (1.5 hours per kit at $10/hr).

Examples of topics that could be included in this program are coding, robotics, architecture, alternative energy, physics, circuitry, astronomy and mathematics. Library staff would determine topics according to the recommendations of local science educators.

How impact & results will be demonstrated
1. Impact will be demonstrated by the number of times the kits are borrowed.
2. Survey feedback from parents, community partners, and children on their use and value to the children in their programs:
    a. 80% of parents/caregivers will state that their child(ren) have understood the concepts covered by the kit they borrowed.
    b. 80% of children using the kits will state they learned something new from using the kit.

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 & COLLABORAITONS**
  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