



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: Westside Community Center
Address: 430 Hannum Ave. West Chester, PA 19380
Phone: 610-314-4327
Website: thewestsidecc.org
Year Incorporated: 2012
FEIN: 46-0764528
Lindsay@thewestsidecc.org

ED/CEO Name: Ryan Enns
ED/CEO E-mail: ryan@thewestsidecc.org
Board Chair Name: Drew Roussey
Board Chair Approval (check here):
Primary Contact Name: Lindsay Hall
Primary Contact E-mail:

Organization Information:

Field/s of Interest:

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

Mission:

Our mission at the Westside is to empower families and youth academically, socially and spiritually, inspiring them to take on leadership roles in their community.

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

West Chester Area School District (West Chester Borough)

Describe Population Served & Annual Number of People Served:

The Westside Community Center (The Westside) serves over 100 students (Middle and High School) through our core After School Program, Skate Spot Program, Summer Camps, and Mentorship Program. 100% of students served are enrolled in the West Chester Area School District and predominantly live in poverty and come from single-parent households. Many students have experienced transient housing conditions, homelessness, abuse, food-insecurity, parents addicted to drugs/alcohol, are first or second generation immigrants and are struggling academically. Additionally, our Community Garden serves local families of all ages as we disperse fresh produce to those in need. Finally, our newest program, Westside Immigration Legal Services, now serves the immigration population in Chester County. We have assisted 30 immigrants in the community this past year.

Annual Budget \$ 433,000 _____ 2 FT/4 PT _____ # of Full-Time Equivalent Paid Staff

20 _____ % of budget for program expenses 10 _____ # of Board Volunteers

12 _____ % of budget for administrative expenses 35 _____ # of Active Non-Board Volunteers

4 _____ % of budget for fundraising expenses 1,800 _____ # of Volunteer Hours

100 % total

Top 3-5 funding sources:

The Pilgrim Foundation, Justamere Foundation, United Way of Chester County

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: \$ 4,000 _____

Proposal Summary:

The Westside Community Center respectfully requests \$4,000 to help fund the cost of working with an external consultant, The Center Consulting Group, to develop a 3 Year Strategic Plan for the organization.

*Budget for Strategic Plan is \$7,800 (also noted in the attached Proposal from The Center)

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

In 2012, the Westside Community Center (The Westside) was founded with the mission of empowering families and youth in the West Chester area by helping them to develop academically, socially and spiritually. Ultimately, as individuals experience growth in these areas, our goal is that they will be inspired to become positive role models and leaders in the community. In order to accomplish our mission, The Westside initially ran three distinct programs to serve community needs —The After School Program, The Community Garden and The Skate Spot. The Community Garden and Skate Spot were, and are still, open to all while the After School Program continues to serve middle and high school students in the West Chester Area School District. Over the past few years, we expanded our programming by adding a number of programs targeting the interests and needs of youth, like athletics, art, science, career paths, and spiritual development.

Additionally, In December 2018, Providence Church purchased the adjacent car wash property on West Washington Street and provided The Westside with a lease (for as long as Providence owns the property) to utilize and renovate the space as needed. Since the cease of its operation, the car wash property had been neglected and attracted drug dealing, crime and other negative activity. Providence Church and The Westside saw the benefits that this space, named "The Spot," could provide the community. Our most recent key achievement is that we have revitalized this space to provide a safe space for the community to gather. The property includes a new and expanded skate park, basketball court, picnic area, the bike shop, and futsal area. Community members are gathering at The Spot everyday, both during our programs and also in their own free time. The newly renovated building at The Spot is now the operation site for our bike programs, a functional food prep area to prepare meals, provide storage for our futsal, basketball, and skate programs, and will serve the immigrant community in West Chester with an immigration service office.

In our most recent survey taken by our students that attend the After School Program, 100% of our students reported feeling feel safe, supported, and like their lives have purpose. This is something we are very grateful for and proud of. This is of utmost importance to us in a society where more and more adolescents are anxious, depressed, and lonely. We hope to continue to impact youth and families by empowering them in their academic life as well as their emotional and social life as we provide them with support and opportunities.

Our distinctiveness lies in our holistic engagement with the community. As we engage the members of our community academically, spiritually, and socially, keeping a holistic perspective in mind, we are pursuing more growth in hands-on learning opportunities. We are able to do so through our new youth electives that take place twice a week, which include cooking, building bikes, basketball, e-gaming, photography, fine art, and futsal/soccer. Additionally, our distinctiveness is also in how we make an impact through relationships. The people we serve stick around primarily because of the trusting, supportive relationships they have with staff and volunteers, secondary to the services they receive.

2. Funding request

•Description of key initiatives

The Westside respectfully requests a capacity building grant of \$4,000 to help fund the development of a 3-Year Strategic Plan. More specifically, The Westside will hire The Center Consulting Group, a nonprofit consulting company to lead the Westside Staff and Board through the plan's development.

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

A 3-Year Strategic Plan is needed to serve as a road map for the organization. The Strategic Plan will provide a sense of direction and outline measurable goals and potential funding streams. It will also serve as a tool for guiding day-to-day decisions and evaluating progress and strategies for continued growth and sustainability.

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

An investment in The Westside's 3-Year Strategic Plan is essential for the organization's continued growth and sustainability. The Westside's current Strategic Plan expires at the end of 2023, so it is critical that The Westside develop an updated Strategic Plan that can be implemented in January 2024. Additionally, 2023 marks a year of substantial change and growth for the organization. Now in our 11th year of operation, we are a well-established, impactful organization with a strong rapport in the community. Over the past year we have experienced increases in staff, volunteers and student enrollment as well as our facility and programs. Specifically, the newly renovated space and building at The Spot has provided us with new opportunities. We have expanded our recreational and educational programs for youth, including STEM coffee-roasting, bike-building, pottery, photography, soccer, and basketball. Westside Immigration Legal Services is fulfilling a glaring need in the community to assist with immigration services. With the wide variety of services the Westside is offering, direction for our growth through a strategic plan is necessary.

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

Impact and results will be demonstrated via the organization's continued growth; including increases in programs and activities offered, student enrollment, staff and volunteer recruitment/retention and revenue. Impact and results will be communicated via annual student impact reports and our annual report that publishes both organizational and financial highlights. Ongoing impact is also shared with constituents via our social media and e-newsletters.

For capacity building grant proposals:

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

The strategic planning process will help identify strengths, weaknesses, opportunities and threats for the organization and provide strategies for improved quality of services, continued growth and increased impact. A strategic plan will help to streamline processes such as the recruitment and enrollment of volunteers and community partnerships and the ongoing collection of data and outcome reporting. Additionally, It will ease decision-making, providing a clear framework to guide the organization's next steps. And finally, a Strategic Plan will position The Westside for financial sustainability, ensuring that at-risk youth and their families maintain access to the critical support and resources needed to enter into healthy relationships and reach their full potential.

- o **How will this impact be measured?**

We evaluate the effectiveness of our programs and services via annual surveys, attendance records and by tracking student's academic progress via report cards and assessments. Additionally, financials are reviewed regularly by the Board to ensure funding goals are being met.

- o **Include a description of the expected activities; timeline & costs to implement the initiative.**

The Westside Community Center will be hiring an external consultant company, The Center Consulting Group (The Center). The Center Consulting Group is a nonprofit Christian organization whose highly trained staff is passionate about advancing leadership and organizational health. Whether you are a leader of a business, nonprofit, or church, The Center's experienced team helps to create customized

solutions to help you lead well. Since 2001, The Center has served over 800 leaders, churches, nonprofits, and businesses.

Strategic Plan Timeline:

October 1, 2023 – December 31, 2023: Westside Staff and Board work with The Center Consulting Group to develop a 5 Year Strategic Plan for The Westside.

January 2023: Launch 2024-2026 Strategic Plan.

* Westside hopes to complete the project by 12/31/2023 but this is dependent on funding.

Total Cost: \$7,800

The Center Consulting Group will provide an organizational assessment of Westside Community Center to help draft an updated 5 Year Strategic Plan. More specifically, they will provide the following:

1. Review of strategic documents including vision, priorities, values, and financials
2. A 2-hour pre-assessment meeting with the board to bubble up key themes and issues using a modified SWOT analysis
3. A web-based survey for leaders, staff, board members, and key constituents to gather perceptions of the ministries of Westside and discern future opportunities
4. One 5-hour meeting with the board and staff to review findings and discuss opportunities for growth and ministry excellence including a Priority-Based Action Plan (a detailed action plan that includes strategies, tactics, timelines, and metrics)

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