

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: Brandywine Valley SPCA
Address: 1212 Phoenixville Pike, West Chester
Phone: 610-241-0802
Website: www.bvspca.org
Year Incorporated: 1929
FEIN: 23-1381030

ED/CEO Name: Adam Lamb
ED/CEO E-mail: alamb@bvspca.org
Board Chair Name: Francesca Rudin
Board Chair Approval (check here):
Primary Contact Name: Nancy McCall
Primary Contact E-mail: nmccall@bvspca.org

Organization Information:

Field/s of Interest:

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

Mission: Our mission is to put the "human" back in humane animal treatment and advocate on their behalf. Our vision is to be the recognized leader in animal welfare that empowers communities to treat life with respect and dignity.

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

Describe Population Served & Annual Number of People Served: Animal lovers in Chester County, 200,000 people

Annual Budget \$ 11,621,071 157 # of Full-Time Equivalent Paid Staff
94 % of budget for program expenses 13 # of Board Volunteers
2.5 % of budget for administrative expenses 200 # of Active Non-Board Volunteers
3.5 % of budget for fundraising expenses 54,646 # of Volunteer Hours
100 % total

Top 3-5 funding sources: Longwood Foundation, Petco Love, PetSmart Charities

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: We are requesting money to help fund our Foster program here in West Chester.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Founded in 1929, the BVSPCA exists to end animal suffering and to involve the entire community in the welfare and well-being of animals. From a single location in Chester County, the Brandywine Valley SPCA has within the last three years, expanded to cover Chester and Delaware Counties, PA and the entire State of Delaware.

Our mission is to put the “human” back in humane animal treatment and advocate on their behalf. Our vision is to be the recognized leader in animal welfare that empowers communities to treat life with respect and dignity.

2. Funding request

• Description of key initiatives

- Adoption - Brandywine Valley SPCA provides shelter for more than 14,500 animals across their vast footprint each year. All animals available for adoption have been examined by a veterinarian, sterilized, vaccinated, and microchipped.
- Spay/Neuter Clinic – Our clinics provide high-quality, low cost spay/neuter for owned pets in our communities.
- Animal Health Center – The Animal Health Centers offer affordable full service veterinary care for both shelter pets and owned pets in the community.
- Community Cats Program- A “Community Cat” is defined as any unowned cat - whether the cat is feral, abandoned, lost or living in a colony. The Brandywine Valley SPCA offers a program where cats are humanely trapped, spayed or neutered, vaccinated, identified with an ear notch and returned to their colonies or caretakers.
- Critter Camp - Week-long summer camps for children ages 8-12 years old. Attendees make crafts, learn about animal care, discover about careers with animals and play with our many adoptable pets.
- Foster Program - Because the Brandywine Valley SPCA is an open admission shelter that takes in stray and abandoned animals, we are always in need of foster homes to temporarily house animals to give them a second chance at fulfilling lives.
- Safety Net Programs - The Brandywine Valley SPCA offers several safety net programs such as a pet food pantry, free shot clinics, behavioral advice, and affordable veterinary care in order to help keep pets in their homes where they belong.
- Volunteer Opportunities - Our dedicated and tireless volunteers play a vital role in almost every aspect of our shelters. Last year, they volunteered 54,646 hours walking dogs, playing with cats, and helping at our outreach and special events.

• Specific needs & issues to be addressed

Our foster program is one of the most important lifesaving programs at our shelter. Animals that have been injured, pregnant or are too young to be adopted are placed in homes in the community where they are cared for until they are ready to be adopted. When we place them into foster homes, to relieve

the burden of paying for the animals, the foster families are provided with all the tools they need to care for the dog or cat. This includes, food, medication, crates, carriers, blankets, bottles, formula, heating pads and toys. While sometimes we have enough items in stock, frequently during the busier seasons, we do not have enough supplies and are forced to purchase.

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

This program is always important to fund because it saves lives of innocent animals in need. Summer is the busiest season for fostering because of the underage puppies & kittens, but all year long, there is a need. The Brandywine Valley SPCA employs a lifesaving coordinator at each of their campuses.

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

The impact of this program is saving the lives of animals who need a second chance before they can get adopted. The Fostering Program saves hundreds of lives in Chester County every year. In addition, this program provides excellent opportunities for the community to come together in the spirit of volunteerism.

- *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.*

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