

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: Arts Holding Hands and Hearts
Address: 805 Nathan Hale Drive, West Chester PA
hearts.com
Phone: 484-883-2367
Website: www.AHHAH.org
Year Incorporated: 2013
FEIN: 462698782

ED/CEO Name: Jan Michener
ED/CEO E-mail: jan@artsholdinghandsand

Board Chair Name: Peter Mikel-Mayer
Board Chair Approval (check here):
Primary Contact Name: Jan Michener
Primary Contact E-mail:
jan@artsholdinghandsand hearts.com

Organization Information:

Field/s of Interest:

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

Mission: AHHAH's mission is to empower children, strengthen families and mobilize communities through mindfulness, arts, literacy, and community. Our vision is to close the gaps and inequities in education for children in poverty.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): AHHAH focuses its efforts in Chester County primarily in Coatesville, Kennett Square, West Chester and Downingtown.

Describe Population Served & Annual Number of People Served: We provide classes to over 400 children and families in Head Start centers in Coatesville, Kennett Square, West Chester and Downingtown. We also provide programs to youth in the juvenile justice system at the Chester County Youth Center. Additionally AHHAH spearheads the PULL (Pop Up Lending Library) Campaign which aims to make age-appropriate, relevant, culturally appropriate books accessible to every child in Coatesville and Kennet Square. Finally, in 2020 AHHAH began providing services to adults, in the form of mindfulness, self-care, and resiliency workshops for teachers and others working with disadvantaged children.

Annual Budget \$ 93,000 0.5 # of Full-Time Equivalent Paid Staff
67 % of budget for program expenses 8 # of Board Volunteers
28 % of budget for administrative expenses 10 # of Active Non-Board Volunteers
5 % of budget for fundraising expenses 1000 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Individual and small business donations
Program revenues from Chester County Youth Center
Foundations – Justamere Foundation, CCCF, CCRES, Westminster Presbyterian Church
Program revenues from Chester County Intermediate Unit.

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:

AHHAH requests funding to support the post-pandemic resumption and growth of our programs serving children in southern Chester County.

AHHAH’s Head Start Mindfulness and Arts Program provides weekly trauma-informed mindfulness and arts programs to children, parents and teachers at Coatesville (C.C.I.U.) and two other Head Start locations. The Coatesville C.C.I.U. Head Start preschool serves approximately 300 low-income students .

AHHAH also provides classes in mindfulness, artistic expression (writing and drama), and nutrition to children in shelter and in detention at the Chester County Youth Center (“CCYC”) in Pocopson. In September 2021 AHHAH will add a new Culinary Business program at CCYC that will teach skills in gardening, food preparation, retail/customer service and teamwork.

In response to the Covid pandemic , AHHAH has also developed and implemented Professional Development workshops focused on resiliency for teachers, counselors, and administrators. Participating organizations include Chester County Futures, Chester County Dept of Community Development, OIC PA Career Links, and Chester County Intermediate Unit.

The Covid pandemic has made our mission more urgent because it has exacerbated the impact of trauma to children. Children have missed school, had reduced opportunities for exercise and recreation, have been isolated from their friends and extended families, and may have experienced increased food and housing insecurity. Parents have been stressed by isolation, restrictions and the need to take on many of the responsibilities of teachers. Many have also lost income through layoffs, furloughs, and reduced hours.

At the same time the Covid pandemic has negatively impacted AHHAH’s finances. The suspension of on-site activities at Coatesville Headstart and Chester County Youth Center caused a 60% reduction in AHHAH’s program revenues in Fiscal year 2021. Our supporters have responded to this challenge generously, but we still ended the Fiscal Year with a net-income that was negative by approximately \$12,000.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Arts Holding Hands and Hearts (AHHAH) was founded in 2013 by Jan Michener. Our inaugural programs were trauma informed yoga classes and creative writing workshops at the Chester County Youth Center (CCYC). 40% of the youth who pass through CCYC are residents of Coatesville so AHHAH made Coatesville our initial primary focus to determine if the flow of children into the juvenile justice system could be curtailed. AHHAH uses multiple strategies – **Community, Arts, Literacy, Mindfulness (C.A.L.M.)** to mitigate the stressful effects of Adverse Childhood Experiences (ACEs). Our programs engage youth in mindful and artistic initiatives that build resiliency and create pathways to productive and fulfilling lives. AHHAH programming is focused on key childhood development stages as follows

Pre-Kindergarten (Families, Caregivers and children up to age 5)

- Family Story Time Yoga and Move with Me classes in Coatesville.
- Head Start Story Time Yoga in 4 Chester County Head Start Centers
- Head Start Move with Me and Read to Me classes in Coatesville
- Head Start Senior Readers program

All School Aged Children

- Yoga and Mindfulness classes at the Chester County Youth Center
- Creative Writing and Expressive Arts Workshops at the Chester County Youth Center
- **PULL** (Pop Up Lending Library) **Campaign**- 25,000+books have been collected and distributed – mainly in Coatesville and Kennett Square. The PULL campaign involves many community partnerships including—two public-libraries, 16 schools; Chester County Boy Scouts, local senior-living communities; and multiple local NPOs.

Teenagers

- Nutrition classes and “Cultivating Change” program at the Chester County Youth Center
- Resiliency workshops for high-school age children through Chester County Futures

Teachers, Families and other Caregivers.

- Resiliency workshops for teachers, counselors, and administrators. Participating organizations include Chester County Futures, Chester County Dept of Community Development, OIC PA Career Links, ChesPenn Health (Coatesville), Chester County Intermediate Unit.
- Women's Gentle Yoga - donation based yoga classes.
- Writing program at the West Chester Domestic Violence Center

Key Achievements:

- 2015 National Detention Centers and Alternative Programs award for our programs at CCYC
- 2016 a poem written in an AHHAH workshop won the 2016 JDC National Poetry Contest.
- 2016 Justice Restored: A Series of Writings and Poems from Incarcerated Youth, was published.
- 2016 “Heart with Service” award from the Kingdom Wives of New Life in Christ Church, Coatesville
- 2017 “Celebrate Literacy Award” Chester County Reading Association for PULL Campaign.
- 2018 chosen by 100+Women Who Care Chester County as the non-profit for 2nd quarter of 2018
- 2019 Expanded classes from monthly to weekly for 9 classrooms at Coatesville Head Start.
- 2019 initiated 3 year research project (with Dr E Brown) to measure AHHAH's impact.
- 2020 implemented adult self-care and resiliency workshops for teachers, families and caregivers.

- **AHHAH's distinctiveness and goals for the future:**

There is growing recognition of the impact of trauma and ACE's on disadvantaged children, as evidenced by the fact that in July 2019 Governor Tom Wolf issued a directive to establish Pennsylvania as a "trauma-informed state." AHHAH cannot eliminate Adverse Childhood Events (ACEs") but AHHAH can and does guide children and caregivers to better manage the stress associated with ACEs.

Our trauma-informed programs teach children affected by ACEs to calm their minds, better control their emotions and focus their attention. Children in AHHAH 's programs learn they have an impactful and unique voice. Exposing children to their own power to create builds the self-esteem required for them to believe that change is possible. Participating with others in mindfulness exercises and storytelling, children learn empathy and cultivate caring communities.

AHHAH believes that challenges associated with ACEs need to be addressed with three highly integrated disciplines (mindfulness, arts, and literacy). AHHAH integrates these disciplines to help children and caregivers achieve a different understanding of themselves, their place in the world and their future.

AHHAH has a unique niche in that we believe both arts and mindfulness are necessary for the development of the whole child. AHHAH's unique value proposition is not simply offering art and mindfulness classes under a single umbrella. AHHAH's value is that we make mindfulness the foundation upon which everything else is built. Mindfulness enables children to calm their minds, focus their attention, control their emotions and build resiliency and self- esteem. It is the basic building block upon which art and literacy education (and other disciplines) must be solidly built.

2. Funding request

We seek funding to support the following initiatives.

- Fully resume our weekly pre-k curriculum and deliver it to the 300 students in the Coatesville Head Start program. Continue to provide programs in West Chester, Kennet Square and Downingtown Head Start centers.
- Resume collaboration with Dr. Eleanor Brown of West Chester University in her longitudinal "Creativity and Calm" study to measure the efficacy of AHHAH's preschool curricula.
- Resume our programs of mindfulness and expressive arts classes at the Chester County Youth Center
- Implement our new Cultivating Change program at the Chester County Youth Center. Residents currently receive weekly cooking classes: additionally, they will now grow herbs and package spice blends and mixes which they will sell at area farmers' markets. Income will go to the CCYC Restitution Fund to help pay court fees and victim restitution costs, thus shortening their time in the juvenile justice system. This initiative is receiving support from Westminster Presbyterian Church.
- Continue to develop our Pop-Up Lending Library program to give every child in our communities access to age-appropriate, language appropriate, culturally sensitive books.
- Continue and expand our new program of workshops for teachers and parents. This program has proven both effective and popular and we are receiving a steady stream of requests to provide workshops in our communities.

Specific needs & issues to be addressed

Approximately 42% of children in the United States grow up in households classified as poor or low-income (U.S. Census Bureau, 2017). According to *Early Childhood Longitudinal Study, Birth Cohort* , the differences in proficiency levels of those living in poverty start as soon as a child is born. The prevalence of early childhood trauma is difficult to establish but one study in the *Infant Mental Health Journal* (2014), 35 (6), 544-554, found that 70% of children endure three or more adverse childhood experiences (ACEs) by age 6. Trauma occurs more often in families facing financial hardships.

Poverty-related stress and trauma interferes with brain development, executive functioning, emotional regulation, cognition and behavior. The stress of caring for a young child who is a victim of trauma can negatively impact parents. Teachers are impacted by trauma when challenging behaviors lead to high-levels of stress -- in turn reducing their capacity to work effectively. A recent report of the National Research Council, *Transforming the Workforce for Children Birth Through Age 8* listed several strategies for reducing teacher stress, including training on self-care and mindfulness.

Why it is important to fund this now

There is growing recognition of the need to address the impact of trauma and ACE's on disadvantaged children. In July 2019 Governor Tom Wolf issued a directive to establish Pennsylvania as a trauma-informed state. This led to the mid-2020 publication of A Plan to Make Pennsylvania a Trauma-Informed Healing Centered State. That report recommends that Pennsylvania “embed trauma-informed and healing-centered practices and principles into the culture of every state office and agency, as well as in the culture of every county office and nonprofit social service agency and faith-based program.” (p32)

ACEs interfere with brain development, executive functioning, emotional regulation, cognition and behavior. The stress of caring for a young child who is a victim of trauma can negatively impact parents. Teachers are impacted by trauma when challenging behaviors lead to high-levels of stress -- in turn reducing their capacity to work effectively. A recent report of the National Research Council identified training on self-care and mindfulness as an effective strategy for reducing teacher stress.

The Covid pandemic has exacerbated the impact of trauma to children. Children have missed school, had reduced opportunities for exercise and recreation, have been isolated from their friends and extended families, and may have experienced increased food and housing insecurity. Parents have been stressed by isolation, restrictions and the need to take on many of the responsibilities of teachers. Many have also lost income through layoffs, furloughs, and reduced hours.

The Covid pandemic has also negatively impacted AHHAH's finances. The suspension of on-site activities at Coatesville Headstart and Chester County Youth Center caused a 60% reduction in AHHAH's program revenues in Fiscal year 2021. Our supporters have responded to this challenge generously, but we still ended the Fiscal Year with a net-income that was negative by approximately \$12,000.

• How impact & results will be demonstrated

At Coatesville Headstart AHHAH measures the efficacy of our programs through observation in classes, meetings with teachers, administrators, and parents and by using the objective data gathered in Dr. Brown's "Creativity and Calm" longitudinal study.

At the Chester County Youth Center, we measure by recording attendance and participation in classes and by gathering feedback from the center's professional staff and administrators. The new Cultivating Change program at CCYC, (start date September 2021), will additionally be measured the volume of products sold, and the revenues contributed to the restitution funds.

For PULL we track libraries installed and the number of books collected and distributed. Our new workshops for teachers, gather feedback through a formal survey instrument.

- 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