

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: The Downingtown Library.
Address: 122 Wallace Avenue, Downingtown, PA
Phone: 610-269-2741.

Website: www.downingtowntownlibrary.org

Year Incorporated: 1876

FEIN: 23-1440113

ED/CEO Name: Lisa Rosenzweig (Acting Director)

ED/CEO E-mail: lrosenzweig@ccls.org

Board Chair Name: Jack Hines

Board Chair Approval (check here): X

Primary Contact Name: Debbie Shupp (trustee)

Primary Contact E-mail: dsshupp@gmail.com

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: The mission of the Downingtown Library Company is to ensure that every resident of the Greater Downingtown Area has access to exceptional 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):

The Downingtown Library serves anyone who walks through our doors, but our funding comes from the state and municipalities which are as follows: Downingtown Borough, East Brandywine Township, Uwchlan Township, Caln Township, East Bradford Township. Currently we host over 10,000 Downingtown library cardholders, but approximately 44,546 people used the library in 2022.

Describe Population Served & Annual Number of People Served:

Annual Budget \$488,115.25 7 # of Full-Time Equivalent Paid Staff

18.60 % of budget for program expenses 12 # of Board Volunteers

77.40 % of budget for administrative expenses 20 # of Active Non-Board Volunteers

(this number does not include the Friends of the Library group)

4.00 % of budget for fundraising expenses 25 # of Volunteer Hours

100 % total

Top 3-5 funding sources:

1. State and local funding
2. Annual appeal to the community for funding
3. Fundraising efforts

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: Library Capacity

Grant Amount Requested from the Community Foundation: \$ 3,852.00

Proposal Summary:

In 2022, The Downingtown Library received an ARPA Grant from Chester County to address the educational and societal issues by updating and expanding our youth (ages 0-18) non-fiction materials. Specifically the grant provides a dedicated effort to offer engaging titles focused on STEAM, mental health, and a greater diversity of experiences and cultures that better reflects our community's growing needs.

The library received this multi-year grant for a total of \$24,000, or \$6,000/per year to purchase books in the above mentioned areas. Although we are excited to expand in these areas, we do not physically have enough shelving space in the building to house these new collections; therefore, we are asking for a grant of \$3,852.00 to purchase and install two new wooden bookshelves for the library.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Downingtown Library Company (DLC) was first established in 1829 as a private collection of books to serve member families. On January 27, 1876, the Downingtown Library Company was formed to “sustain a library and reading room for the Borough of Downingtown.” By 1909 the library offered a collection of almost 2,300 books in Jacob Edge’s store on the site later occupied by Downingtown National Bank (at the intersection of Brandywine and Lancaster Avenue). In 1914, the Library Company moved to The Miss Thomas Boarding School in a handsome stone building at 330 Lancaster Avenue. Over the next 100 years, the library expanded from one room to the entire first floor and back porch and eventually took over the entire building. In January 2015, the library—bursting its seams—moved into a newly renovated building at 122 Wallace Avenue, adjacent to Kerr Park.

After our move to the new location 18 years ago, we find that a capital campaign may be in the near future, due to lack of space for our growing community.

The Downingtown Library Company is a welcoming center of knowledge, inspiration, resources, and opportunity for all residents. The DLC contributes to a healthy, safe, and economically vibrant community. Our principles and key achievements include access to the community, collaboration within the community, literacy, believing in all forms of literacy are a fundamental right and respect for all patrons.

Downingtown borough is a very culturally diverse community and for many of our patrons, accessibility is key, and those within the borough and without transportation can walk to the library making the library a necessity to the outside world. Although deemed a small library we service over 44,000 patrons per year and that number is growing with not only educational resources, but also a place to meet new friends and connect with others virtually or in person.

2. Funding request

• Description of key initiatives:

The key initiatives of this project are to simply provide enough space for all our books to serve our culturally diverse community. With STEAM, mental health and diversity being a key to the well-being of our patrons, we would like to provide them with the information necessary to promote education in these areas and with the ARPA grant we have the funding, we have purchased the books for this year, but we don’t have enough shelf space to display them.

• Specific needs & issues to be addressed

Although the library moved into a different facility in 2005, our population in the community, plus number of cardholders, and specific programs have grown incrementally. Our current bookshelves provide our patrons with books, and magazines, including an adult as well as a juvenile section, but we simply don’t have enough shelves.

By funding two new bookshelves, we could provide a space for approximately 400 new books. With the AARPA grant, 240 of those books would be in the areas of STEAM, mental health, and diversity and inclusion and the remainder would house other collections including fiction and nonfiction.

- **Why it is important to fund this now**

It is important to fund this project now because we are in the second year of the AARPA grant and we have already purchased several hundred books. With the library's creativity, books are everywhere, and the library would like to have them in an orderly fashion.

- **How impact & results will be demonstrated**

Impact and results will be demonstrated by more patrons either reading these books in the library or taking them out of the library to use on their own. The library can track the books that patrons are using. More books being checked out will give more access to the public of updated materials.

- *For capacity building grant proposals:*

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

This capacity will positively impact the library and the community for more people using the library. Since the pandemic, the numbers of people with library cards has risen over 25% and keeps increasing.

- *How will this impact be measured?*

The impact will be measured through additional people using the library as well as additional patrons checking out the materials. Every month the trustees receive an update of the usage of the library and its programs. With additional resources available to the community, we believe additional patrons will use the library.

- *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.*

Once the grant has been received, the library will order 2 bookshelves at the cost of approximately \$1,926.00 per bookshelf. Once ordered and received the library will reconfigure the shelves and the books including over 400 new books for the enjoyment of the patrons and community.

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