

## 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.

### Nonprofits can submit proposals for 2 types of grants:

Field of Interest & Donor Advised Funds (No Deadline)	Fund for Chester County Capacity Building Grants (Due 9/15)
<ul style="list-style-type: none"> <li>◇ Grants <b>focus on Chester County</b> causes &amp; issues, but are not limited to Chester County.</li> <li>◇ Charitable nonprofits working <b>in all fields of interest</b> are considered for grant awards.               <ul style="list-style-type: none"> <li>- arts, culture &amp; heritage</li> <li>- community improvement</li> <li>- education</li> <li>- environment</li> <li>- health</li> <li>- human services</li> <li>- religion</li> </ul> </li> <li>◇ <b>General operating</b> grants are encouraged. Nonprofits should be specific about their mission, goals, &amp; measurable outcomes.</li> <li>◇ Proposals can be submitted <b>anytime all year</b>.</li> <li>◇ Grant decisions are made <b>intermittently</b> all year, as Fund Advisors desire.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$7,500</b>.</li> </ul>	<ul style="list-style-type: none"> <li>◇ For eligibility in this grant program, nonprofits must be <b>located in &amp; serve Chester County</b>.</li> <li>◇ Nonprofits <b>budgets</b> must be <b>\$500,000 or less</b>.</li> <li>◇ The goal of capacity building grantmaking is to <b>strengthen the effectiveness of NPO's serving the Chester County region</b>, in areas including:               <ul style="list-style-type: none"> <li>○ Mission, Vision &amp; Strategy</li> <li>○ Governance &amp; Leadership</li> <li>○ Partnerships &amp; Collaborations</li> <li>○ Operations &amp; Technology</li> <li>○ Fundraising, Development &amp; Marketing</li> </ul> </li> <li>◇ Proposals must be submitted by <b>September 15</b> to be eligible for consideration.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$5,000</b>, with monies distributed by <b>February</b>.</li> </ul>

- 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)-696-8211** 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: The Community Coalition  
Address: 10 North Main St. Phoenixville, PA 19460

Phone: (610) 415-1167  
Website: thecommunitycoalition.org  
Year Incorporated: 1995  
FEIN: 23-2814841

ED/CEO Name: Mary Courtney  
ED/CEO E-mail:  
MCourtney@thecommunitycoalition.org  
Board Chair Name: : Johanna Gilbert  
Board Chair Approval (check here): ☒  
Primary Contact Name: Mary Courtney  
Primary Contact E-mail:  
MCourtney@thecommunitycoalition.org

### Organization Information:

#### Field/s of Interest:

<input checked="" type="checkbox"/> Arts, Culture & Humanities	<input type="checkbox"/> Environment/Animal Welfare	<input type="checkbox"/> Education
<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Religion

**Mission:** The Community Coalition supports and celebrates individuals, families, and social institutions through a collaborative fundraising effort. This creative approach combines efficient business practices with the commitment to furthering the diverse work of its member organizations.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served) The Community Coalition distributes funds to five member organizations in Chester County.

**Describe Population Served & Annual Number of People Served:** The Community Coalition's fundraising efforts have benefited five member organizations, who have served over 34,000 individuals and families in the past year. The populations served include individuals with disabilities, the homeless, those with food and housing insecurities, youth, and the community served by the arts and theater.

#### **Annual Budget** \$501,818

60 % of budget for program expenses  
33 % of budget for administrative expenses  
7 % of budget for fundraising expenses  
100 % total

1.5 # of Full-Time Equivalent Paid Staff  
15 # of Board Volunteers  
28 # of Active Non-Board Volunteers  
352 # of Volunteer Hours

**Top 3-5 funding sources:** The top three funding sources are from our five signature events (65%), annual giving and grants (30%), and trust fund and endowment income (1%).

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

**If Capacity Building Proposal, the focus is:** N/A

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

### **Proposal Summary:**

The Community Coalition is requesting \$7,500 to help offset the costs of a Strategic Plan Professional.

## 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 Coalition located in Phoenixville; was established in 1991. Our non-profit organization is an innovative model of collaboration among five non-profit organizations in southeastern Pennsylvania dedicated to fundraising together and sharing resources so that expenses are cut, and more donor money can go directly to programs. Our member organizations are represented as members of our Board of Directors, and we all decide by consensus how dollars are raised and spent.

The five-member non-profit organizations that make up the Community Coalition are as follows: Open Hearth Inc, Orion Communities Inc, Citizen Advocacy of Chester County, PAPA (Phoenixville Area Positive Alternatives) and the Association for the Colonial Theatre.

Our mission is as follows; the Community Coalition supports and celebrates individuals, families, and social institutions through a collaborative fundraising effort. This creative approach combines efficient business practices with the commitment to furthering the diverse work of its member organizations.

In 2021, we celebrated our 30<sup>th</sup> Anniversary and have recorded that over 8.1 million dollars were distributed to our member organizations in that time. This figure shows a 2-million-dollar growth over the past seven years demonstrating our effective fundraising with annual events in Chester County, Philadelphia, NYC & Palm Beach.

### 2. Funding request

#### • Description of key initiatives

The Community Coalition plans to use the funds requested to assist in paying for our upcoming Strategic Plan Professional. While we've had strategic plans over the years, it's been quite some time since we've refreshed the plan. Our Board of Directors and key donors are supporting these efforts as we transition from the Founders Model to a more sustainable model for the next year and beyond.

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

The Community Coalition has initiated an RFP for our Strategic Plan with a deadline of January 31, 2023. We have put together a core group of board members, staff, and community partners to finalize who we will be bringing on as our consultant along with working hand-in-hand with them. This core group will then report back to our Board of Directors. Range of these services are from \$5K – \$25K depending on the level of engagement we choose.

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

Our organization, while highly successful over the years, has had the same Founders model since inception. With the challenges of Covid and the changes that are occurring in business practices, we feel this is the opportune time to reflect on where we've been and how we can establish sustainability for years to come.

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

Engaging our board, community members & donors with this process and asking for their input will be productive and beneficial for our long-term growth for years to come. While the strategic plan is an on-going process, we can address any areas that are not performing at the level suggested and pivot if need be.

#### • For capacity building grant proposals: N/A

### 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. **Note:** Current fiscal year data not reported until April.
5. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable).  
N/A
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.  
In 2016 an informal plan was created as a Villanova University graduate class project. This grant request is to develop a new plan as noted above. The RFP attached was distributed through our networks and social media to solicit applications.

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## 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