

## 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 09/09/22**

## Contact Information

Organization Name: Westside Community Center  
Address: 430 Hanuum Ave. West Chester, PA 19380  
Phone: 610-314-4327  
Website: thewestsidecc.org  
Year Incorporated: 2012  
FEIN: 46-0764528

ED/CEO Name: Ryan Enns  
ED/CEO E-mail: ryan@thewestsidecc.org  
Board Chair Name: Bob Newman  
Board Chair Approval (check here):   
Primary Contact Name: Lindsay Hall  
Primary Contact E-mail: Lindsay@thewestsidecc.org

## Organization Information:

### Field/s of Interest:

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

### Mission:

Our mission at the Westside is to empower families and youth academically, socially and spiritually, inspiring them to take on leadership roles in their community

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

West Chester Area School District (Borough of West Chester)

### Describe Population Served & Annual Number of People Served:

Annual Budget \$ 345,750 \_\_\_\_\_ 3FT/3PT \_\_\_\_\_ # of Full-Time Equivalent Paid Staff  
75 \_\_\_\_\_ % of budget for program expenses      7 \_\_\_\_\_ # of Board Volunteers  
13 \_\_\_\_\_ % of budget for administrative expenses      35 \_\_\_\_\_ # of Active Non-Board Volunteers  
12 \_\_\_\_\_ % of budget for fundraising expenses      1,800 \_\_\_\_\_ # of Volunteer Hours  
100 % total

### Top 3-5 funding sources:

The Pilgrim Foundation, United Way of Chester County, Westfield Bank, FSB, Individual donors & fundraisers

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: \$ 3,000 \_\_\_\_\_

**Proposal Summary:** The Westside Community Center respectfully requests \$3,000 to hire a Trauma-Informed Care trainer for our staff as well as to fund development training for our Board of Directors.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

In 2012, the Westside Community Center (The Westside) was founded with the mission of empowering families and youth in the West Chester area by helping them to develop academically, socially and spiritually. Ultimately, as individuals experience growth in these areas, our goal is that they will be inspired to become positive role models and leaders in the community.

In order to accomplish our mission, The Westside initially ran three distinct programs to serve community needs —The After School Program, The Community Garden and The Skate Spot. The Community Garden and Skate Spot were, and are still, open to all while the After School Program continues to serve middle and high school students in the West Chester Area School District. Over the past few years, we expanded our programming by adding a number of programs targeting the interests and needs of youth, like athletics, art, science, career paths, and spiritual development.

Additionally, In December 2018, Providence Church purchased the adjacent car wash property on West Washington Street and provided The Westside with a lease (for as long as Providence owns the property) to utilize and renovate the space as needed. Since the cease of its operation, the car wash property had been neglected and attracted drug dealing, crime and other negative activity. Providence Church and The Westside saw the benefits that this space, named "The Spot," could provide the community. Our most recent key achievement is that we have revitalized this space to provide a safe space for the community to gather. The property includes a new and expanded skate park, basketball court, picnic area, the bike shop, and futsal area, all of which are already in operation. Community members are gathering at The Spot everyday, both during our programs and also in their own free time. We are pursuing our funding goals for a new building at The Spot with the vision that it would serve the community through our new and growing programs. This building will be the operation site for our bike programs, a functional food prep area to prepare meals, provide storage for our futsal, basketball, and skate programs, and will serve the immigrant community in West Chester with an immigration service office.

In our most recent survey taken by our students that attend the After School Program, 84% of students reported that their involvement at the Westside helps them to avoid using alcohol, 80% said it helps them avoid using drugs, and 80% said it helps them avoid dropping out of school. 92% of students reported performing better academically, 76% are getting in trouble less, 80% have made more friends, 92% feel better about themselves, and 92% believe their lives have purpose.

Our distinctiveness lies in our holistic engagement with the community. As we engage the members of our community academically, spiritually, and socially, keeping a holistic perspective in mind, we are pursuing more growth in hands-on learning opportunities. We are able to do so through all of the new programs we have been launching, such as The Westside Football Club, The Westside Art Program, The Bike Shop, and the Westside Basketball Program.

### 2. Funding request

#### Description of key initiatives

- After School Program: The Westside's After School Program provides a safe place where middle and high school students can come to escape the stresses that they face on a daily basis, receive the help they need to succeed in school, as well as be provided with a hot meal twice a week. The program is open from 3:15-5:30pm, with middle school students attending on Mondays and Wednesdays and high school students attending on Tuesdays Over 80 students are served annually and an average of 20 -25 students attend daily.
- The Community Garden: The Westside Community Center wants to serve our community, to know our neighbors and know them well. We are excited to have the garden to be a place where relationships are built and food is provided. We hope that the food will grow in abundance so that it will help keep food insecurity and grocery bills low as well as keep healthy food on people's tables.

- **The Skate Spot:** Our Skate Spot was developed to provide a “safe spot-skate spot” for area skateboard youth and adults. It provides skateboarders with a much-needed legal skate spot where they can enjoy the sport they love, in a positive and friendly environment. The purpose is not only to provide a great skateboarding area, but a place where youth and adults can be encouraged and influenced by others’ life stories and Bible stories. The Skate Spot serves about 25 people, ages 14-30, at weekly “Grill & Chill” events.
- **Reimagining Academic Dreams (R.A.D.):** R.A.D. aims to provide an outlet for students (Juniors and Seniors) of the West Chester Community to be exposed to and prepared for college, apprenticeship, or the workforce through relational connections. We want to challenge students to step outside their comfort zone by making long-term goals for their future profession. (Budgeting, how to dress for an interview, applying for financial aid etc.) This past year, our R.A.D. program served 4 students each of whom received a \$500 scholarship for completing the program.
- **Girls Nights and Guys Nights:** Our Girls and Guys Nights are hosted monthly for our middle school and high school students. These evenings are an opportunity to connect students with positive adult mentors of their same gender, discuss relevant topics (self-esteem, healthy relationships, bullying) and cultivate friendship, confidence, leadership and spiritual development. An average of 5-15 students attend each of these separate events monthly.
- **Bike Shop:** The WCC Bike Shop is a space where we are able to take well-loved bikes and use them to empower and benefit those in our community. We are able to do this through two unique programs that operate out of the bike shop, Giving Bikes Back and The Bike Build.
- **STEM Club:** STEM is an approach to learning and development that integrates the areas of science, technology, engineering and mathematics. Through STEM, students develop key skills, which include problem solving and creativity. Our mission is to empower youth and families. Our STEM program will help to give youth the confidence and the necessary skills to address the practical problems that will come their way. Our STEM club serves 10 students weekly throughout the school year.
- **The Westside Football Club:** The Westside Football Club is focused on all things soccer. There are multiple components of the WFC, serving students ranging from elementary school to high school. The WFC meets weekly on Wednesday nights for futsal with about 15 students at the Spot, and this past July the WFC hosted Soccer Camp at United Sports with over 30 students in attendance. Youth who attend this camp would otherwise not be able to afford athletic training. We hope to become an official soccer team that competes in competitive leagues.
- **The Westside Art Program:** The Westside Art Program aims to grow community by the sharing of visual and performing arts. Through workshops, collective projects, performances, camps, and community installations, we engage in conversation and build relationships with the youth and families in the community of West Chester.
- **VITA:** The Volunteer Income Tax Assistance (VITA) program offers free tax help to people who generally make \$53,000 or less, persons with disabilities, the elderly and limited English-speaking taxpayers who need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals. This is an awesome service that puts hard earned dollars back in the pockets of people in our communities. These dollars help people pay electric bills, heating bills and grocery bills.

### **Specific needs & issues to be addressed**

The Westside respectfully requests \$3,000 for training purposes for both our staff team and our board team. There is a need for our staff members to be trained in trauma-informed care given that many of our students come from circumstances where they experience or have experienced trauma. Additionally, there is a need for our board of directors to be trained in areas such as fundraising, event planning, and community care. We have added a handful of new members to the board in recent years, and some have no previous experience serving on a committee for a non-profit organization.

### **Why it is important to fund this now**

It is important to fund this now due to the wide variety and intensity of issues that we observe adolescents are experiencing today, specifically the demographic of students involved in programs at the Westside Community Center. There are a number of issues that have surfaced more in the past years – bullying, crime, drug use, self-harm, and issues that stem from the overconsumption of media and social media, like violence and negative self-image. We have seen a rise in these behaviors since the COVID-19 pandemic hit, which affected the mental

health of our students, often leaving them feeling isolated and angry. Students who attend programs at the Westside are more prone to partake in these activities due to the trauma and hardships they are dealing with, such as being raised by single parents, speaking English as a second language, the deportation of family members, and the generational violence, drug-use, and crime that they have witnessed since childhood.

We have not always felt adequately equipped for specific situations we've encountered in recent years. Students and their families are dealing with heavy things. We have had to get parents, counselors, and authorities involved on multiple occasions due to the nature of the issues that we've encountered. With better trauma-informed care training, we would be able to assist our students and their families confidentially and sufficiently.

Additionally, we believe that there is a need for organizations like the Westside Community Center to exist and plant roots now more than ever. As more people continue to move to the West Chester area and as people in our community continue to struggle financially, academically, and emotionally, we want to ensure that our programs are sustainable long-term. If our board members had better training on how to fundraise and support a non-profit organization, we would have more security in ensuring the longevity of the Westside Community Center.

With better training in both of these areas for our staff and board, we believe we can all improve as leaders in our organization; therefore, making a deeper impact on the community in West Chester.

### **How impact & results will be demonstrated**

Impact and results will be demonstrated by the ability of our staff to handle situations that involve using trauma informed lenses. At the end of the year, we will administer a survey to our staff that inquires about their confidence in dealing with the different issues that we saw, such as bullying, disrespect, violence, self-harm, the lack of motivation in academics, and the other hardships mentioned above. We will evaluate as a staff team during our meetings about our success in de-escalating situations at the After School Program and our other events. We will also measure results by how many students or families we were able to connect with a therapist or counselor who can assist them.

Regarding the results of the training of our Board of Directors, we will measure our impact by the increase in funds we are able to acquire this coming year after the training takes place.

## **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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CHESTER COUNTY  
**community**  
FOUNDATION

*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