



## REQUEST FOR GRANT PROPOSALS ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION

The Chester County Community Foundation accepts applications from selected nonprofit charitable causes for the **Zelinda LeBoutillier Charitable Foundation**, a fund of the Chester County Community Foundation.

**Proposals are due by May 13th.** Upon review of the initial proposals, a site visit may be conducted of the finalists. Grants will be awarded in the fall.

Please use the attached Grant Proposal Format to apply for a grant.

Grant applications should be submitted electronically by May 13th to [grants@chescofc.org](mailto:grants@chescofc.org). The e-mail heading should read: Grant Proposal Submission- Zelinda LeBoutillier Charitable Foundation

Please note that all grant applications will be available electronically on the Chester County Community Foundation's website for additional consideration for grant funding by the Community Foundation's Donor Advised Fund Advisors.

Questions? Please contact:  
Stephanie Stevens, Grants Director & Outreach Officer  
Chester County Community Foundation  
28 West Market Street  
West Chester, PA 19382  
[www.chesdcocf.org](http://www.chesdcocf.org)  
[Steph@chescofc.org](mailto:Steph@chescofc.org)  
(610) 696-8211





## ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION REQUEST FOR PROPOSALS

### I. SUMMARY SHEET

*(One page only. This page will be shared with Grant Committee Members.)*

*Note: If the Philanthropy Network's Common Grant Application is used, this Summary Sheet MUST accompany application.  
Please visit our website at [www.chescocf.org](http://www.chescocf.org) to obtain an electronic version of this application.*

**Date: May 10, 2022**

#### **Contact Information:**

Organization Name: **SS Philip & James Parish School**  
Address: 721 E. Lincoln Highway  
Exton, PA 19341  
Phone: 610.363.6530  
Web Address: <https://school.sspj.net/>

Contact Name: Sister Teresa Ballisty  
Contact Title: School Principal  
Contact E-mail: [steresa@sspj.net](mailto:steresa@sspj.net)  
Fax:  
Year Incorporated: 1960

**Has your nonprofit previously applied to the Community Foundation:** Yes  No

#### **Field/s of Interest:**

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

#### **Organizational Information:**

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

The SS Philip & James Parish School community encompasses parts of the townships of West Pikeland, Charlestown, East Whiteland, West Whiteland, and Uwchlan. The following zip codes are included in the parish boundaries: 19335 Downingtown, 19341 Exton, 19345 Immaculata, 19355 Malvern/Frazer, 19380 West Chester, and 19425 Chester Springs. The school and parish boundaries extend into the school districts of West Chester, Downingtown, and Great Valley. Our Pre-K 3 program is also available to families from Saint Elizabeth's parish in Chester Springs, PA.

#### **Annual # of Clients & Description of Population Served:**

Today SS Philip & James Parish School serves 110 families throughout the geographic area we serve. These families have children in the age groups encompassing the school levels of PreK-3 through Grade 8 and represent all socio-economic populations in the community.

The Parish School is also used to deliver sacramental preparation classes for students attending public or private schools from the same broad geographic area. This population numbers in the several hundred.

**Mission Statement:**

Saints Philip and James Catholic School provides a Christ-centered, academically excellent education that empowers students to reach their full potential intellectually, physically, socially and morally. Collaboration and a spirit of community are the hallmarks of our school where Christian values are at the core of all we do.

**Organization Description:** Elementary and Middle School

Annual Budget \$ <u>1,580,000</u>	<u>28</u> # of Full-Time Equivalent Paid Staff
<u>80</u> % of budget for program expenses	<u>9</u> # of Board Volunteers
<u>18</u> % of budget for administrative expenses	<u>30</u> # of Active Non-Board Volunteers
<u>2</u> % of budget for fundraising expenses	<b>2,600+</b> # of Volunteer Hours
<i>100 % total</i>	

**Top 3-5 funding sources:**

Home & School Association via various fundraising activities, including Golf Outing, Spring Social Event, Student Fun Run  
Donations from parish families and benefactors to the school

***Proposal Information:***

**Grant Amount Requested:** \$ 5,200.00

**Summary Description of Grant Purpose:**

For the SS Philip & James Parish School to effectively carry out its mission of providing an academically excellent education for our students to reach their full potential, the school seeks \$5,200 in grant funds to further build on its digital curriculum to supplement our instruction and technology inside the school, and for remote learners unable to attend in-person full-time throughout the school year.



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### II. GRANT PROPOSAL NARRATIVE

*Please provide the following information clearly and concisely.  
Proposals of 1 or 2 pages are strongly encouraged.*

#### 1. Organization's history, goals, key achievements and distinctiveness

SS. Philip and James School (SSPJ) provides a quality Catholic education for students in preschool (3- and 4-year-olds) through grade 8 combining the best of current teaching strategies and technology with traditional Catholic values in a warm and caring atmosphere. SSPJ has been educating students since 1960 and we have a history of challenging academics enhanced by the latest technology, a fine arts program, Spanish, Honors Math, a spacious gym, a STREAM lab, and a state-of-the-art science lab.

SSPJ is committed to the faith formation of children from Pre-K 3 through grade 8, using the Archdiocese of Philadelphia curriculum, the expertise of skilled and dedicated teachers, and the active involvement of parents.

SSPJ is fully accredited by the Middle States Commission on Elementary Schools. The school first received accreditation in 1982 and has been accredited by the Commission through 2022. A recent reaccreditation process was completed with the recommendation by the auditors to continue extending this accreditation. The school was recognized as a Blue Ribbon School of Excellence in 1989-90 and was recognized as a school of Academic Distinction by the Archdiocese of Philadelphia in 2019 and 2021 and designated as one of the Catholic schools in Chester County to receive increased STREAM focus. For two consecutive years we were voted the best Pre-School in Chester County by the Daily Local News.

2. **Funding request:** Funding request is for \$5,200 to purchase new software to supplement our instruction and technology deployments. This grade-level software provides researched-based learning and is better suited to help students master essential skills at their own pace. We select software licenses that support our STEM-based initiatives based on grade-appropriate learning modalities.

**A. Specific Chester County needs and issues addressed** Use of innovative learning materials to provide enhanced content to increasingly diverse student base that serves many families throughout Chester County.

**B. Organizational impact (for general operating proposals) or project impact (for project proposals)** These programs will be used across all classrooms and become part of the school's general operating processes as we deliver recognized outcomes to the families we serve.

**C. Overall strategies to implement the organization's mission (or project)** As reflected in our school's Mission Statement, the use of new, more current, software will empower our students to develop fully their intellectual and social skills. Since onboarding a director of technology for the school, his mission is to identify, acquire and deploy highly competitive software-based solutions to assist our instructional staff in delivering highly recognized student achievement outcomes.

**D. Why it is important to fund this now** AS a Catholic School our funds are limited, and programs of this type are paid for principally through our fundraising activities. As our enrollment grows, technology changes, and our school's population becomes more diverse, we find our fundraising money supporting our goal of creating a 1:1 student-to-device ratio. For example, for next school year we need to purchase additional Chromebooks devices, new iPads, and additional Smart Boards devices. Funding this software now will allow SSPJ students to better utilize the devices.

**3. Timetable, with anticipated outcomes and their relevance to the nonprofit's mission** We plan to purchase the needed software modules as soon as possible and install on our classroom devices before school starts in August 2022. The outcomes will be enhanced learning and increased use of technology, both in the classroom as well as off-campus as the students complete their assignments.

**4. How impact and results will be demonstrated** The learning is measured for our students using Terra Nova testing scores. Terra Nova is an achievement test commonly given to students in grades K-12 that measures achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The Terra Nova testing is published by CTB/McGraw-Hill and has set the bar for the highest standards in research, item reliability and validity, and technical quality. We will also track usage of the software and improvements in student outcomes based on use of the software toolsets provided by the licenses obtained via these funds.

### III. ATTACHMENTS

*Please attach the following 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 and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date
5. Itemized project budget (if applying for project-specific grant)

*Note: The Philanthropy Network's Grant Application may be submitted with CCCF Summary Sheet. Please visit our website at [www.chescocf.org](http://www.chescocf.org) to obtain an electronic version of this application. E-mail applications are strongly encouraged.*

Please e-mail completed applications to:  
Stephenie Stevens, Grants Director & Outreach Officer  
Chester County Community Foundation  
28 West Market Street  
West Chester, PA 19382  
[grants@chescocf.org](mailto:grants@chescocf.org) [www.chescocf.org](http://www.chescocf.org)  
(610) 696-8211

**THANK YOU!**