

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 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)-698-8211** 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

Contact Information

Organization Name: Tick Tock Early Learning Center
Address: 1694 Baltimore Pike, Avondale, PA 19311
Phone: 610-268-8134
Website: ticktockelc.org
Year Incorporated: 1964
FEIN: 23-1646698

ED/CEO Name: Susan K. Czerwin
ED/CEO E-mail: susan@ticktockelc.org
Board Chair Name: Patrick Manahan
Board Chair Approval (check here):
Primary Contact Name: Susan K. Czerwin
Primary Contact E-mail: susan@ticktockelc.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission:

Tick Tock Early Learning Center prepares children from working families for school and life in a loving environment at affordable rates.

Our mission is two-fold. Tick Tock ELC provides exceptional early childhood education and care to young children implementing a high-quality toddler and preschool curriculum that supports kindergarten readiness in a learning environment that is safe, supportive, and nurturing. Our income-based tuition rates give working families an affordable child care option, giving them the ability to remain in the workforce, making a positive contribution to our local economy.

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

Southern Chester County (Kennett Consolidated School District and Avon Grove School District, serving the following communities: Avondale, Kennett Square, West Grove, Oxford, Landenberg, Toughkenamon, Lincoln University, and Chatham).

Describe Population Served & Annual Number of People Served:

Tick Tock Early Learning Center serves working families who seek high-quality early childhood education and care for their young children. We serve approximately 140 students ranging in age from 12 months old to 12 years old annually. Ninety-Nine percent of the families served qualify for our reduced, income-based tuition rates. Approximately 85% are from Spanish speaking households, some with little to no English language skills.

<u>Annual Budget</u> \$ <u>1,401,000</u>	<u>22</u>	# of Full-Time Equivalent Paid Staff
<u>86</u> % of budget for program expenses	<u>12</u>	# of Board Volunteers
<u>12.5</u> % of budget for administrative expenses	<u>35</u>	# of Active Non-Board Volunteers
<u>1.5</u> % of budget for fundraising expenses	<u>hundreds</u>	# of Volunteer Hours
<small>100 % total</small>		

Top 3-5 funding sources:

1. Child Care Works (Pennsylvania state subsidized child care program)
2. Program Service Fees / Student Tuition
3. Annual Fundraisers
4. United Way of Southern Chester County and other area grantors
5. Child and Adult Care Food Program (Pennsylvania state subsidized food program)

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:

Tick Tock Early Learning Center is seeking funding to support the daily operations of our program. All funds raised go directly toward employing educated and experienced teaching professionals, delivering enriching early education curriculum and programming, and providing a healthy and nutritious food program to all students in our care. Every dollar raised helps offset the high cost of child care, allowing us offer the highest quality of care at rates working families in our community can afford, creating equity in education and greater employment opportunities for our families.

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.

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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