

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 9/13)

- ◇ 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 grants is to **strengthen the effectiveness of NPO's serving the region**, see page 4 for more details on the areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Partnerships & Collaborations
 - Operations & Technology
 - Fundraising, Development & Marketing
- ◇ Proposals submitted between **July 1 - Sept. 13** are 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: **Family Promise of Southern Chester County**
Address: **1156 W. Baltimore Pike, Kennett Square, PA 19348**
Phone: **(610) 444-0400**
Website: **familypromisescc.org**
Year Incorporated: **2015**
FEIN: **35-2518819**

ED/CEO Name: **Carol M. Lowe**
ED/CEO E-mail: **ed@familypromisescc.org**
Board Chair Name: **Karen Eichman**
Board Chair Approval (check here):
Primary Contact Name: **Beatrice Heider**
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:

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: We are dedicated to serving low-income families, of all compositions, with children who are experiencing homelessness. In the year 2022 alone, we provided assistance and resources to a total of 276 individuals, helping them regain stability and work towards a brighter future.

<u>Annual Budget \$</u> <u>\$523,444.49</u>	<u>1</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
<small>100 % total</small>	

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: \$5,000

Proposal Summary: Family Promise of Southern Chester County is respectfully requesting \$5,000 for a capacity building grant.

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 registered 501 (c)(3) nonprofit organization, was founded in 2015 in response to a mounting apprehension regarding families with children facing homelessness within the four neighboring school districts: Kennett Consolidated, Avon Grove, Oxford and Unionville-Chadds Ford.

FPSCC's flagship initiative, "Every Child Deserves a Home," comprises three integral elements: Promise Made (Post Diversion), Promise House, and Promise Kept (Stabilization). One distinguishing feature of Family Promise's programs is our provision of comprehensive case management services across all three components. However, Promise House stands apart from the traditional shelter programs by offering families a unique and supportive environment resembling an apartment-style setting. Families seeking assistance can stay at a Promise House for a period of up to 120 days, benefiting from the nurturing and stable surroundings as they work towards regaining stability and independence.

2. Funding request

• Description of key initiatives

Family Promise of Southern Chester County is seeking funding for resource development.

• Specific needs & issues to be addressed

The specific needs to be addressed with this funding:

- Major Gift Donor Identification, Cultivation, Development & Stewardship
- Development Campaigns

• Why it is important to fund this now

Funding of \$5,000 can have a significant impact on our resource development and development campaigns. This is particularly important for FPSCC, as we heavily rely on donations, grants and fundraising to sustain our operations. Though this funding may not cover all aspects comprehensively, it can still make a significant impact by allowing us to allocate funds strategically and prioritize areas that require immediate attention. It's important to note that resource development and marketing are ongoing efforts, and additional funding and sustained efforts will be necessary to achieve long-term success in these areas.

How impact & results will be demonstrated

Impact and results will be demonstrated through financial reports, performance metrics and stakeholder feedback.

- *For capacity building grant proposals:*

- *How will this capacity building initiative impact your nonprofit?*

For Family Promise of Southern Chester County, each donor relationship we cultivate and develop translates into tangible, life-changing outcomes for the families we serve. Funding for Major Gift Donor Identification, Cultivation, Development, and Stewardship, alongside Development Campaigns, is not just about securing financial resources; it's about fortifying the very foundation of our organization. As we rely entirely on donations, grants, and fundraising to sustain our programs, the efficacy and reach of our initiatives hinge on our ability to identify, engage, and nurture potential major gift donors. With adequate funding in these areas, we can adopt cutting-edge strategies and tools to identify prospective contributors and build lasting bonds that result in sustained support. This will not only bolster our current programs, but also create avenues for innovative solutions and expansions. In essence, such funding magnifies our capacity to serve, ensuring that more families in Southern Chester County receive the assistance they need to overcome challenges and achieve long-term stability and success.

- *How will this impact be measured?*

If given funding for donor cultivation and development campaigns, the impact can be measured in several ways. For major gift donor identification, cultivation, development and stewardship, the number of major gift donors identified, the amount of donations received, and the overall growth in major gift contributions can serve as key indicators of success. In terms of development campaigns, metrics such as the total funds raised, donor acquisition and the level of engagement from campaign participants can be used to evaluate the effectiveness of the campaigns.

Regular monitoring, data analysis, and stakeholder feedback will contribute to a comprehensive evaluation of the impact of the funding, enabling us to make informed decisions and refine strategies for future success.

- *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.*

The below activities will begin to take place upon the arrival of funding:

- 1. Major Gift Donor Identification, Cultivation, Development & Stewardship: A portion of \$2,500 from the funds received can be allocated to researching and identifying potential major gift donors who have the capacity and interest to make significant contributions to FPSCC. This may involve utilizing prospect research tools to assist in identifying potential donors. Additionally, the funds can be used to build relationships with these donors through personalized stewardship efforts, such as organizing donor appreciation events or sending personalized communications.**

2. **Development Campaigns: We can allocate the additional \$2,500 of the funding towards developing and executing various fundraising campaigns. This includes annual campaigns aimed at acquiring new donors and renewing existing ones, capital campaigns for specific projects or initiatives, and planned giving campaigns. The funds can also be used to create compelling campaign materials, conduct outreach and marketing activities, and implement donor recognition strategies.**

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