

GRANT PROPOSAL GUIDELINES

- The Chester County Community Foundation **connects people who care with the causes that matter**, so their philanthropy makes a difference **now & forever**.
- We are **a collection of Field of Interest & Donor Advised Funds** with **\$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**.
- ◇ Nonprofits **budgets** must be **\$500,000 or less**.
- ◇ 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

9/14/2022

Contact Information

Organization Name: The Sparrow Fund

Address: 124 3rd Ave, Phoenixville, PA 19460

Phone: 484-433-4676

Website: www.sparrowfund.org

Year Incorporated: 2011

FEIN: 27-5053006

ED/CEO Name: Kelly Raudenbush

ED/CEO E-mail: kellyraudenbush@sparrowfund.org

Board Chair Approval: Yes

Board Chair Name: Mark Raudenbush

Primary Contact Name: Mark Raudenbush

Primary Contact E-mail: markraudenbush@sparrowfund.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission:

The Sparrow Fund's mission is to care for foster and adopted children and their grownups by empowering relationships within and between families.

Through our Sparrow Services Grant program, Sparrow Counseling services, and Together Called retreats and other events, we provide opportunities for families in every season of adoption to more deeply experience relationships so that they are best able to heal and grow together.

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

All of Chester County

Describe Population Served & Annual Number of People Served:

We currently have 31 families in our Sparrow Services Grant program from 20 different states adopting from 15 different countries. Through our Sparrow Counseling program and other programming, we serve children and families primarily from Southeastern Pennsylvania. In 2021, 25 families participated in ongoing family therapy services. During the first half of 2022, we have already served 35 families through Sparrow Counseling alone, 14 of them at no charge. We are estimating a growth of approximately 25% in people served this year. 100% of the families are classified as vulnerable given that they are families with children who have experienced developmental trauma. Approximately 70% of the families we serve are transracial families.

Annual Budget \$ 260,504 2 # of Full-Time Equivalent Paid Staff

86.2 % of budget for program expenses 10 # of Board Volunteers

11.5 % of budget for administrative expenses 25 # of Active Non-Board Volunteers

2.3 % of budget for fundraising expenses 690 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Our top funding source is individual donations (58% total funding) followed by training revenue (19% total funding), grants/foundation (13% total funding), and counseling income (9% total funding).

Is this grant proposal for: Capacity Building 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: \$7,000.00_____

Proposal Summary:

We aim to provide extravagant, pursuing care for the families we serve. When families experience that level of care, they can best learn and grow. We hold the same value for our team. When we pursue opportunities for care and development, we not only grow our ability to help children and families, but we are best able to learn and grow both individually and corporately. Our internal collaboration and community are our most effective strategies for sustaining and growing the work we do for vulnerable children and families. We are asking for funding for a capacity-building experience in which our staff and board are offered opportunities for personal reflection and growth as well as collaborative organizational reflection and growth.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

When Mark and Kelly Raudenbush adopted their daughter through China's special needs program in 2010, they discovered a gap in support for families like theirs. They had received significant care from a myriad of helpers throughout the process—until they brought their child home. One year later, they cofounded a nonprofit to help close that gap in care and expand services to help families navigate the effects of developmental trauma and building attachment for the best long-term health of foster and adoptive families.

In the beginning, The Sparrow Fund awarded grants to adopting families to receive preadoption support and counsel. Over the years, The Sparrow Fund has grown both wider and deeper in services for the benefit of children and families. Families in our Sparrow Services Grant program still receive financial support for the purpose of expert counsel; but, more significantly, they receive individualized support from our team from the time they enter our program until they are home with their adopted child for a full year. In 2019, we launched Sparrow Counseling, offering specialized therapeutic child and family services for foster and adoptive families. Within that program, we have a very unique attachment-based, animal-assisted intervention component that we call Project Puppy Love with Louie, a service-trained golden retriever. We host both informal and formal gathering events and training opportunities. Our biggest event of the year is a marriage retreat for foster and adoptive parents (Together Called) with the distinct purpose of caring for them as caregivers. We also enjoy opportunities to train teachers and other caregivers to vulnerable children and families that not only help them practice what it means to be trauma-sensitive and attuned but meets them where they are and builds them up to be the best people and professionals they can be.

2. Funding request

For capacity building grant proposals:

How will this capacity building initiative impact your nonprofit?

We have three core values that support all that we do: (1) we learn who we are and how the world works through our experience of relationships; (2) hurts experienced in the context of relationships can be healed in the context of relationships; and (3) when we encourage, equip, and empower caregivers, we can transform relationships within families and communities. We have experienced tremendous growth over the past 11 years since our start. Most recently, as we have grown our team, we are becoming increasingly aware that we too are caregivers not unlike those we serve. We need to be encouraged, equipped, and empowered individually and corporately so that we can best do the transforming work we desire to do. We have envisioned a capacity-building experience for our leadership team that would provide experiences for personal reflection and growth as well as corporate reflection and growth. The balance of both will position each member of our team to work out of his and her strengths and collaborate to reflect on our current efforts for children and family, identify opportunities for growth in depth and breadth, and strategize to implement ideas.

How will this impact be measured?

While we are seeking to promote individual, personal growth for members of our team through this experience, we recognize that such data is qualitative rather than quantitative and, therefore, not easily measured. While measuring collaborative growth also may be difficult to measure, we do plan to create two specific artifacts over the course of the experience that will support current and future impact:

1. A document identifying enhancements and additions to our Sparrow Services Grant program, Sparrow Counseling program, and Together Called event to be implemented strategically over the next 3 years that would empower us to better empower relationships within and between families.
2. A document identifying scaffolds and logistics needed for implementation of growth that considers the appropriate balance in terms of desired quality of service, cost, and delivery time.

The creation of these two artifacts will grow our community and empower members of our team while providing a shared language and structure as well as accountability for successfully reaching our organizational goals.

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.

We have intentionally considered other leaders' capacity-building efforts as we have grown our vision for the capacity-building experience we would like to host in the first quarter of 2023. We plan to limit distractions and practice presence by gathering our team at a location that allows exclusivity and a space that would encourage personal reflection rather than a professional culture (e.g., a conference room). We have identified a venue that would provide both working space as well as a more hospitable environment where we may more easily imagine goodness and beauty. The physical location of the venue is ideal given that 12 of the 14 individuals involved could drive; only 2 people would need airfare. We plan to utilize the services of a nonprofit consultant to assist us to intentionally curate our time and build a schedule that allows us to meet our goals of both individual and collaborative reflection and growth. While our organizational vision and values will support the agenda, we envision engaging storytelling and sharing to provide opportunity for reflection and growth in the context of fostering relationships through meals and serving each other in a way consistent with how we work to care for others outside our leadership team. Supported by these more personal experiences, we envision multiple sessions in which we would reflect collaboratively on our current programs and identify opportunities for enhancements and additions that would empower us to better empower relationships within and between families. We envision the final sessions to involve a prioritization process to imagine and strategize for successful implementation.

Estimated budget

| Item | Cost |
|---|----------------|
| Lodging and meeting space | \$3,900 |
| Travel | \$650 |
| Meals (5 meals for 14 people, 70 meals total) | \$1,400 |
| Supplies for meeting times | \$250 |
| Consultant cost | \$800 |
| Total | \$7,000 |

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) ***This is included directly in the document above.***
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