

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: **Family Promise of SCC**
Address: **1156 W. Baltimore Pike, Kennett Sq., PA**
Phone: **610-444-0400**
Website: **www.familypromisesc.org**
Year Incorporated: **2014**
FEIN: **35-2518819**

ED/CEO Name: **Renna Van Oot**
ED/CEO E-mail: **ed@familypromisesc.org**
Board Chair Name: **Burt Rothenberger**
Board Chair Approval (check here): **x**
Primary Contact Name: **Liberty Breen**
Primary Contact E-mail:
lbreen@familypromisesc.org

Organization Information:

Field/s of Interest:

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

Mission: Family Promise of Southern Chester County helps families with children experiencing homelessness achieve sustainable housing and stability.

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

Mainly Southern Chester County

Describe Population Served & Annual Number of People Served:

Family Promise of SCC serves children and their families mainly in Southern Chester County. In 2020, 100% of the families were single female households, 31% were African American, 18% Bi or Multi-racial, 26% Latinx, and 26% were not identified. On average, each family had two children (under the age of 18). These families are low-income, underserved within their community, and experiencing or are on the verge of homelessness.

Annual Budget \$480,704	4	# of Full-Time Equivalent Paid Staff
88 % of budget for program expenses	14	# of Board Volunteers
11 % of budget for administrative expenses	694	# of Active Non-Board Volunteers
1 % of budget for fundraising expenses	3334	# of Volunteer Hours

100 % total

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

Proposal Summary:

Family Promise of SCC seeks funding for capacity building .

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Our story began with a simple act of compassion, which set in motion a movement to end family homelessness. FPSCC, a 501(c)(3) non-profit organization, was created to address the growing concern for families, with children, experiencing homelessness in the communities defined by the five Southern Chester County school districts: Kennett Consolidated, Avon Grove, Oxford, Unionville-Chadds Ford, and Octorara. Indicative of this concern is the fact that the PA Department of Education reports that approximately 500 students had experienced some form of homelessness in our community.

FPSCC opened its doors in 2015 when community individuals and organizations became aware and concerned with the total lack of shelter beds in this part of the county and that the fact that families could be split when entering a tradition shelter scenario. Mothers would be sent to a female shelter while their sons would be sent to a male shelter. FPSCC sought to find a remedy. Our organization provides the framework for helping families experiencing homelessness regain their housing, their independence, and their dignity while keeping a family together. Families are stronger when they are together.

FPSCC's innovative, unique, and effective programs help children and their family's overcome homelessness and remain stably housed. Each night of homelessness can have long-term effects on families, so our programs help them quickly get back into housing. We also believe that when families lose their homes, they should not have to lose each other. We have always been dedicated to serving families of any kind — not just mothers and young children, but also single fathers, two-parent households, and families of any size.

2. Funding request

- **Description of key initiatives**

Family Promise of SCC seeks funding for strategic planning.

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

Family Promise of Southern Chester County's present strategic plan was the vision and path for its organization for 2019 to 2022. This strategic plan was written prior to the advent of the pandemic. As it is to expire in 2022, it is now necessary to revisit the road Family Promise is to follow with COVID-19. Funding is needed to hire a consultant to facilitate sessions and help align our Board around a vision, goals, action plan and strategy.

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

Previously, the Board of Directors came together and completed a Strategy Road Map for 2019 to 2022. This road map was completed prior to the advent of COVID-19 and will expire next year. The strategic plan is needed to establish the direction the organization is to take during the new "normal" of life with the pandemic.

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

The plan will establish goals. Impact and results will be demonstrated by meeting these goals.

- *For capacity building grant proposals:*

- *How will this capacity building initiative impact your nonprofit?*

Strategic planning is essential as a planning tool for nonprofits to govern their organization effectively. We are certain the SCC Community Foundation is keenly aware of the advantages of strategic planning: periodically taking stock of external and internal changes in the environment; evaluating mission, vision, and opportunities; and positioning ourselves more soundly for the future. We wish to explore the impact COVID has made on our programmatic model, how to expand to meet the needs of the community, and how to further collaborate with partners, among other goals yet to be identified. This process could have a profound impact on our ability to best serve the community.

- *How will this impact be measured?*

The strategic plan will be operationalized and used as a working document. Goals and objectives will be woven into both board and staff meetings, and progress towards these goals will be assessed at regular (at least quarterly) intervals, depending on the goal. The specific goals under each identified strategy will be assigned to specific persons, positions, or committee chairs, as appropriate.

- *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.*

We anticipate engaging an experienced consultant who specializes in nonprofit strategic planning processes. We anticipate this could cost up to approximately \$15,000 - \$20,000 depending on the consultant proposals. In 2019, Family Promise SCC engaged the Stamm Consultancy, a reputable local firm who created a plan for 2019-2022. This plan will be completed in 2022, and it will be time to renew. We have not yet solicited a Request for Proposal for our plan renewal, and do not yet have a specific proposal. However, the criteria to evaluate proposals once solicited will include a) experience; b) education/training in the area; c) recommendations from professional sources; and d) recommendations from former clients.

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