

## 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](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)-698-8211** 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 the application.

To obtain an electronic version of this application, visit [www.chescocf.org](http://www.chescocf.org)

Date

Contact Information

Organization Name: Friends Association for Care & Protection of Children

ED/CEO Name: Jennifer Lopez

Address: 113 W. Chestnut St. West Chester, PA 19380

Phone: 610-431-3598

Website: [www.friendsassoc.org](http://www.friendsassoc.org)

Year Incorporated: 1939

FEIN: 23-1381006

ED/CEO E-mail: [j.lopez@friendsassoc.org](mailto:j.lopez@friendsassoc.org)

Board Chair Name: Barbara Diorio

Board Chair Approval (check here): X

Primary Contact Name: David James

Primary Contact E-mail: [d.james@friendsassoc.org](mailto:d.james@friendsassoc.org)

Organization Information:

Field/s of Interest:

\_\_\_ Arts, Culture & Humanities

\_\_\_ Environment/Animal Welfare

\_\_\_ Education

\_\_\_ Health

Human Services

\_\_\_ Religion

Mission: Friends Association provides programs and services that prevent homelessness and promote the independence of families.

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

Friends Association provides services to all Chester County residents.

Describe Population Served & Annual Number of People Served:

Annual Operating Budget \$ 2.1 Million \_\_\_

\_\_\_ 20 \_\_\_ # of Full-Time Equivalent Paid Staff

\_\_\_ 81 \_\_\_ % of budget for program expenses

\_\_\_ 18 \_\_\_ # of Board Volunteers

\_\_\_ 9 \_\_\_ % of budget for administrative expenses

\_\_\_ 150 \_\_\_ # of Active Non-Board Volunteers

\_\_\_ 10 \_\_\_ % of budget for fundraising expenses

\_\_\_ 1500 \_\_\_ # of Volunteer Hours

100 % total

Top 3-5 funding sources:

ARPA, Chester County Dept. of Community Development, PHARE/PHFA, Chester County United Way, Foundation Grants, Individual Donations

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: \$10,000

Proposal Summary: Friends Association seeks general operating funding to meet the increased needs of the community. In 2023 scheduled rental assistance programs will end and the Friends Association wants to be able to assist our neighbors through our Family Center, NIA House, Homeless Prevention Program, and the Eviction Prevention Case Resolution (EPRC). Friends Association has more than doubled its impact in the community over the last year and predicts it will continue to serve the elevated needs of community members disproportionately affected by the simultaneous financial and continuing health crises throughout the coming year.



FRIENDS ASSOCIATION  
IT STARTS WITH A HOME

**Chester County Community Foundation**  
**Grant Proposal – Friends Association for Care & Protection of Children Fiscal**  
**Year 2023**

### **Mission and History**

Friends Association is one of the longest-running child welfare non-profit organizations in the Commonwealth of Pennsylvania and has its roots in Quaker tradition. Beginning in 1822, a group of abolitionist women in Philadelphia came together to dedicate resources toward providing a home for children who had lost their parents, many because of being held captive and enslaved. For over 200 years, the organization has changed and evolved but has always focused on the protection of children and on recognizing the inherent value of each member of society.

In 2010, Friends began to focus its mission entirely on ending family homelessness in Chester County. **Friends Association provides programs and services that prevent homelessness and promote the independence of families with children.** We are unique in that we focus on keeping families together during times of crisis with our four pillars of service: **Preventing** homelessness, **Providing** emergency housing, **Partnering** with families to support their stability, and **Promoting** systemic change. All while connecting them with strengths-based case management and community resources. We support all families experiencing homelessness or at risk of homelessness in Chester County structured as they are when we meet them, including single moms and dads, two-parent, multi-generational, grandparent, and LGBTQ+ families. Our service delivery model includes Housing First and Two-Generation approaches which prioritize immediate access to housing and working simultaneously with children and adults in each family. We maintain a trauma-informed and resiliency-focused service delivery model that directs our learning, interactions, practice, and policy. We strive to empower families as they build on existing strengths and skills and work together to build resiliency, stable housing, educational opportunities, and economic self-sufficiency.

The overarching goal of Friends' programming is to make homelessness for families in our community rare, brief, and non-recurring by providing emergency housing for families who have lost their homes, and through prevention programs that keep families stably housed while providing essential wrap-around services.

### **Community Need**

Homelessness is a national crisis and often overlooked in strategies to address the issue is the invisible crisis of family homelessness. Family homelessness, once viewed as episodic and situational, has become chronic, with families accounting for 37% of the overall homeless population and 50% of the sheltered population (The Bassuk Center on Homeless and Vulnerable Children & Youth). On any given night there are 522 individuals and families experiencing homelessness in Chester County (2020 Point in Time Count Decade to Doorways).

The primary cause of homelessness is a lack of affordable housing. This is a particular concern in Chester County, an affluent community with a high cost of living and very high housing costs. The median rent in Chester County is now \$1,858, up from \$1,393 just three years ago, representing an increase of 30%. This is among the highest cost increases in Pennsylvania (data from City-Data.com 2019 and Vista Today 2022). Historically, Friends Association has assisted approximately 100 families each year. This number, however, has more than tripled over the last few years, a substantial increase due specifically to the economic fallout caused by the pandemic. For the Emergency Shelter program specifically, Friends Association served 15 households last year, which included 57 individuals. Of those individuals, 40% were adults and 60% were children. Almost half - 47% - of those served by our Emergency Shelter program were from single-parent households. 70% of those served were people of color.

## **Programs**

Friends Association addresses the needs of a wide range of families throughout Chester County, and our programs are designed to enrich the lives of children and families by giving them the space and resources they need to achieve stable housing, economic self-sufficiency, and improved overall health and well-being.

Our service delivery includes the following approaches:

- Housing First is a research-based solution to ending homelessness that prioritizes providing housing to individuals experiencing homelessness as quickly as possible without preconditions.
- Two-Generation (2Gen) approaches build family well-being by intentionally and simultaneously working with children and the adults in their lives together.
- Trauma-Informed Care is a service approach that acknowledges the widespread, long-term impacts of trauma, understands the signs and symptoms of trauma, and responds by integrating knowledge about trauma into all policies and practices.
- Resiliency Focused communities identify programs and best practices proven to build resiliency at both individual and systemic levels and improve the health of the entire system by promoting restoration, health, and growth in ongoing ways.

### **Preventing Homelessness:**

Our **Homelessness Prevention Program** assists families facing a housing crisis. Short-term financial assistance is combined with landlord mediation, case management, and education to keep families safely housed. To qualify households must have a lease in their name and the ability to pay rent moving forward. Services include gender-specific, trauma-informed care for women with mental health and/or substance use disorders. As one of the few resources available in Chester County for specialized case management, women receive the supportive care they need to break cycles of poverty and housing insecurity while simultaneously developing skill sets to address histories of trauma, support for behavioral health treatment, and the resources for their unique, complex needs.

Friends Association took the lead in Chester County by creating the **Eviction Prevention Case Resolution (EPCR)** program that aims to provide an early intervention between tenants and landlords to prevent homelessness. It began on September 1, 2020, and is the first of its kind in Chester County. Since its launch, the EPCR program has saved Chester County over 6 million dollars and it is the only service to offer free legal representation, financial assistance, and social service support to individuals and families facing eviction. Friends Association knows that it makes moral, financial, and practical sense to keep community members in their homes when at all possible. Studies have repeatedly shown community-wide benefits from eviction prevention, some showing a \$12 benefit for every \$1 of investment. Starting in one Downingtown court, the program has now expanded to serve Coatesville, South Coatesville, and Valley Township.

Our **Housing Navigation Services** are focused, outcome-oriented, and time-limited services that help households involved in EPCR obtain stable or to stabilize current, long-term housing of their choice. Navigation services include developing and implementing a housing action plan, including finding a home and coordinating a move, as well as creating a housing sustainability plan which includes referrals to supportive services and assists with the transition to ongoing service providers.

### **Providing Emergency Housing:**

Our **Family Center (Emergency Housing)** in West Chester houses families, referred to us through the County's coordinated entry system, in one of six apartment units. Each family lives autonomously in an apartment for 90-120+ days as they work with their case manager to secure permanent housing, create a housing stability case plan, increase income, and access mainstream benefits. Pregnant women and families with infants are immediately engaged with the Nurse-Family partnership to provide education, support, and resource connections. Taking a two-generation approach, we coordinate

High-quality early learning access (Head Start, Early Head Start) for all children under the age of 5. Our goal is for all the families that access this resource to be able to achieve long-term housing stability. Friends' Family Center is currently the only low-barrier emergency housing in the county that can house entire family units together through their time of crisis. Although located in West Chester, we assist families from anywhere in Chester County. All 6 of the Family Center apartments have been recently renovated and updated with new appliances, furniture, beds, and one apartment is now ADA-compliant. The next phase of updates includes a new roof, basement renovations, and an HVAC overhaul.

**NIA House** is a diversionary reentry home for women impacted by incarceration. For returning citizens, having a safe and secure place to call home can be the vital key to successful reentry. This transitional housing program provides holistic reentry services for women returning to their community while giving them the space they need to re-establish critical bonds with their children, and secure long-term stable housing after a period of incarceration.

### **Partnering with families to support stability:**

Through our **Home 2 Stay Program**, long-term case management is available for families recently moved to permanent housing from any emergency housing in the county or directly from the experience of homelessness. This graduate program provides continued case management support, comprehensive guidance, and resources to empower families and reduce the risk of a family's return to homelessness. Our goal is to help families not only obtain housing but to keep it.

Our newest program is **NIA House**, a diversionary reentry home for women and children, located in Coatesville. It is a 7-bedroom, transitional housing program for women returning to Coatesville, PA, a Qualified Opportunity Zone. Eligibility for NIA Coatesville includes women (Trans women and LGBTQ inclusive) currently incarcerated or directly released from jail or prison; presently living in a halfway house or recovery house; directly discharged from a treatment center; experiencing homelessness or at risk of being unhoused. The expected length of stay at NIA Coatesville is 6-12 months.

The program is modeled on A New Way of Life Reentry Program founded by Susan Burton. A New Way of Life has been recognized nationally as a successful reentry model for women. This partnership has now transitioned to Friends Associations' NIA House being recognized as a member of their SAFE Housing Network.

Our **Peer Support Program** is a complementary program to any of our services or programs. It is a mutually supportive service for our neighbors that conveys hope, identifies strengths, and facilitates access to appropriate resources as needed. Peers are people who have "lived" experience of mental health and/or substance use, embody a life of recovery, have undergone extensive training, and help others experiencing similar situations. Our Peer Support Program aids our neighbors in laying the foundation for the four dimensions of recovery: Health, Home, Community, and Purpose.

### **Promoting Systemic Change:**

Friends Association truly believes that housing is a basic human right and that without the safety and security of a home, life cannot flourish. We aim to build a community rooted in justice, built on equity, and grounded in the knowledge that we are all deserving of a home. We believe that our advocacy work is present in all that we do, as we amplify the voices of our community, intentionally use language that is ethical and compassionate, educate our community, and create opportunities within our organization for a diverse staff that is representative, at all job levels, of the citizens we serve. Our goal is to highlight the importance of affordable housing, the impact of evictions and homelessness, the intersectionality of these issues with social justice, and to support efforts to improve just housing opportunities for all.

Friends' full-time staff attorney, in addition to running our new Eviction Prevention Case Resolution, will coordinate legal clinics, educational opportunities, and advocacy efforts. As part of NIA House, individuals with lived experience will learn leadership skills and participate in advocacy training programs. We believe that those closest to the problem are also closest to the solution. Their voices need to be heard and amplified.

## **Evaluation & Impact**

In Fiscal Year 2022 we served 320 total families in all programs, including:

- 48% single-parent households (45% are women-led households)
- 75% families of color (43% Black families)
- 50% with a disability
- 61% justice involvement
- 18% with addiction and/or mental health challenges
- 14% with a history of domestic violence
- 3% parenting youth
- 9% were senior citizens

By the end of FY23, we will have served over 600 families throughout our programming directly impacting the Chester County community, children and youth, women-led households, BIPOC communities, and those affected most by the COVID-19 pandemic. Together, we can ensure that all our neighbors have access to safe and secure housing.

## 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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## 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