

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 9/6/23

Contact Information

Organization Name: CONCERN- Professional Services for Children, Youth, and Families
Requested for Coatesville Treatment Unit for Boys (CTUB) ED/CEO Name: Gordon May
Address *Corporate – One West Main Street Fleetwood, PA 19522

Phone: 484-578-9600

Website: www.concern4kids.org

Year Incorporated: 1978

FEIN: 23-2052170

ED/CEO E-mail: gmay@concern4kids.org

Board Chair Name: Martin Durso

Board Chair Approval (check here): Yes

Primary Contact Name: Tricia Reedy Jones

Primary Contact E-mail:

treedyjones@concern4kids.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: CONCERN brings hope, offers opportunity, and inspires change

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

We are requesting funding specifically for our Coatesville Treatment Unit for Boys (CTUB) located in Coatesville, PA

Describe Population Served & Annual Number of People Served:

CTUB serves adolescent males who have been referred to the residential program. From July 1, 2022- June 30, 2023, the program served 53 adolescent males.

Annual Budget \$ \$24,558,223 192 agency wide/17 for CTUB # of Full-Time Equivalent Paid Staff

83.3 % of budget for program expenses 11 # of Board Volunteers

16.4 % of budget for administrative expenses 66 # of Active Non-Board Volunteers

.3 % of budget for fundraising expenses 2150 # of Volunteer Hours

100 % total

Top 3-5 funding sources: 1) Community Care Behavioral Health Organization- Managed Care Organization \$7 million, 2) Magellan \$2.4 million, 4) Philadelphia County Contract 4) \$756,000 SWAN \$746,000

Is this grant proposal for: Capacity Building or General Operating ?

If Capacity Building Proposal, the focus is: N/A

Mission, Vision & Strategy Governance & Leadership Partnerships & Collaborations

Fundraising, Development & Marketing Technology Other: _____

Grant Amount Requested from the Community Foundation: \$ 7500

Proposal Summary: CONCERN – Professional Services for Children, Youth, and Families is a multi-service private non-profit 501(c)(3) human services organization that provides services to children, youth, and families encouraging growth, and promoting positive healthy lives. CONCERN's services include foster care, adoption, and permanency, community-based prevention programs, behavioral health, and residential treatment.

History: CONCERN began in 1978 as a foster care agency in Fleetwood, PA. Since then, CONCERN has continued to meet the growing needs in Pennsylvania and Maryland. Currently, 15 sites bring hope, offer opportunity and inspire change to over 7,500 individuals each year.

45 years of success and key achievements:

- Providing support and services to over 200,000 people
- Supporting 27,000 children in youth and placement services
- 5,000 adoptions
- 70,000 behavioral health clients
- 2200 residential treatment clients

We are requesting funding to support CONCERN's Residential Treatment Unit for Boys (CTUB), which began in 1988 to support young males who were referred by the Department of Juvenile Justice or the Office of Children and Youth Services.

CTUB is a staff-secure, residential facility for adolescent males. The goal of this program is to change the mindsets and behavior patterns of the youth so that they will be able to function appropriately in society and will return to the community as healthy, productive citizens. The length of placement is determined by the specific needs of the youth.

The CTUB program believes the bond created between staff and residents in a smaller community-based treatment environment is imperative to successful program completion and release. The program is flexible in that it will meet the individual needs of each client. Opportunities exist for the youth to work, educate and recreate in the community.

CONCERN's residential program deals with male adolescents, ages 12-21, who have been adjudicated delinquent or dependent, with a myriad of challenging behaviors. These youth require services to deal with delinquent behaviors, mental health issues, abuse issues, addiction issues, vocational, educational and independence issues.

The program provides daily opportunities for emotional, social, educational, and physical growth. This not only minimizes the likelihood of continued negative behavior, but also prepares the youth for responsible social living.

For this grant, we are requesting \$7500 to support the installation of a security system in both of the buildings on the campus. The total proposal for installation is \$34,579. We are seeking grants from additional sources and can use CONCERN's CONCERN fund, which supports operating costs above the budgeted day-to-day operations. Money for the CONCERN fund has been raised by individual donors and previous fundraising efforts.

Key Initiative: CTUB is committed to helping the young men succeed, which includes providing a space where they feel safe, where the staff feel safe and secure, and the inventory and systems CONCERN has put into place to keep records and other items confidential are protected. By installing a commercial security system, CONCERN can ensure we are adhering to standards of excellence, while maintaining a

safe place for staff and residents. CONCERN was recently accredited by the Council on Accreditation (COA), which only provides accreditation to agencies who meet exemplary standards.

Installing access controls will enable CONCERN to assign unique access codes to staff, only allowing access to confidential areas to designated personnel, and preventing residents from accessing areas that are limited to staff only, such as where resident records or medications are stored.

The security system and cameras will add another layer of protection to keep the staff and residents safe from people entering the building, provide a way to monitor inventory both inside and outside of the building, including the use of the company van, and provide back-up data if there is a security breach and an investigation is needed.

Specific Needs and Issues and why funding is needed: It is imperative that CONCERN install a security system in our CTUB program to provide safety for staff and clients. While CTUB has been in operation since 1988, the population has changed significantly. There are now more residents at the facility that come with significant history of violence/trauma that directly impacts their behavior, which at times requires restraint for safety concerns. It is important we do all we can to provide protection and safety to this vulnerable population.

How impact and results will be demonstrated: CONCERN has a safety committee that reviews any safety/security concerns or incidents. One area of concern/liability is restraints and incidents that occur with youth and staff in the facility. Adding security cameras will make it less likely for individuals to act inappropriately as they know they will be on camera. We expect this could reduce incidents by 30% which improves client outcomes and safety at CONCERN. We have also had 10 high value items go missing in the last few years.

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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*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