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)
◊ Grants **focus on Chester County** causes & issues, but are not limited to Chester County.	◊ For eligibility in this grant program, nonprofits must be **located in & serve Chester County**.
◊ Charitable nonprofits working **in all fields of interest** are considered for grant awards.	◊ Nonprofits **budgets** must be **$500,000 or less.**

- arts, culture & heritage
   - community improvement
   - education
   - environment
   - health
   - human services
   - religion
	◊ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including:
	   o Mission, Vision & Strategy
	   o Governance & Leadership
	   o Partnerships & Collaborations
	   o Operations & Technology
	   o Fundraising, Development & Marketing

◊ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, & measurable outcomes.	◊ Proposals must be submitted by **September 15** to be eligible for consideration.
◊ Proposals can be submitted **anytime all year**.	◊ Grant **awards** typically range from **$500-$5,000**, with monies distributed by **February.**
◊ Grant decisions are made **intermittently** all year, as Fund Advisors desire.	
◊ Grant **awards** typically range from **$500-$7,500.**	

- 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 <u>must be</u> charitable, tax exempt organizations with 501(c)(3) certification & <u>cannot</u> be individuals.

Please contact Grants Administrator **Kevin Baffa** at **(610)-696-8211** 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: 4/4/2023

Contact Information

Organization Name: Hope Partnership for Education
Address: 2601 N. 11th Street, Philadelphia, PA 19133
partnership.org
Phone: 215-232-5410
Website: http://hope-partnership.org
Year Incorporated: 2002
FEIN: 46-0493274
partnership.org

ED/CEO Name: Virgil Sheppard
ED/CEO E-mail: vsheppard@hope-

Board Chair Name: Mary Lou Zwaan
Board Chair Approval (check here): ☒
Primary Contact Name: Warren Basla
Primary Contact E-mail: wbasla@hope-

Organization Information:

Field/s of Interest:

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

Mission:

Hope Partnership for Education is a North Philadelphia independent middle school and education center that provides a high quality, values-based education that supports and challenges students from adolescence to adulthood. Hope Partnership for Education creates compassionate citizens and courageous leaders, through a transformative, caring, and joy-filled education.

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

Hope Partnership for Education serves Philadelphia.

Describe Population Served & Annual Number of People Served:

Hope Partnership for Education seeks to address the lack of access to quality education, provide holistic resources for students living in poverty, and build channels to economic opportunities for post-secondary success within one of Philadelphia's poorest zip codes, 19133. Hope Partnership School serves 60 children annually, ages ranging between 10 and 14- years-old. The Graduate Support program actively works with 170, of 200, alumni whose ages range from 14 to 28. Hope has served 200 adult learners since 2005 and engages community members annually. Over 90% of students identify as Black/African American while the remainder of our student body identify as Latin X/Hispanic. 75% of our parents/guardians identify as a single-parent household. 100% of our families identify as a low-income household. 59% of Fairhill-Hartranft community members do not hold a high school diploma.

Annual Budget $2,226,100_____   ___21_____ # of Full-Time Equivalent Paid Staff
___67_____ % of budget for program expenses   ___20____ # of Board Volunteers
___23_____ % of budget for administrative expenses____15____ # of Active Non-Board Volunteers
___10_____ % of budget for fundraising expenses _____30___ # of Volunteer Hours
100 % total

Top 3-5 funding sources:

1. JHC Foundation
2. Wells Fargo
3. Customers Bank

Is this grant proposal for: Capacity Building ____ or General Operating __X___?

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: $7,500_____

Proposal Summary:

Hope Partnership for Education respectfully requests $7,500 to provide scholarships to Hope Partnership School students as they transition into, and complete, high school. Students attend Hope Partnership School for free; however, not every special admission high school provides tuition assistance. The top three feeder high schools for Hope Partnership School alumni include Cristo Rey Philadelphia High School, Ss. Neumann Goretti High School, and Liguori Academy where annual tuition ranges from $9,700 - $16,000.

Only 41% of Fairhill-Hartranft community members hold a high school diploma; however, in order to ensure we are reducing barriers to education and economic opportunities, we have committed to providing a $2,000 scholarship to each alumnus each year of high school, so tuition does not become a financial burden for families. Without this support, students would otherwise attend historically under-resourced public schools and may not receive the quality, holistic educational experience they have grown accustomed to at Hope Partnership School. Our feeder schools offer exposure to post-secondary success plans that neighborhood public schools are unable to oftentimes.

See attached for additional proposal narrative and organization information.

II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE
Provide clear, concise information. 3 pages maximum.

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

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**

    - *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.

- Use this form @ **www.chescof.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 <u>must be</u> charitable, tax exempt organizations with 501(c)(3) certification & <u>cannot</u> be individuals.

Please contact Grants Administrator Kevin Baffa at
(610) 696-8211 **grants@chescocf.org** with questions.

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 & COLLABORAITONS**
  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