



## 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: April 20<sup>th</sup> 2022**

### Contact Information

Organization Name: Housing Partnership of Chester County  
Address: 41 W Lancaster Ave, Downingtown PA  
Phone: (610) 518-1522  
Website: [www.housingpartnershipcc.com](http://www.housingpartnershipcc.com)  
Year Incorporated: 1988  
FEIN: 232550366

ED/CEO Name: Kristine Parkes  
ED/CEO E-mail: [Kristine@housingpartnershipcc.com](mailto:Kristine@housingpartnershipcc.com)  
Board Chair Name: John Yurkutat  
Board Chair Approval (check here): ☒  
Primary Contact Name: Robert Malone  
Primary Contact E-mail: [Rob@housingpartnershipcc.com](mailto:Rob@housingpartnershipcc.com)

### Organization Information:

#### Field/s of Interest:

☐ Arts, Culture & Humanities  
☐ Health

☐ Environment/Animal Welfare  
☒ Human Services

☐ Education  
☐ Religion

**Mission:** To improve the quality of life for low-to-moderate income people of Chester County, by providing the ability to acquire and maintain decent affordable housing.

**Geographic Area Served:** All of Chester County

**Describe Population Served & Annual Number of People Served:** Low to moderate income individuals. Last year, the agency assisted 343 people across all programs.

**Annual Budget** \$990,195

94% of budget for program expenses

4% of budget for administrative expenses

2% of budget for fundraising expenses

100 % total

4 # of Full-Time Equivalent Paid Staff

11 # of Board Volunteers

7 # of Active Non-Board Volunteers

98 # of Volunteer Hours

**Top 3-5 funding sources:** Chester County Department of Community Development, WSFS, Malvern Bank, TD Charitable Foundation, Wells Fargo, KeyBank, and Westminster Presbyterian Endowment Fund

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

**Grant Amount Requested from the Community Foundation:** \$7,500

### **Proposal Summary:**

The Housing Partnership of Chester County is seeking support for its Senior Citizen Home Maintenance and Access programs. These programs allow for older adults in Chester County to be safe in their choice to age in place.

## **II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE**

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

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

The Housing Partnership of Chester County (HPCC) was founded in 1988 by a group of concerned citizens under the auspices of the Community Services Council of Chester County. Through its six core programs HPCC has helped approximately 15,000 clients including hundreds of senior citizen home maintenance projects valued at \$2.6 million. HPCC has also applied \$2,988,112 through the Home Access Modification Program making 205 homes safer and accessible for permanently disabled clients.

We are proud to have on staff Sheri Houpt, who is the only HUD certified Housing Counselor in Chester County. Sheri completed her certifications in 2019 which allows HPCC to conduct its homeownership / credit counseling. With these certification requirements, the benefits to the renter, the prospective homebuyer, or the existing homeowner are increased assurance of a more knowledgeable housing counselor providing more effective housing counseling services. HUD knows that more knowledgeable housing counselors will lead to better identification of housing issues, more knowledgeable referrals and resolution of barriers, and a greater ability to avoid scams.

In 2019, our Board of Directors contracted with LaSalle University's Nonprofit Center to craft a strategic plan for the organization. Part of that strategic plan was succession planning for the senior leadership of the organization. We are proud to announce that we have completed this transition and have hired two staff members in senior leadership roles. During this transition period, Nancy Gibson will be staying on in a part time basis to train Kristine Parkes, our new Executive Director. We have also taken this opportunity to reorganize job responsibilities within the organization to best reflect the new staffs strengths.

### **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**

The Housing Partnership of Chester County is requesting support for its Senior Citizen Home Maintenance and Access Programs. These programs work with specific demographics and are key to providing residents of Chester County the support to age in place if they so desire.

The Senior Citizen Home Maintenance program works with older adults under 50% of the median gross income for Chester County. If residents meet the eligibility requirements, they can receive up to a \$4,500 one-time grant which could be applied to repairs such as, but not limited to, roof repair, heater installation, windows, bathroom repair, or siding.

The Access (Home Modification) program works with older adults under the 80% median gross income for Chester County. They must have a permanent disability which is verified by a physician. In the past, we have installed ramps, lifts, door/hallway widening, kitchen/bathroom modification, visual

doorbells, and audio/visual phone signalers. Funding for these projects is in the form of a grant and repayment is not required.

It is important to fund both initiatives now, and moving forward, to make sure that HPCC is able to continue to support older adults living in Chester County who choose to maintain their current housing. During the COVID-19 pandemic, we noticed more seniors choosing to stay at home as opposed to moving into congregate care facilities. With that in mind, we think it is important to support these individuals so that they are safe and can age in place.

The impact of these programs is demonstrated by the total amount of citizens served, the number of Projects completed.

### 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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