

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 8/26/21

Contact Information

Organization Name: West Chester Friends School
Address: 415 N High St, West Chester, PA 19380
Phone: 610-696-2962
Website: www.wcfriends.org
Year Incorporated: 1836
FEIN: 23-1690347

ED/CEO Name: Brian Fahey
ED/CEO E-mail: bfahey@wcfriends.org
Board Chair Name: David Wickard
Board Chair Approval (check here) X
Primary Contact Name: Pam Sapko
Primary Contact E-mail: psapko@wcfriends.org

Organization Information:

Field/s of Interest:

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

Mission:

The West Chester Friends School mission is to build upon the strengths of the school's tradition and philosophy in order to:

- meet the needs of our children
- celebrate those talents that are within each of our students
- develop the whole child through a comprehensive educational program

We stress the importance of self-discipline, community responsibility, respect for the dignity of all people, and the settling of differences through peaceful means.

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

Chester County

Describe Population Served & Annual Number of People Served:

Diverse student body; Playschool through Grade 5 (ages 3 - 11); 150 students

Annual Budget \$ 1,898,000 _____ 25 # of Full-Time Equivalent Paid Staff
___ 65.2 ___ % of budget for program expenses ___ 14 ___ # of Board Volunteers
___ 28.6 ___ % of budget for administrative expenses ___ 30 ___ # of Active Non-Board
Volunteers
___ 6.2 ___ % of budget for fundraising expenses ___ 500 ___ # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Tuition, EITC and OSTC tax credit program, grants.

Is this grant proposal for: Capacity Building ___ or General Operating ___X___?

Grant Amount Requested from the Community Foundation: \$ 3,000 _____

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

History

Founded in 1836, West Chester Friends School (WCFS) is an independent Quaker elementary school, established in accordance with the Friends' long-standing concern for education. WCFS focuses exclusively on the Preschool through Grade 5 student population. WCFS students learn in the context of Quaker values, including respect for one another, self-discipline, peaceful conflict resolution, and responsibility to the community. WCFS is located in the heart of West Chester on historic Quaker Hill, its four buildings are nestled between the West Chester Monthly Meeting House and the Hickman Home. As the oldest continuously operating school in the borough, WCFS maintains an important place in Chester County's rich history and vibrant present.

WCFS partners with many local nonprofit organizations; classes often walk to utilize local resources including museums, art galleries, historical sites, natural areas, and municipal facilities.

Distinctiveness

Students are prepared for lives of impact and caring leadership through an enriched, experiential curriculum taught in the context of Quaker values. Children attending WCFS enjoy learning in lively classrooms where teachers guide them through an enriched, integrated curriculum of language arts, social studies, science and math.

Special study areas include art, music, science, library, technology, Spanish, service, health and guidance, mindfulness, Quakerism, and physical education.

Students can participate in early and after school care. After school activities include: sports, Makers, knitting, yoga, running and fitness clubs, chorus, band, math and business clubs, dance, and strings.

The campus includes an outdoor classroom, a small pond, raised vegetable beds and resident hens. An intergenerational program with the Hickman Home, and learning partnerships with West Chester University, Kennett Symphony, Chester County Historical Society, and Echo Hill Environmental School expand the students' experiences.

Diversity is at the heart of the WCFS experience, bringing broad access and connection to WCFS's program and community. Twenty-three percent of families have parents who have immigrated from at least twenty different countries. Seventy-five percent of families receive flexible tuition, providing an average of \$5,000 support per family. Fourteen percent of students are eligible for the Federal Free Lunch Program. The school has a student: teacher ratio of 6:1, enabling us to support the whole child. The average class size is fifteen children.

We welcome families of all faiths and affiliations to the school community and work to ensure that all members the school community, including children, families, faculty, staff, and volunteers are accepted, included, respected, embraced, and celebrated. A school populated by children from a variety of cultural, religious and socioeconomic perspectives creates a rich learning environment that is beneficial for everyone. We improve WCFS through our diversity; inclusion is everyone's responsibility.

Goals

Dedicated exclusively to the education of children in preschool through fifth grade, WCFS provides students with the essential foundation they require to become lifelong learners, contributing members of their community and citizens of the world. Children are prepared for lives of impact and caring leadership through an enriched, experiential curriculum taught in the context of Quaker values, including integrity, service and stewardship.

Key Achievements

WCFS students consistently perform well on achievement tests, meeting, or exceeding scores from independent and high performing public schools.

WCFS alumni take the Quaker values that they were steeped in at WCFS, the skills they need for creative collaboration and conflict resolution, and a sense of responsibility for their community. They enroll in a great variety of middle and high schools, colleges and universities; a range that speaks to the unique light in each of them.

Our graduates dependably say, “***this was the school that made the greatest difference in my life***” or “***this is the school that you wish you had attended.***”

WCFS is accredited as a private academic school by the Pennsylvania Association of Independent Schools (PAIS), the agency chartered by the Department of Education to accredit independent schools across the Commonwealth. Full-scale evaluations occur every ten years and include an extensive self-study and an evaluation by a visiting team of education professionals based on over 100 standards. WCFS’s last evaluation was completed in 2017-2018.

2. Funding request

• Description of key initiatives and specific needs

- 1) Scholarship gifts are transformational, both for individuals and for the school. WCFS is dedicated to guaranteeing a highly diverse student body. Ideally, WCFS wishes to serve 150 children, need blind.
- 2) WCFS has a diverse student body and Board of Directors but wishes to increase diversity among its teachers and staff. This is important so that students and their families see teachers like them and so that perspectives and dialog among faculty and staff is enriched along experiential lines. With the expected retirement of several faculty and staff over the next few years, there will be opportunity, to continue to work towards this goal.
- 3) Diversity, Equity, and Inclusion (DEI) training will: strengthen teachers’ skills in teaching history and their awareness of racial and cultural biases; strengthen our Leaders’ skills in conflict management; and the Board of Directors understanding of school issues related to DEI. We have identified four training goals, including curriculum review tools and professional development.
- 4) During the continuing pandemic, WCFS expanded use of its outdoor spaces for teaching and for play. We rent two large tents for that purpose, and they are in constant use. We seek funds to help cover that substantial expense.
- 5) In-kind support, of all kinds, is also gratefully received.

• Why it is important to fund this now

- 1) The request and need for tuition assistance has increased. We don’t want to lose students who can benefit from a WCFS education but for whom family circumstances have changed, whether because they were impacted by the pandemic or for other reasons.
- 2) It has been difficult for WCFS to hire minority employees, primarily due to salary limitations, but it becomes increasingly important.

3) With the Black Lives Matter demonstrations and the subsequent backlash, public schools locally are experiencing pressure to reduce their DEI efforts. It is important that WCFS can be as effective as possible in teaching history and cultural diversity in the context of Quaker values.

4) WCFS will be renting tents to serve as outdoor classrooms throughout the FY21-22 school year.

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

1) Every student who receives tuition assistance (75% of families) receives the full advantage of a WCFS education. Students' early success at WCFS benefits them throughout the rest of their lives.

2) An increased diversity of staff and faculty members will enrich the experience of what WCFS can offer to its families. Leadership will evaluate impact over time.

3) The WCFS will be able to navigate conflict and teach according to Quaker values.

Debriefing and discussion during staff meetings will identify successes and areas for additional work.

4) Students and teachers will have safe outdoor spaces during the pandemic. Last year the tents were used extensively. As one of the pandemic adaptations that WCFS put in place, we had no cases of Covid at school and were able to teach in person for the entire school year.

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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so their legacies make a difference.*