



## 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](http://www.chescocf.org) to apply online for grants from all Community Foundation Funds.
- **Email proposals to [grants@chescocf.org](mailto: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](mailto: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](http://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 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 made up of 28 garden beds serves local families of all ages as we disperse fresh produce to those in need. Finally, our newest program, Westside Immigration Legal Services (WILS), 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 \_\_X\_\_?

**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:** \$\_7,500\_\_\_\_\_

**Proposal Summary:**

The Westside Community Center respectfully requests \$7,500 to support our General Operating Budget.

## 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 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 and 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.

Our distinctiveness is primarily in how our staff and volunteers make an impact through relationships. We build relationships by being present with and living among our community. We are intentional about knowing our neighbors, going to where students hang out, and even learning the language of those we desire to reach. We train our staff and volunteers to be caring and supportive, remaining consistent and faithful as they show up in the lives of students and their families. A good example of this is how our staff and volunteers are invited to and attend important life events of the people we serve, like graduation parties, baby showers of parents, and quinceañeras. Another recent example is how two of our staff took a high school student to get their license—a huge life milestone! Moreover, our programs are drop-in programs, and new students come as the word about the Westside spreads. Students can come as they please free of charge. We have even provided assistance to a few of our students' mothers in getting cleaning business started, and we are now providing immigration legal services to the parents of our students. The youth and families we serve stick around primarily because of trusted relationships they have with staff and volunteers, secondary to the services they receive.

A few key achievements of the Westside include serving assisting 30 local immigrants with immigration legal services, 5 high school students who serve as middle school volunteers, 100% high school graduation rate, and 55 students registered for our After School Program this year so far.

Some of our important goals at the Westside include:

- 1) Building cross-cultural relationships and providing support for at-risk youth and families in our community
- 2) Empowering students and individuals to become leaders
- 3) Providing safe, educational, and useful programs for youth in our community

## **2. Funding request**

### **• Description of key initiatives**

Our key initiatives are focused on our youth programs. We implement our key youth programs through:

- 1) The After School Program for middle school and high school students Monday-Thursday every week, September-June
- 2) The Mentorship Program, which includes Girls & Guys Nights, High School & College Student Leaders, and Internships
- 3) Week-long summer camps in 2024 for Art, STEM, and Soccer

We ensure that our programs are run with excellence and with the needs of students in mind. We are able to empower students by running programs that teach them useful life skills. For instance, the students involved in our bike shop learn to put a bike together from start to finish. Students involved in STEM are currently learning the science and technology behind roasting coffee. These skills could help students with future careers. We give students opportunities to grow into leadership. We now have four high school students serving as tutors at the middle school After School Program as a part of our Mentorship Program where they also meet one-on-one with an adult mentor who coaches them through life. Our programs are educational, fun, and provide lots of food, activities, outings, laughter, and great people. We are deliberate about building a culture that is positive and safe for our students.

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

West Chester, PA is a beautiful town; but within it lie pockets of poverty often masked by the fancy town centers, parks and restaurants. The Westside is in its 11th year of serving over 100 disadvantaged, underserved youth in West Chester. Despite being located in one of the wealthiest counties in the nation, 27% of West Chester residents live below the poverty line (double the national average of 13.1%). The majority of the youth served by The Westside live within walking distance of The Westside and The Spot. Within 2 blocks of The Spot are two section 8 housing communities, and four homeless shelters are within a 5-10 block radius of the park. Students served by The Westside are low-income, at-risk youth. The majority of students are minority youth and living in single parent homes. Additionally, many have experienced trauma (transient housing, homelessness, abuse, domestic violence, food insecurity), are English Language Learners, first and second-generation immigrants, and are struggling academically. Over 36% will be the first in their families to graduate high school and 68% will be the first in their families to go to college. As a result, our students lack the motivation and guidance needed to reach their potential. Rising costs of living in our community requires many of our students' parents to work 2-3 jobs to provide for their family. Consequently, many of our students are left home alone and unsupervised in the out-of-school hours and many will not be fed until late in the evening (if at all). Research confirms that the hours of 3-6PM are, "the peak hours for juvenile crime and experimentation with drugs, alcohol, cigarettes and sex" and that hours spent alone afterschool are, "lost opportunities to help students grow and develop the skills and competencies to make positive life decisions that can lead to their future success" (After School

Alliance). The Westside seeks to prevent these outcomes by providing a safe and supportive environment during the critical out-of-school hours and providing a variety of academic supports, nutritional education, leadership development and recreational activities. The Westside is committed to serving the community in this manner because we know that there is a need for positive educational and recreational opportunities to improve the health and well being of youth and families in West Chester. We want to see the needs of our students met so they stay in school, graduate, and set goals for post-secondary education/employment.

Per the CDC's 2023 reports, in a time where teens are reporting higher levels of "sadness" and "violence" than ever before, "connectedness" to adults in the community is pivotal for improving the mental health and academic performance of adolescents. We hope to make an impact and see lives transformed through relationships at the Westside, which is what sets us apart from other organizations that simply offer programs without building relational trust and friendships. The fact that 100% of our students report feeling safe, supported, and believe their lives have purpose is something we are 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 contribute this primarily to the consistent presence of caring adults in the lives of our students. We hope to continue to impact youth and families by empowering them in their academic, social, emotional, and spiritual lives as we provide them with support and opportunities.

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

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, we need funding to support the exponential growth that our organization has experienced over the past couple years.

- **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.

### **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