

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"> ◇ 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. <ul style="list-style-type: none"> - arts, culture & heritage - community improvement - education - environment - health - human services - religion ◇ 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. 	<ul style="list-style-type: none"> ◇ 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: <ul style="list-style-type: none"> ○ 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)-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: March 20, 2023

Contact Information

Organization Name: Canine Partners for Life
Address: PO Box 170, Cochranville, PA 19330
Phone: 610-869-4902
Website: <https://k94life.org>
Year Incorporated: 1989
FEIN: 23-2580658

ED/CEO Name: Janie Cramer
ED/CEO E-mail: jcramer@k94life.org
Board Chair Name: Walter Griffiths
Board Chair Approval (check here):
Primary Contact Name: Suzanne Geouque
Primary Contact E-mail: sgeouque@k94life.org

Organization Information:

Field/s of Interest:

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

Mission:

The mission of Canine Partners for Life is to increase the independence and quality of life of individuals with physical, developmental, and cognitive disabilities or who are in other situations of need. We achieve our mission by providing and sustaining professionally trained service and companion dogs.

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

Canine Partners for Life's (CPL) services are primarily focused within a 250-mile radius of the CPL campus in Cochranville, PA, located in Chester County, though services are provided nationwide. Currently, 14 active full service and companion teams are located in Chester County.

Describe Population Served & Annual Number of People Served:

Each year, CPL places approximately 15 to 20 full service, medical alert, and companion dogs with adults and children who have mobility impairments or seizure disorders associated with diagnoses such as muscular dystrophy, cerebral palsy, multiple sclerosis, paralysis, ALS, Parkinson's disease, arthritis, chronic fatigue syndrome, dysautonomia, stroke, and spinal cord injury. To date, CPL has placed almost 800 service and companion dogs nationwide and provides ongoing support and training to nearly 200 active teams annually.

Annual Budget \$ 1,460,006.52 21 # of Full-Time Equivalent Paid Staff
80 % of budget for program expenses 14 # of Board Volunteers
12 % of budget for administrative expenses 500 # of Active Non-Board Volunteers
8 % of budget for fundraising expenses +10,000 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Individual Donors
The Scaife Family Foundation
The Independence Foundation
West Pharmaceuticals, Inc.
The Allerton Foundation

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: \$ 5,000 _____

Proposal Summary:

Since 1989, Canine Partners for Life (CPL) has been partnering service and companion dogs with people who have various physical, cognitive and developmental disabilities, or who are in other situations of need, to provide them the opportunity to live a more independent life. CPL is committed to forming successful, lasting partnerships which grow and change throughout the challenges that come with living with a disability. The programs which ensure this mission is achieved, like the CPL Breeding Program, the Community and Prison Puppy Raising Programs, Advanced Dog Training Program, Team Training, and Graduate Support Program, are critical to the overall success of these partnerships. General operating support will ensure that these programs continue to develop and succeed and ultimately increase the independence of individuals with disabilities.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Founded in 1989, the mission of Canine Partners for Life (CPL) is to increase the independence and quality of life of individuals with physical, developmental, and cognitive disabilities or who are in other situations of need. We achieve our mission by providing and sustaining professionally trained service and companion dogs. The lives of those we serve will be forever changed through the opportunities and independence afforded by a steadfast relationship with a service or companion dog.

CPL places full-service and home, medical facility, residential, and courthouse companion dogs, with adults and children who have mobility impairments and balance disorders, seizure disorders, and disorders such as muscular dystrophy, cerebral palsy, multiple sclerosis, paralysis, narcolepsy, ALS, Parkinson's disease, arthritis, chronic fatigue, cardiac syncope, stroke, and spinal cord injury or are in other situations of need. CPL is one of the few service dog providers to place full service dogs with children as young as 12 years old.

Each year, CPL places approximately 15 to 20 service and companion dogs, is training 60 to 80 dogs, and supports nearly 200 active teams. Since its inception in 1989, CPL has placed more than 800 service and companion dogs nationwide. CPL's primary efforts are focused on an area within a 250 mile radius of Cochranville, Pennsylvania, and we look forward to continuing to place dogs with recipients from across the nation.

Assistance Dogs International (ADI), the leading authority in the assistance dog industry, is a worldwide coalition of non-profit programs that train and place assistance dogs. CPL is re-certified by ADI through 2026. As a member of ADI, CPL works in collaboration with other service dog organizations to educate the public about assistance dogs, advocate for the rights of people partnered with assistance dogs, and set standards, guidelines and ethics for the raising and training of these amazing dogs. CPL also works with ADI as a part of their breeding collaborative, ensuring that strong genetic lines are selected so that the dogs have the right temperament, personality, and health to maximize their chances of selection for service.

2. Funding request

• Description of key initiatives

The objective of creating each of these partnerships is to enhance the quality of life for our recipients. CPL programs are designed to create and maintain successful, safe, and high-quality service dog partnerships. These partnerships are intended to provide graduates with increased safety and independence. CPL's Breeding Program, Puppy Raising Programs, and Professional Training Program are designed to create and prepare healthy, physically able, publicly socialized, and well-trained dogs to effectively assist individuals with disabilities. Team Training and Graduate Support Programs are designed to educate graduates on proper service dog care, etiquette, training, safety and support.

Each CPL dog goes through a two-year, comprehensive, and customized training program to meet the specific needs of its human partner. This process starts with our unique puppies. CPL

breeds puppies, works with local rescues, and professional breeders, as well as participates in the Assistance Dogs International (ADI) breeding program. At CPL, puppies are raised onsite for the first 8 weeks of their lives. From 2 months to 6 months of age, puppies are placed in volunteer community homes where they learn basic obedience skills and focus on socialization with a wide range of people, places, and situations. At 6 months of age, the puppies are partnered with an inmate at one of several prisons as part of our Prison Puppy Raising Program where they focus on new obedience commands. This program works with inmates to provide consistency in training, and provides inmates with the opportunity to give back to the community, learn new skills, and experience the focus and love of these incredible dogs. At 14 months of age, the dogs come back to the CPL Campus to start their Advanced Training Program with CPL service dog trainers.

CPL's service dog trainers play a primary role in the training, customization, and partnering process. They meet with each client and develop the skills of the dogs for the final stage of training. The final aspect of training is for our newly matched teams to work onsite at CPL for 3 weeks. This training includes skills development, lectures, and trips, teaching the dog's recipient how to command, care for, and grow their bond with their canine partner. At the end of Team Training, a Graduation Ceremony is held, recognizing the accomplishments of the canine-human partnership, and celebrating the positive change beginning to unfold in the lives of the dog and their human partner. CPL is committed to serving our teams throughout the life of the partnership. The Graduate Support Program ensures the well-being of the graduate, the dog, and provides opportunities to build connections, share experiences, ask questions, and find support.

• Specific needs & issues to be addressed

As this grant is for General Operations, funding will be allocated to support all of the core programs: Breeding Program, Whelping Program, Community Puppy Raising and Prison Puppy Raising Programs, Service and Home Companion Training Programs, Team Training, and Graduate Support.

It costs more than \$32,000 to breed, whelp, train, place, and provide lifetime support to each service and companion dog placed by CPL. CPL asks our recipients to support CPL in a way that is meaningful to them. There is no cost to the individual partnered with a dog from CPL.

As with all organizations within the service dog industry, CPL was impacted by the COVID pandemic. In 2021, CPL made the difficult decision to temporarily close the waitlist to apply for a service dog, with the waitlist for a companion dog remaining open. Typical of the industry, the wait time for a service dog has increased to 3-5 years. CPL has worked hard, recovered well, and is welcoming an increased number of puppies into our programs, thereby increasing graduation rates. In addition to the impact on the number of puppies, the inability to train in public spaces for an extended period of time due to shutdown was challenging for our now second-year dogs. As a result, CPL trainers have focused on increasing socialization opportunities during Advanced Training at CPL.

Each service and home companion dog placed provides essential support to a person with physical, developmental, or cognitive disabilities to achieve a higher level of independence or improve their quality of life.

• Why it is important to fund this now

Canine Partners for Life is deeply rooted in the Chester County community and relies on financial and volunteer community support. More than 500 volunteers help to whelp, raise, and train

companion and service dogs in training. Because it takes approximately 2 years for each dog to be fully trained for their recipient, the impact of the pandemic is continuing to be felt, however there are exciting advances and achievements happening at CPL. This coming year we will celebrate 35 years of service to the community and nation. CPL is starting off strong in the first year of a two-year strategic plan. The main goals of the Plan are to, focus on increasing the number of dogs active in the program while sustaining excellent standards of care, treatment and training; continue to focus on measures of communication that are efficient, effective, and lasting across all aspects of CPL; inspire passion through meaningful experiences designed to increase engagement with the organization's mission. As of 2019, CPL became debt free, paying off the mortgage on our 45-acre property and construction of our Program Services Center - important as we enter the next capital campaign to build a new training center. CPL also maintains a cash balance reserve to support a minimum of 6 months of operating expenses.

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

While CPL prefers to focus on the quality of its service and companion dog teams rather than the quantity trained, the success of our program is measured in a variety of ways, most importantly, through the increased independence experienced by our Graduates. Service and companion dogs provide a way to live life more fully, enable the pursuit of personal and professional dreams and opportunities and their partner with the ability to control their own destiny.

Success can also be measured by the number of puppies entering our program, the number of healthy and physically able dogs who graduate, number of applicants who complete Team Training, number of participants who pass certification tests and graduate, the longevity of partnerships, and the number of graduates who return for a successor dog. The success of specific programs such as the in-house breeding program and Prison Puppy Raising Program (PRPP) is measured by the number of graduating dogs who come from those programs.

CPL strives to certify and graduate 100% of participants in each Team Training class and rarely fails to meet that goal. Success can be indicated by the rating students receive on the CPL Certification Evaluation. Teams are required to recertify every 1-2 years for the life of their partnership, allowing us to detect possible training needs and identify new challenges. Longevity is measured in the number of years a team is actively working. In order to improve the longevity of partnerships, the Program Team developed a formal evaluation procedure to measure a dog's mental and physical ability for service work. They conduct this evaluation with each dog prior to matching them with an applicant.

CPL's Graduate Support Program is another way to measure the success of a team. In addition to communication with our Graduate Support Coordinator, written reports are filed with CPL every six months, on the health of the dog and activities of the team. Graduate support classes provide an opportunity for teams to come together and practice skills. The ongoing support and classes allow for recipients to not only communicate with CPL, but with each other, providing another level of support, education, and encouragement. Graduates have often said, having a CPL service dog means never feeling alone, and always having a sense of being loved and supported.

• *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.
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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