

# 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: 9/11/2023**

## Contact Information

Organization Name: CHESTER SPRINGS LIBRARY  
Address: 1709 ART SCHOOL RD, CHESTER SPRINGS, PA  
Phone: 610-827-9212  
Website: WWW.CHESTERSPRINGSLIBRARY.ORG  
Year Incorporated: 1991  
FEIN: 23-2655912

ED/CEO Name: NANCY NIGGEL, DIRECTOR  
ED/CEO E-mail: NNIGGEL@CCLS.ORG  
Board Chair Name: STEF ANDERKO  
Board Chair Approval (check here):   
Primary Contact Name: NANCY NIGGEL  
Primary Contact E-mail: NNIGGEL@CCLS.ORG

## Organization Information:

### Field/s of Interest:

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

**Mission:** To serve the residents of the area by making readily available a variety of materials, resources, and programs to promote education, learning, and recreation both virtually and in person.

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

**Describe Population Served & Annual Number of People Served:** We serve residents of Chester County and Chester County Library System cardholders. All are welcome, we do not require a library card to use our services or attend programs. In 2022 we had 19,011 library visits and circulated 53,596 resources.

<b>Annual Budget</b> \$213,844.03	2.6	# of Full-Time Equivalent Paid Staff
14 % of budget for program expenses	6	# of Board Volunteers
86 % of budget for administrative expenses	21	# of Active Non-Board Volunteers <b>IN 2022</b>
0 % of budget for fundraising expenses	156.75	# of Volunteer Hours <b>IN 2022</b>
<small>100 % total</small>		

### Top 3-5 funding sources:

1. TOWNSHIP SUPPORT VIA A TAX REFERENDUM OF .3 MILS
2. ANNUAL APPEAL
3. MISC. DONATIONS

**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:** \$850.00

## **Proposal Summary: Serving Homeschooling Families @ Chester Springs Library**

Chester Springs Library seeks a grant of \$850 to augment our program budget and add collection resources for serving homeschool families during the school year. Since the pandemic, we serve a growing number of homeschool families who use the library during the school year when traditional students are not available. NOTE: The library does not discriminate or restrict access to any programs. Any child who has the availability to attend is welcome.

## **II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE**

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

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

Chester Springs Library is in the picturesque Village of Historic Yellow Springs. It is one of the smallest libraries in the Chester County Library System. The woodsy area, the size, and antiquity of the building give it a cozy quaint atmosphere that visitors love.

The library began in 1976 via book donations, community volunteers, and second-hand equipment. After some trial locations, it settled in the Lincoln Building; originally a school for orphans of the Civil War and later home to the Good News Productions Company, known for the 1958 movie "The Blob". It stayed there for several years and had numerous directors. Some were paid, some were not, but the library endured because the community believed in its value. The library outgrew this location as more families moved to the area. As before, the community rallied and a new building, just two doors away, was renovated. The library moved to this location in 2016. It seems to be its forever home.

The current director was hired in 2018. She endeavors to make the library a welcoming community center, with a well-rounded collection of books and resources, excellent customer service, and a wide array of programs. Today, Chester Springs Library is known for its unique, educational, and enjoyable programs for all ages. Visitors come from miles away to enjoy these events.

Last year, the director and the board of trustees created the next 3-year strategic plan. It outlines goals to maximize the potential of the library's location, to ensure its financial stability, to support the director's programming efforts, to engage with the community as much as possible, and to maintain the high standards of customer service library users are accustomed to.

### **2. Funding request**

**Description of key initiatives / How will this capacity building initiative impact your nonprofit?**

This capacity building initiative will:

- Fund programs for homeschool families while not reducing program funds normally used for all children's programming.
- Expand the quantity and quality of the homeschool programs we currently offer.
- Allow us to actively support homeschool families and teachers as a partner in their education goals.
- Provide useful information to consider when planning future homeschool services with regard to our library budget.
- Help us achieve our mission and vision while fulfilling initiatives in our strategic plan.

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

Chester Springs Library is seeking funds to provide programs and services to homeschool families during the months of September through May. The library budget does include money for children's programs. They consist of story times, music programs, family entertainment, arts and crafts workshops, STEM

classes, and summer reading activities. Homeschool and non-homeschool families participate. However, during the school year homeschool families visit the library when traditional students are not available. These families enjoy gathering at this library for social interaction, to use the library’s physical and online resources, and for educational and enrichment programs provided by the library. These families represent a portion of our community that should be served, and we do that. Capacity building funds would allow us to serve them during the school year, without reducing the funds for all families, all year.

**Why it is important to fund this now / 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.~~**

It is important to fund this now because the number of homeschool families in Chester County has increased. In the summer of 2021, several parents told us they began homeschooling due to COVID-19, and they planned to continue. While attending our summer reading activities, they met other homeschool families, forged bonds, loved our tiny library, and appreciated the friendly staff. Word spread, and by the end of summer, we were serving a lot of homeschool families. That fall, we began a conversation with these families to learn how they homeschool, what we could do to support their educational objectives, and where we could meet their needs.

The PA Department of Education keeps homeschooling statistics. From 2019 to 2022 there has been a 98% rise in the number of homeschool students between ages of 5 and 11 in Chester County. (PA Dept. of Education – Homeschool Education <https://tinyurl.com/u3vkf2kd>) These are the ages of the students attending our homeschool programs.

Our children’s programming assistant is a vital resource for homeschool families. She develops classes, provides library instruction, assists teachers in using library equipment, schedules events with local presenters, and offers social opportunities for homeschool students to enjoy during the school year. Miss Susie has many thank you cards from homeschool students taped to her office wall. Table 1.0 highlights the increases in the number of library programs and attendance during the same months in 2022 and 2023. Between the two years these are the overlapping months of data. Table 2.0 are Miss Susie’s expected programs for homeschool students ages 5 to 11 for the next four months.

**1.0 Number of Chester Springs Library Homeschool Programs and Participants**

Month	Programs in 2022	Students Attending	Programs in 2023	Students Attending
January	0	0	5	36
February	1	7	4	35
March	5	44	6	57
April	3	37	4	38
May	2	24	5	35
<b>TOTALS</b>	11	112	24	201
		<b>INCREASE</b>	<b>118%</b>	<b>79%</b>

**2.0 Expected Programs**

In 2023	Expected programs include bi-weekly and monthly events
September	Space & Astronauts, bi-weekly LEGO club
October	Light science (including rainbows), possible chess group, bi-weekly LEGO club
November	Map making and famous explorers, bi-weekly LEGO club
December	Winter craft workshop, possible chess group, bi-weekly LEGO club

Table 3.0 is our budget. It includes books for use by the library when creating homeschool programs, by homeschool teachers and parents as they plan curriculum, and by students for research and projects. These resources can also be accessed by traditional teachers, parents, and students. It also includes money for program supplies and equipment.

### 3.0 Budget

Item(s)	Description	Cost
Books – Parents/Teacher section	These resources will be catalogued for the Parent/Professional collection and available to be borrow by any library user.	\$200
Books - Juvenile nonfiction	Current accurate subject information and activity guides for STEM projects. Available to be borrowed by any library user.	\$300
Craft supplies	Paper, paint, glue, tape, markers, etc.	\$100
Equipment	Tools and special equipment needed for Miss Susie’s programs	\$150
Food supplies	Snacks, juice, kitchen science supplies, etc.	\$100

### How impact & results will be demonstrated / How will this impact be measured?

We will look for these expected outputs and outcomes as a result of serving our homeschool families.

Outputs: Actions that will occur at the library, and move us towards the outcomes we hope to achieve.

- The physical collection will change as we add better educational resources in specific subject areas that correspond to school subjects and homeschooling resources that parents and teachers will use.
- Circulation of children’s nonfiction will increase by 10% when this material is checked out by all library users.
- The library will have more visitors during traditional school-day hours from September through May.
- The number of homeschool programs will increase during the school year.
- We will be able to gather data that will be helpful in guiding our decision towards establishing a separate budget line for serving homeschoolers.

Outcomes: The impact and the value created as a result of this capacity building grant.

- Homeschool families will continue to give us positive feedback on how they like our programs, the library space, the atmosphere, the staff, and the library resources.
- We will be able to capture these comments and use them as we tell the library’s story to future funders, stakeholders, potential partners, and public officials.
- The number of homeschool families coming to the library because they heard good things happen here will increase.
- Homeschool families will be eager to work with us to explore future ways we can partner to help them achieve their homeschooling goals through library services and programs.

## 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)**