

## 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)

- ◇ 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.
  - 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**.

#### 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)-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: Villa Maria Academy High School  
Address: 370 Central Ave Malvern, PA 19355  
Phone: 610-644-2551  
Website: [www.vmahs.org](http://www.vmahs.org)  
Year Incorporated: 1872  
FEIN: 23-1355130

ED/CEO Name: Sister Regina Ryan  
ED/CEO E-mail: [srryan@vmahs.org](mailto:srryan@vmahs.org)  
Board Chair Name: Kristina Parker  
Board Chair Approval (check here)   
Primary Contact Name: Kathleen McCartney  
Primary Contact E-mail: [kmccartney@vmahs.org](mailto:kmccartney@vmahs.org)

## Organization Information:

### Field/s of Interest:

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

**Mission:** Villa Maria Academy, a Catholic college preparatory school for girls, rooted in the charism of the Sisters, Servants of the Immaculate Heart of Mary, empowers young women to lead lives of spiritual growth, intellectual inquiry and Christian service.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Villa Maria serves students from Philadelphia. Delaware, Bucks and Montgomery counties but 71 % come from Chester County. The primary areas of Chester County are West Chester and Downingtown.

## Describe Population Served & Annual Number of People Served:

**Annual Budget** \$ 10,797,397

54 % of budget for program expenses  
 40 % of budget for administrative expenses  
 6 % of budget for fundraising expenses  
100 % total

88 # of Full-Time Equivalent Paid Staff  
20 # of Board Volunteers  
38 # of Active Non-Board Volunteers  
200 # of Volunteer Hours

## 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:** \$10,000

**Proposal Summary:** Funds for this grant would be used to purchase and install a chair lift in a classroom building.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

### History of Villa Maria Academy High School

Founded in 1872 by the Sisters, Servants of the Immaculate Heart of Mary, Villa Maria Academy opened in West Chester, PA on the property formerly owned by the PA Military Academy. The school flourished in West Chester until 1914 when Villa Maria moved to Immaculata, PA. In 1924, the Sisters purchased the property of William Warner in Green Tree, the school's current location. The property included 123 acres, the mansion house, and adjoining buildings. All were adapted for the purposes of the Academy and the school opened in May 1925. In 1955 Regina Mundi Hall was built to house classrooms, guidance offices, laboratories, cafeteria, and offices. In 1972 a lecture hall, biology lab, locker room, and faculty lounge were added. In 1972, the lower school (grades 1-8) moved to a wing in the IHM Motherhouse and the high school expanded into St. Joseph Hall, which was built in 1965. As the school continued to flourish, the Marian Center for arts and athletics was added. The athletic center was added in 1987 and the auditorium and fine arts building was completed in 1997. In 1999, the former auditorium was converted to an administrative wing and a new computer lab was added to Regina Mundi. In 2002, an addition to St. Joseph Hall was completed. This expansion included new up-to-date science labs as well as an additional design lab. In 2015, the school built the Maurene Polley Turf Field and in 2018 Villa Maria added a new loop driveway that not only brought visitors into the heart of our beautiful campus but also provided much needed traffic and infrastructure improvements. This fall we opened the new Theresa Maxis Student Union. The building was designed to support our young women in mind, body, and spirit. To that end the building houses the chapel, the cafeteria, the counseling suite, and the nurse's office.

### The Villa Difference

We facilitate the growth of our students in all areas academic, spiritual, service, and social. Our academic program is designed to help our young women become critical thinkers and creative problem solvers who can work in a collaborative setting. We are preparing our students to take their place in a ever changing world and to hold jobs that may not even exist yet. Our extracurricular program is designed to seamlessly complement our academic program. Our students participate in fine arts, athletics, as well as academic and social clubs. We have 5 music ensembles, a dance troupe, and art clubs. In athletics we offer 14 varsity sports. Our athletes not only win championships, but also have received the PIAA District 1 Sportsmanship Award in several years.

Our students also participate in clubs like Student Council, Robotics, Women in Medicine, Book Club, Mock Trial, and Language Clubs to name a few.

Service is incredibly important at Villa Maria. Our students learn they do not operate in a world of one but that they are one in the world. Our students participate in many service and social justice programs. We have a week dedicated to service where our students go to places like Project HOME, Sunday Breakfast Rescue Mission, and Project Ensonga to name a few. A student delegation attended the Ignatian Family Teach In for Justice in DC. While we do have a service requirement for all our students, we are most proud that during the Covid crisis, for example, our students took it upon themselves to continue serving the less fortunate even when school was closed. This year alone our young women have performed 8,560 hours of community service which far exceeds their required hours. The goal of

our service program is to build in our young women an awareness of those in need a passion for changing the world for the better.

## Funding request

Villa Maria has 2 main classroom buildings. One, Regina Mundi Hall that was built in 1955. This 2-story building houses some administrative offices, a multi-purpose room, 11 classrooms and the school library. There is a mezzanine level that houses a classroom and a lecture hall room. There is no elevator in the building so students with either permanent or temporary disabilities have at times had insurmountable trouble getting to the second floor. To overcome this, the school has at times scheduled the student in one room and has had the teachers and other students move to her. Most recently we had a post-surgical student stay in one room and zoom into the other classes. While both these solutions were feasible, they were not ideal for the student's education. The school has done extensive research on adding an elevator to the building but there are structural challenges, and the cost is exorbitant. We are seeking funding for a chair lift that would allow our students with disabilities safe access to all the spaces in the building. The cost of the lift and the installation would be \$10,000. These funds would be put to immediate use so that the chair could be installed as soon as possible; ideally for the 2023-24 school year.

### 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.
  - **Email proposals to [grants@chescof.org](mailto:grants@chescof.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 [grants@chescof.org](mailto:grants@chescof.org) with questions.



*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