

## 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](http://www.chescocf.org) to apply online for grants from all Community Foundation Funds.
- **Email proposals to [grants@chescocf.org](mailto: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](mailto: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](http://www.chescocf.org)

Date

## Contact Information

Organization Name: LCH Health and Community Services ED/CEO Name: Ronan W. Gannon  
Address: 731 W. Cypress Street, Kennett Square, PA 19348 ED/CEO E-mail: rgannon@lchservices.org  
Phone: 610-444-7550 Board Chair Name: Pia McCann  
Website: www.lchcommunityhealth.org Board Chair Approval (check here):   
Year Incorporated: 1973 Primary Contact Name: LeeAnn Riloff  
FEIN: 23-2041915 Primary Contact E-mail: lriloff@lchservices.org

## Organization Information:

### Field/s of Interest:

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

**Mission:** LCH's mission is to change lives by serving southern Chester County as the leading provider of integrated health and community services.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Southern Chester County, approximately bounded by Oxford/Nottingham on the west and Kennett Square on the east.

## **Describe Population Served & Annual Number of People Served:**

Annual Budget \$ <u>10,951,173</u>	<u>92</u>	# of Full-Time Equivalent Paid Staff
<u>87</u> % of budget for program expenses	<u>14</u>	# of Board Volunteers
<u>11</u> % of budget for administrative expenses	<u>24</u>	# of Active Non-Board Volunteers
<u>2</u> % of budget for fundraising expenses	<u>150</u>	# 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:** LCH Health and Community Services is a community-based health system based in Kennett Square, with two satellite location to serve all of southern Chester County. As a safety net health care provider for our community's most vulnerable, we have been at the forefront of the pandemic since its start. In the ongoing pandemic, LCH must work harder than ever to increase access to primary care, mental health care, specialty medical care (such as women's health and dental) and social services, while at the same time serving our community as a trusted resource for COVID-19

testing, vaccination, and public education. General operating support will help us keep our patient population healthy throughout and despite the pandemic.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

LCH Health and Community Services (formerly La Comunidad Hispana) was founded in 1973 to provide social services to a rising population of low-income immigrants working in the region's mushroom farms. Over time, LCH expanded into health care, becoming a safety net healthcare provider for the area's uninsured population, and in 2012 becoming a Federally Qualified Health Center (FQHC).

Today, LCH encompasses three sites across southern Chester County: a primary care health center in Kennett Square; a primary care health center in Oxford; and a specialty health care site in West Grove, offering centrally located women's health, pediatric, and dental services. At all three sites, LCH offers our patients integrated mental health care, as well as social assistance services (such as assistance with navigating barriers to health such as health insurance, language barriers, and transportation).

LCH is the only organization in southern Chester County offering comprehensive health services to uninsured and underinsured people. Our model puts each patient at the center of his or her own care, providing a range of services in-house and assisting with access to additional services as needed with other organizations and providers. By speaking Spanish and English, offering evening hours, going to mushroom farms and other employers to offer health services, and assisting with insurance, transportation and other barriers, we ensure access to care for about 8,000 unduplicated individuals each year.

In the spring of 2020, LCH became a critical part of our community's pandemic response. For six weeks that spring, we closed our doors to all but urgent appointments. By May 2020, we were able to reopen our doors for all visits, with numerous measures in place to assure patient and staff safety (masking, social distancing when possible, physical barriers, HEPA air filters, stringent cleaning and sanitization protocols). We quickly launched telemedicine that spring, offering patients an easy, one-click, HIPAA-compliant option for care. Telemedicine continues to be an important component of our service menu today, especially for mental health and social assistance visits.

In June 2020, we opened an outdoor medical testing unit at our Kennett Square headquarters, a temperature-controlled trailer that we continue to use with all patients who have symptoms of COVID-19. This also helped to keep potentially infectious patients out of our primary waiting room. Once the first vaccines were available in December 2020, we began to immunize our own staff and other eligible front-line workers in the community. When more people became eligible for vaccination, we began holding vaccine clinics for hundreds of people per day, both LCH patients and community members.

Community outreach has always been a central part of our healthcare model, and we extended this model to COVID-19 vaccinations to ensure that vulnerable agricultural workers had easy access to vaccination by holding several vaccination events at area mushroom farms. Although for the moment these intensive vaccination clinics have ended, we continue to vaccinate individuals who come to LCH every day. Since December, we have administered more than 10,500 doses of the vaccine.

## 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.*

LCH serves our community with a wide range of health and community services which are intended to work together to help individuals gain optimal health and stability. Our services include primary care for all ages, women's health and prenatal services, behavioral health counseling and treatment, dental services, social assistance case management, youth and adult education programs, workforce development support, and legal services. These services are coordinated using a single comprehensive database called Athena (formerly Centricity), which enables us to track each individual's progress toward their goals across multiple services, and also to regularly assess and continually improve each program's performance.

During the current pandemic, we have been an even more critical resource to the community we serve, continuing to provide all of our traditional health services with numerous safety measures in place. We have worked to quickly launch a secure telemedicine option for those patients who feel more comfortable being served remotely. Since the summer of 2020, we have offered COVID-19 testing both at our Kennett Square headquarters and at outreach events on site at area mushroom farms. Since last winter, we have been a key vaccinator in our community, administering more than 10,500 doses of COVID-19 vaccine to date.

All three LCH sites remain open to provide all of our health services, and COVID-19 testing and vaccination is available to community members upon request. We are gearing up for the first wave of booster shots for immunocompromised patients, followed by booster shots for all of the patients and community members we vaccinated in the winter of 2021. General operating support would give us flexibility to use this funding where it is most needed – an exceptionally valuable asset in such uncertain, perpetually changing times.

With this support, we will seek to achieve the following for the 2022 calendar year:

- Serve at least 8,500 unduplicated patients across all LCH services
- Increase our number of behavioral health patients served from about 1,200 each year to 1,500
- Continue to administer COVID-19 vaccinations and boosters as appropriate, including conducting outreach to mushroom farms and other employers to improve access to hard-to-reach patients
- Increase the number of pediatric patients served at our new Pediatric Center from about 700 to at least 1,000 and improve our rate of childhood on-schedule vaccination to at least 75%.

### 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.

LCH's Strategic Plan, attached, concluded in 2021. We are currently working with Capacity for Change to create a new plan, which we expect to be completed by February 2022.

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(610) 696-8211 [grants@chescof.org](mailto:grants@chescof.org) with questions.





## 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