

## 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](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

## Contact Information

Organization Name: West Chester Public Library  
Address: 415 N Church St West Chester PA 19380  
Phone: 610-696-1721  
Website: <https://wcpubliclibrary.org>  
Year Incorporated: 1873  
FEIN: 23-1365982

ED/CEO Name: Victoria E Dow  
ED/CEO E-mail: vdow@ccls.org  
Board Chair Name: Mary U Brooks  
Board Chair Approval (check here):   
Primary Contact Name: Victoria Dow  
Primary Contact E-mail: vdow@ccls.org

## Organization Information:

### Field/s of Interest:

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

### Mission:

*West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.*

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

Per agreement with Chester County Library System, WCPL's primary service area includes Borough of West Chester; West Goshen, Westtown, Thornbury (Chester County), Birmingham, and East Bradford townships. Any Chester County resident may apply for a library card at WCPL, and/or use any of our services and programs.

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

WCPL serves the residents of the above-named municipalities, as well as any other Chester County residents. WCPL service population is diverse, covering a range of socio-economic groups, ethnicities, and ages, as well as a large population of non-native English speakers. Our direct service area encompasses areas of low income and at-risk populations. The library's direct service area population is 70,000. The library, open 50 hours per week, hosts 55,000 to 65,000 visits per year and circulates 140,000 items per year. The library offers programs and materials for children, teens, and adults.

Annual Budget \$ 540,051 # of Full-Time Equivalent Paid Staff 9.5  
70 % of budget for program expenses      13 # of Board Volunteers  
20 % of budget for administrative expenses      15 # of Active Non-Board Volunteers  
10 % of budget for fundraising expenses      1,050 # of Volunteer Hours  
100 % total

### Top 3-5 funding sources:

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:** \$ 26,000

**Proposal Summary:**

To maintain the library as a safe and welcoming environment for our users, we are addressing some urgently needed lighting updates. Currently, six of ten emergency light fixtures throughout the library building do not work due to failed ballasts. In addition, regular overhead recessed lighting and linear fluorescent fixtures on the lower level are failing, also due to failed ballasts. After consulting with an electrician, we have determined that replacing the ballasts on the existing fixtures would be difficult, thus costly, and would not afford any savings in future costs of both electricity and future maintenance. Therefore, the Board Building Committee and Director are seeking funding to replace all 72 fixtures with energy-saving LED fixtures.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

The community has come to know and love West Chester Public Library since it opened in rented rooms in the borough in 1872. Considerable numbers of the greater West Chester community turned out in support at the dedication of the library in its new and permanent home on February 7, 1888 at the corner of Lafayette and Church Streets. The new building would boast many modern features including hot-air heat, a second-story meeting hall, and electricity. Having advanced into our next century of serving the community, we pledge to continue to be a portal to education, enlightenment, and the pleasures of a good book, while offering a comfortable and inviting environment in which to read the latest bestsellers or the classics, to do homework, to surf the web, to attend a workshop or program, or to participate in story-time and other child-friendly events with family.

Programs reflect the diversity in age, gender, and culture of our patrons. West Chester Public Library actively creates and shares programs, not only in our own facility, but also at other community agencies such as The Hickman, the West Chester Area Day Care Center, the West Chester Area School District, and The ARC of Chester County. Doing so helps expand the breadth and depth of what we can offer residents and fortifies collaborative relationships with other community-based agencies in the area. The Summer Reading Challenge, story times for infants and toddlers, Spanish and Mandarin reading collections for adults and children, visits from school classes and scout troops, active teen programs including a Teen Advisory Board, and parent-child programs are just a few examples of the many outreach and programming efforts coordinated by WCPL annually.

### 2. Funding request

#### • Description of key initiatives

In planning for and creating the library's 2022-25 strategic plan the WCPL Board of Trustees and staff included the following objective: provide a comfortable, well-maintained, and welcoming library environment. In assessing needs related to this objective we included the issue of failing and energy-wasting light fixtures. Lighting is a key factor in providing a safe and comfortable space for library customers and staff alike. Given rising energy prices, we also felt it important to incorporate any and all possible savings in the library overhead costs.

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

Over the past two years many of the recessed light fixtures in the library's public and staff areas have begun to fail. When the ballasts fail, owing to the type of fixture and installation, they cannot be replaced. The only option is to replace those fixtures entirely. Because this failure will happen with all of the recessed light fixtures, the Board Building Committee and Director have decided to replace all 72 fixtures. At the same time, in order to maximize savings, we have decided to replace 15 linear fluorescent fixtures on the library's lower level. Replacements for all lights will be LEDs. Victoria Dow, Library Director, and Chris Hazley, chair of the Building Committee of the Board, have talked with vendors and secured estimates to replace this lighting. Replacement of 10 emergency lights, 62 recessed lights and 15 linear fluorescent lights with LED fixtures will cost \$26,069.30. Replacement of these would maintain a safe and comfortable environment while also reducing energy costs and our carbon footprint with the switch to LEDs.

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

Emergency light replacement is the most urgent and should be completed as quickly as possible once funding is secured. The remaining lights should be replaced as soon as possible to realize energy savings and to maintain uniform lighting throughout the building.

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

The library will coordinate with the Borough of West Chester, which pays the library's direct utility and general maintenance costs to monitor savings. Based on estimates we expect to see a 7% to 10% savings in electricity charges and a significant savings in maintenance costs.

- *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.

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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