

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: Chester County Futures
Address: 50 S First Ave. Coatesville, PA 19320
Phone: 610-458-9926
Website: ccfutures.org
Year Incorporated: 1996
FEIN: 31-1822506

ED/CEO Name: Maria McDonald
ED/CEO E-mail: mmcdonald@ccfutures.org
Board Chair Name: Matt Rovi
Board Chair Approval (check here):
Primary Contact Name: Clarence Johnson
Primary Contactmail:cjohnson@ccfutures.org

Organization Information:

Field/s of Interest:

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

Mission:

Chester County Futures provides comprehensive academic support, mentoring and scholarships for motivated economically disadvantaged youth to succeed in school, higher education and life.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): *Coatesville, Oxford, Kennett and Phoenixville*

Describe Population Served & Annual Number of People Served:

Annual Budget \$ _____	<u>10</u> _____	# of Full-Time Equivalent Paid Staff
<u>80</u> _____ % of budget for program expenses	<u>17</u> _____	# of Board Volunteers
<u>17</u> _____ % of budget for administrative expenses	<u>65</u> _____	# of Active Non-Board Volunteers
<u>3</u> _____ % of budget for fundraising expenses	<u>455</u> _____	# of Volunteer Hours
<small>100 % total</small>		

Top 3-5 funding sources:

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: \$ 5,000.00

Proposal Summary: Chester County Futures (CCF) would like to undertake a strategic planning process to set the future direction of its organization. As a nonprofit, we provide academic enrichment, mentoring and scholarship assistance to vulnerable, low-income adolescents, helping them to succeed in school, to graduate high school and to enter post-secondary school. Serving four county school districts, we empower students to obtain a higher education to become productive citizens. A more focused, strategic

application of our services and resources is demanded in today's environment of limited resources and growing need of assistance among the population, we serve. To ensure we are using the right mix of strategies, we would develop, document, approve and implement a three -year strategic plan for CCF. An outside consulting firm with extensive experience in nonprofit strategic planning will guide our process. The consulting firm will work closely with our board and staff to develop a realistic and actionable plan for the organization. The firm will also lead and facilitate the entire effort; they will conduct meetings, focus groups, interviews and they will administer surveys, analyze findings, conduct strategy and goal development sessions and write the strategic plan document. The strategic planning project has three phases: 1) Collection and synthesizing of internal and external information; 2) Identification of key strategic issues with exploration of services and models for the future ;and 3) Testing and crafting the plan. The deliverable is a written 5-year strategic plan with goals, strategies, objectives, action steps and timelines. We anticipate developing an implementation plan to take action and evaluate progress. The project will allow CCF to maximize program, human and financial resources more efficiently to accomplish its mission. Overall, the benefits will be enormous for our small organization; it will help us focus attention upon students' needs, meet growing demand, use resources efficiency and effectively, build flexibility and promote innovation and creativity as we work toward a shared vision.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

With a small grant from the Nelson Foundation, local philanthropists founded Chester County Futures in 1996 under the Chester County Community Foundation. Our founders realized that the nation's 28th wealthiest county had pockets of extreme poverty, where students were falling behind. With that grant, Chester County Futures entered Kennett Consolidated School District and Coatesville Area School District with the dream of reaching students greatest need for academic enrichment. Just four years later, the first 13 students in our Passport to College Program graduated from high school. Since then, Chester County Futures has helped nearly 1,100 students navigate the rigors of high school and college in four different school districts through after-school programming, mentoring and scholarships.

Our programming focuses on preparing students not only for post-secondary school, but also for life after college. Our alumni network continues to grow, as former students rejoin us to support the next generation of students. Chester County Futures has truly become a place where learning continues outside the traditional classroom. Through the efforts of our staff, mentors and dedicated donors, we look forward to empowering the students of Chester County through the next 20 years and beyond.

Awards and Accolades:

In 2004, Chester County Futures enrolls its 100th student into the Passport to College Program

In 2006, Chester County Futures is named the "Non Profit Business of the Year" by the Great Valley Regional Chamber of Commerce.

In 2011, the middle school program, Futures AHEAD is implemented.

In 2013, Chester County Futures is awarded the prestigious Financial Literacy Hero Award by the West Chester Public Library.

In 2016, Chester County Futures celebrates its 20th Anniversary, enrolls the 1000th student in the Passport to College Program, and launches Steps 4 Success – a brand new college bridge program supporting students throughout their undergraduate degree.

In 2019, the Philadelphia 76ers Youth Foundation and First Trust Bank presented Chester County Futures as a recipient of the "Game Changer Award" at halftime of the Sixers game.

In week 12 of the 2020 season, The Philadelphia Eagles and Philadelphia Insurance Companies spotlighted Chester County Futures as a Community Red Zone Organization recipient who is "making a difference in the Red Zone in our community".

What We Do:

Chester County Futures (Futures) is an independent 501(c)(3) non-profit organization founded in 1996 which offers direct program support and services through after-school academic enrichment meetings, mentoring and post-secondary scholarship support.

Who We Serve:

We serve economically disadvantaged Chester County students motivated to earn a high school diploma and post-secondary degree in order to achieve their personal educational goals and become meaningful contributors to the communities in which they live.

Where We Serve:

Coatesville Area School District
Kennett Consolidated School District
Oxford Area School District
Phoenixville Area School District
Our Student Population 2020-21:

Student Enrollment:

172 high school students
154 post-secondary students

High School Student Demographics:

Hispanic: 45%
African American: 29%
Caucasian: 18%
Other: 5%
Asian: 3%

Females: 71%

Males: 29%

First Generation: 80%

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.*

Our project entails the research and development of a realistic and actionable five-year strategic plan to propel the organization forward in reaching its mission. Some of the tasks to be accomplished include the following;

Completed assessment of organizational and programmatic strengths and weaknesses;

Completed scan of external environment and landscape;

Identification of priorities and areas for strategic focus and options for targeted programs, collaborations and services;

Development of overarching strategies for organization;

Review and enhancement of existing and new student curriculum and services;

Identification of new and existing alliances and collaborations with community organizations, schools, corporations, and colleges;

Designing more effective/efficient programs/services ;

Strategic Plan crafted based on shared organizational vision;

Completed Strategic Plan implementation guide and or dashboard;

Creation of an effective staffing model; identification of staff skills for achievement of approved strategic plan;

Form new strategic alliances, partnerships and cooperative relationships to transform organization in serving students and maximizing its resources according to the strategic plan.

****Detailed proposal is attached describing time line and cost breakdown.**

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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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