

## 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: **Family Promise of Southern Chester County** ED/CEO Name: Carol M. Lowe  
Address: 1156 W. Baltimore Pike, PO Box 394  
Kennett Square, PA 19348 ED/CEO E-mail: ed@familypromisescc.org  
Phone: (610) 444-0400 Board Chair Name: Karen Eichman  
Website: www.familypromisescc.org Board Chair Approval (check here):   
Year Incorporated: 2015 Primary Contact Name: Beatrice Heider  
FEIN: 35-2518819 Primary Contact E-mail:  
bheider@familypromisescc.org

## Organization Information:

### Field/s of Interest:

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

**Mission:** Family Promise of Southern Chester County helps families with children experiencing homelessness achieve sustainable housing and stability.

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

**Describe Population Served & Annual Number of People Served:** Family Promise of Southern Chester County serves families with children of all compositions who are experiencing homelessness. In 2022, we served a total of 99 families.

<b>Annual Budget</b> \$ <u>523,444.49</u>	<u>3</u> # of Full-Time Equivalent Paid Staff
<u>80</u> % of budget for program expenses	<u>13</u> # of Board Volunteers
<u>4</u> % of budget for administrative expenses	<u>300</u> # of Active Non-Board Volunteers
<u>16</u> % of budget for fundraising expenses	<u>10,000</u> # of Volunteer Hours
<i>100 % total</i>	

## 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:** \$7,000

**Proposal Summary:** Family Promise of Southern Chester County(FPSCC) is respectfully requesting a General Operating grant for \$7,000. This funding is critical for FPSCC to continue to serve the needs of families experiencing homelessness through our Every Child Deserves a Home programs.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

Family Promise of Southern Chester County (FPSCC), a 501(c)(3) non-profit organization, was created in 2015 to address the growing concern for families with children experiencing homelessness in the communities defined by the four Southern Chester County school districts: Kennett Consolidated, Avon Grove, Oxford, and Unionville-Chadds Ford.

FPSCC is the only nonprofit located in Southern Chester County that has provided shelter and case management services specifically for homeless families with children. There is a lack of shelter beds in this part of the county, resulting in the separation of families entering a traditional shelter scenario. To combat this, we provide short-term emergency housing by renting apartments through Square Roots Collective in Kennett Square. Families can stay in these apartments for up to 120 days while receiving intensive case management focused on finding stable, sustainable housing. FPSCC also formalized a stabilization program to address the continuing needs of our graduated families.

### 2. Funding request

#### Description of key initiatives:

Since 2015, FPSCC has provided the framework for helping families with children experiencing homelessness regain their housing, their independence, and their dignity while keeping families together. Our overall program is titled "Every Child Deserves a Home" and it is comprised of three basic components: the Post Diversion Program, the Promise House Program, and the Stabilization Program. Each component follows the same outline for case management services. **The Post Diversion Program** accepts families who are currently living with friends, relatives, or those that are "couch surfing." They are temporarily staying somewhere, however they are not stably housed. **The Promise House Program** accepts families who are in immediate danger of being homeless and have no alternatives for housing. FPSCC rents apartments for families where they can live for up to 120 days while working towards stability. **The Stabilization Program** serves families once they are in stable housing and supports them for up to a year to ensure long-term stability. The goal is to initially secure safe and affordable, short- or long-term housing for families with an emphasis on ensuring families are safely housed. Continued intensive case management is provided to ensure longer term self-sufficiency and stability.

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

Chester County is one of the top five most expensive counties to live in Pennsylvania. Because of this, it is becoming increasingly difficult to keep up with the demands of market rate value for rent and find affordable and economically sustainable locations for our Promise House Program. It is our goal to avoid burdening our families with expenses and to offer families time to relax, recharge, and refocus. By covering expenses, we hope they can save towards future personal housing, as well as recover from the trauma caused by homelessness. A general operating expense will allow us to continue to maintain our housing program at no cost to families.

### **Why it is important to fund this now:**

Homelessness continues to be a prevalent issue in Chester County. According to the Chester County Partnership to End Homelessness, “ 402 people were experiencing homelessness in Chester County on January 26, 2022.” This number is far too high. Funding will assist us in growing our programs, which will ultimately allow us to make a direct impact on the issue of homelessness.

### **How impact & results will be demonstrated:**

Our desired outcome is to initially secure safe and affordable short- or long-term housing for families with an emphasis on ensuring families are safely housed. During this time, intensive case management would be provided to ensure longer term self-sufficiency and stability.

To determine success, we will follow the metrics below.

For longer term program:

- 95% of participants entering the program unemployed will become employed
- 95% of participants will increase savings
- Participants will increase income (measured at intake, exit, and one year post-exit)
- 95% of participants will secure stable housing
- 85% of participants will maintain stable housing for a minimum of one year
- 30% of participants will better their education via GED, certificate, or other educational programs, including driver's
  - *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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## 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