

## 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 application.**

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

Date

## Contact Information

Organization Name: The Children's Dental Clinic  
Address: PO Box 660, Paoli, PA 19301  
Phone: 610-240-1213  
Website: [www.kidsdentalclinic.org](http://www.kidsdentalclinic.org)  
Year Incorporated: 1971  
FEIN: 23-1855388

ED/CEO Name: Kerry Sophocles  
ED/CEO E-mail: [kerrysophocles@gmail.com](mailto:kerrysophocles@gmail.com)  
Board Chair Name: Kerry Sophocles  
Board Chair Approval (check here):   
Primary Contact Name: Gina DeFlavia  
Primary Contact E-mail: [gina@gmdcpa.com](mailto:gina@gmdcpa.com)

## Organization Information:

### Field/s of Interest:

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

**Mission:** To provide free and low cost dental care and orthodontics to children in low income households in the Tredyffrin-Easttown and Great Valley School Districts.

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

Tredyffrin-Easttown School District/Great Valley School District

**Describe Population Served & Annual Number of People Served:** We serve children (kindergarten through high school) in the T/E and Great Valley School districts who are eligible for the free lunch program and require dental care. We provide treatment to approximately 50 children per school year. Children often come in for more than one visit.

<b>Annual Budget</b> \$ <u>40,000</u>	<u>0</u> # of Full-Time Equivalent Paid Staff ( <u>3 part-time paid staff</u> )
<u>91.3</u> % of budget for program expenses	<u>10</u> # of Board Volunteers
<u>7.2</u> % of budget for administrative expenses	<u>10</u> # of Active Non-Board Volunteers
<u>1.5</u> % of budget for fundraising expenses	<u>80</u> # of Volunteer Hours
<small>100 % total</small>	

**Top 3-5 funding sources:** Donations, student fees, income dividends

**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:** Grants of any size are greatly appreciated.

**Proposal Summary:** The Children's Dental Clinic has depended primarily upon donations from the public since inception. Since the onset of the Covid 19 pandemic, we have seen our donations shrink significantly and we are at risk of running a deficit for this fiscal year for the first time in many years. We are requesting a grant for general operating funds which will pay for clinic operating expenses (equipment, equipment upkeep, supplies, staff salaries, etc.) and our portion of orthodontic fees for the four children who have been approved to receive those services this fiscal year.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

The Children's Dental Clinic (CDC) is a 501(c)(3) non-profit organization that provides comprehensive, preventive, and restorative dental care for free or at minimal cost to eligible children living in the Tredyffrin-Easttown and Great Valley school districts. Eligible children are identified by the school districts on free and reduced lunch lists. We serve roughly 50 students a year. We are supported by fundraising events, public donations and donations of services from local dentists and orthodontists.

The CDC was started in 1946 when Hobson C. Wagner, then Superintendent of Schools of the Paoli Area School District, realized that many students were unable to receive the dental care they needed. We have evolved over the years with various locations, but we now have three dedicated staff attending to our children's dental health. We also have orthodontists and dental specialists in the area who provide our students with discounted services. We have over 20 volunteers running the organization, fundraising, communicating with and representing schools across both districts to spread the word of the CDC's services.

Our main goal is to help children in the T/E and Great Valley school district communities be free from oral pain and infection so that they may participate in school and other activities and maximize their potential to thrive.

Our key achievement is our long track record of helping these children, many of whom have never been to a dentist.

We are distinctive because the most we charge is a nominal fee (\$10) per visit. Visits are free if the patient cannot afford that fee.

### 2. Funding request

- **Description of key initiatives**

Our key initiative is to be able to continue to provide these services to our community.

- **Specific needs & issues to be addressed**

The children who receive our services are often in desperate need of dental care. Additionally, we fund between one and four orthodontic cases per year, again, based on need. This year we are funding four cases and we have found that the results of our work are life changing.

- **Why it is important to fund this now**

Our contribution base has shrunk significantly in the last few years, we believe due to the difficult economic conditions across the country. At the same time, need has increased - during Covid we had one of our busiest years. We are currently at risk of funding a deficit.

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

We can provide patient care numbers at any time and financial reports are consistently kept up-to-date.

- *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](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
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(610) 696-8211 [grants@chescof.org](mailto:grants@chescof.org) with questions.





## 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