

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: Atglen Public Library
Address: 121 Main Street, PO Box 190, Atglen PA 19310
Phone: 610-593-6848
Website: atglenpubliclibrary.org
Year Incorporated: 1945
FEIN: 23-2492037

ED/CEO Name: Robbyn Kehoe
ED/CEO E-mail: rkehoe@ccls.org
Board Chair Name: Diane Palmer
Board Chair Approval (check here):
Primary Contact Name: Robbyn Kehoe
Primary Contact E-mail: Robbyn Kehoe

Organization Information:

Field/s of Interest:

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

Mission: Atglen Public Library provides excellent opportunities to read, learn, create, connect, and contribute to a better quality of life.

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

Atglen Public Library's direct service area is Atglen Borough and West Fallowfield and West Sadsbury Townships, and we serve the entire county through programming, electronic resources, and the share System catalog.

Describe Population Served & Annual Number of People Served:

Our direct service area population is 3761. We had 22,286 visitors in 2022.

Annual Budget \$ 143,421 2.5 # of Full-Time Equivalent Paid Staff
64.1 % of budget for program expenses 7 # of Board Volunteers
29.2 % of budget for administrative expenses 2 # of Active Non-Board Volunteers
6.7 % of budget for fundraising expenses 128 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

State Subsidy \$32,920.50
County Aid \$25,319.77
Fundraising Events \$29,150.00
Annual Giving \$28,000.00
Atglen Borough \$ 6,500.00

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: \$ 2430.00 _____

Proposal Summary:

If awarded, these funds will be used to purchase five years of subscription service to Little Green Light donor management software.

A large portion of our budget is supported by business and individual giving. Additionally, we are pushing through a restructuring of our fundraising efforts for a more sustainable model. After five years of holding our very successful Di-Atglen Alley Wizard Faire, we are scaling down labor-intensive events and plan to build our relationships within the community and with local businesses. These relationships will require more than our Excel spreadsheet for effective management.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Atglen Public library was incorporated in 1945 and received its nonprofit status in 1989. From 1945 to 1994, the Library was housed in two rooms in the Borough Hall. The Borough Hall suffered a devastating fire in 1994, leaving the Library in temporary quarters for two years. From 1996 to 2022, the Library was housed at 413 Valley Avenue in Atglen, first in the front portion, then expanding to fill the first floor. In April 2022, we moved to our current location at 121 Main Street, a prominent building at the center of town. We have grown from a tiny reading center to a community leader as Atglen seeks to revitalize its downtown area.

Atglen Public Library is a Gold Level Library in the PA Forward® Star Library Program. We were awarded ARPA funds from the Chester County Commissioners that allowed us to expand our programs and services. Recently we received various technology equipment from a VGCUSA PAsmart grant that significantly increased our programming.

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.*

The key initiative is to fund five years of donor management software in order to grow our individual giving and expand our budget. At the end of five years, this initiative should be self-funded.

Little Green Light donor management software has been recommended by other CCLS library directors. Little Green Light costs \$486 annually, for a total of \$2430 over the five years. This software will allow our trustees and small staff of four part-timers to effectively manage the processing of donations, including appeal and acknowledgment letters and bookkeeping.

To build financial stability and growth, we are restructuring our fundraising model away from labor-intensive outside events subject to inclement weather. We will instead focus on increasing our general annual appeal and building relationships with major donors and the business community. The goal is an additional \$30,000 annually within the next three years, replacing the \$15,000 gross revenue of Wizard Faire and providing another \$15,000 to expand staffing.

Since moving to our larger location, we have reached maximum capacity for programming, both in terms of space and personnel. To meet the growing demand, we must expand the budget to include another part-time position immediately and transition the part-time director to full-time with health and retirements benefits. Additional funds will be used to rent off-site venues to expand programming on a case-by-case basis as appropriate.

The effectiveness of this initiative will be measured by the saving in time for processing additional donations and by the growth in donations received.



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