

## 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** September 2021

## Contact Information

Organization Name: Home of the Sparrow  
Address: 969 E. Swedesford Rd., Exton, PA 19341  
Phone: 610-647-4940  
Website: [www.homeofthesparrow.org](http://www.homeofthesparrow.org)  
Year Incorporated: 1994  
FEIN: 23-2775004

ED/CEO Name: Michelle E. Venema  
ED/CEO E-mail: [mvenema@homeofthesparrow.org](mailto:mvenema@homeofthesparrow.org)  
Board Chair Name: Elizabeth G. Hodgson  
Board Chair Approval (check here):   
Primary Contact Name: Kathleen Sanger  
E-mail: [ksanger@homeofthesparrow.org](mailto:ksanger@homeofthesparrow.org)

## Organization Information:

### Field/s of Interest:

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

**Mission:** Home of the Sparrow's mission is to partner with women facing homelessness to secure housing, achieve long-term stability, and chart new paths for their futures.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Home of the Sparrow serves women, children and senior women throughout all of Chester County.

**Describe Population Served & Annual Number of People Served:** 100% of the women and mothers we serve are living in Chester County and have incomes of 150% or less of the Federal Poverty Level. Approximately 50% of those who will benefit from a grant award reside in an "Opportunity Zone" qualified census tract (Coatesville); 1/3 will have children (age ranges 0 - 19); 31% (women and children) are African American, 28% Caucasian and 41% Hispanic. In addition 98% have a high school diploma or GED, 73% have a diagnosed mental health issue; 79% report a history of personal trauma.

<b>Annual Budget</b> \$ <u>1,297,250</u>	<u>10.5</u> # of Full-Time Equivalent Paid Staff
<u>83</u> % of budget for program expenses	<u>12</u> # of Board Volunteers
<u>7</u> % of budget for administrative expenses	<u>652</u> # of Active Non-Board Volunteers
<u>10</u> % of budget for fundraising expenses	<u>7,748</u> # of Volunteer Hours
<small>100 % total</small>	

**Top 3-5 funding sources:** Vanguard Group Foundation, CCCF COVID Resiliency Fund; David R. & Margaret Clare Foundation.

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

**Grant Amount Requested from the Community Foundation:** \$ Donor Advised grants of all amounts are meaningful, effective and are greatly appreciated.

**Proposal Summary:** Home of the Sparrow provides a wide-range of eviction prevention and unique housing solutions—making us distinctly qualified to address the continuing issues of homelessness in our county. We are seeking funding from CCCF Donor Advised Funds to support our homeless prevention programs including payment of rental subsidies to landlords on behalf of clients enrolled in Supportive Housing, as well as the payment of one-time Eviction Prevention support to help clients avoid homelessness and loss of utilities. Donations will also help to support expenses related to our intensive, trauma-informed case management protocols to assist women and mothers create attainable stability plans that incorporate their personal, life goals.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

## 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.
- Use this form @ [www.chescof.org](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
  - Email proposals to [grants@chescof.org](mailto:grants@chescof.org)
  - Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments**.
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Please contact Grants Administrator Kevin Baffa at  
(610) 696-8211 [grants@chescof.org](mailto:grants@chescof.org) with questions.



*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