

## GRANT PROPOSAL GUIDELINES

- We **connect people who care with causes that matter, so their philanthropy makes a difference now & forever.**
- We are **a collection of Field of Interest & Donor Advised Funds** with **@\$3.5M 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 9/15)

- ◇ For eligibility in this grant program, nonprofits must be **located in & serve Chester County.** NPO's with budgets of \$500,000 or less are given preference.
- ◇ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including:
  - Mission, Vision & Strategy
  - Governance & Leadership
  - Partnerships & Collaborations
  - Operations & Technology
  - Fundraising, Development & Marketing
- ◇ Proposals must be submitted by **September 15** to be 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

Date 05/31/2023

## Contact Information

Organization Name: Arts Holding Hands and Hearts  
Address: 110 East State St, Kennett Square PA 19348  
Phone: 484-883-2367  
Website: www.AHHAH.org  
Year Incorporated: 2013  
FEIN: 462698782

ED/CEO Name: Jan Michener  
ED/CEO E-mail: jan@artsholdinghandsand hearts.com  
Board Chair Name: Meredith Nussbaumer  
Board Chair Approval (check here): ☒  
Primary Contact Name: Jan Michener  
Primary Contact E-mail: jan@artsholdinghandsand hearts.com

## Organization Information:

### Field/s of Interest:

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

**Mission:** AHHAH's mission is to transform youth, families, and communities through literacy, mindfulness, and the arts for equity and justice.

**Geographic Area Served:** All of Chester County primarily focused in Coatesville, Kennett Square, West Chester, Downingtown, Oxford, and Phoenixville.

**Describe Population Served & Annual Number of People Served:** Each month our Imagination Library program ships books to more than 6,000 children under age 5 throughout Chester County. We provide services to youth in the juvenile justice system at the Chester County Youth Center and to those being supervised by the Chester County Probation Center – approximately 120 per year. In partnership with Chester County Futures we offer programs to approx. 100 children at 4 Chester County High Schools. We deliver workshops in resilience, self-care and leadership to adolescent girls in Coatesville through our Step-Up Step-Out program. Finally, since 2020 AHHAH has provided services to adults, in the form of mindfulness, self-care, and resiliency workshops for teachers and others working with disadvantaged children, and children and families impacted by trauma.

**Annual Budget** \$368,000.00 \_\_\_\_\_ ☐ 1.5 \_\_\_\_\_ # of Full-Time Equivalent Paid Staff  
☐ 83 \_\_\_\_\_ % of budget for program expenses      ☐ 11 \_\_\_\_\_ # of Board Volunteers  
☐ 15 \_\_\_\_\_ % of budget for administrative expenses      ☐ 20 \_\_\_\_\_ # of Active Non-Board Volunteers  
☐ 2 \_\_\_\_\_ % of budget for fundraising expenses      ☐ 1000 \_\_\_\_\_ # of Volunteer Hours  
100 % total

### Top 3-5 funding sources:

Foundations – Justamere Foundation, CCCF Fund for Women and Girls, CCCF, Cleveland Cliffs Foundation

Program revenues

Individual and small business donations. The Hall Family Trust, The Harper Family Trust, Presence Bank, Hightower 2/13 Partners, Whitecap Mortgage, Helping Hands Books

**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:** \$ 20,000 \_\_\_\_\_

**Proposal Summary:**

AHHAH requests funding to support :

- i) Continuation of our classes in mindfulness, artistic expression (writing and drama), and nutrition to children in shelter and in detention at the Chester County Youth Center ("CCYC") in Pocopson;
- ii) Expansion of our new Imagination Library program which ships one free book per month to any child under 5 years who lives in Chester County. As of May 2023, the program currently ships to more than 6,500 children monthly, the program is free to children but costs AHHAH \$2.60 per child each month.
- iii) Continuation of our Pop-Up Lending Library ("PULL") program which makes children's books available at more than 100 locations in Southern Chester County.
- iv) Expansion of our new Restorative Justice filmmaking classes for youth on probation and completing community service in Coatesville and Kennett
- v)"Step-Up Step Out" self-care, and leadership program for girls in Coatesville that began September 2023

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

Arts Holding Hands and Hearts (AHHAH) was founded in 2013 by Jan Michener. Our inaugural programs were trauma informed mindfulness classes and creative writing workshops at the Chester County Youth Center ("CCYC"). 40% of the youth who pass through CCYC are residents of Coatesville so AHHAH made Coatesville a primary focus to try to curtail the flow of children into the juvenile justice system. AHHAH uses multiple strategies – Community, Arts, Literacy, Mindfulness (C.A.L.M.) to mitigate the stressful effects of Adverse Childhood Experiences (ACEs). Our programs engage youth in mindful and artistic initiatives that build resiliency and create pathways to productive and fulfilling lives. Our main current programs are:

- Chester County Imagination Library. In partnership with the Dollywood Foundation this program ships one free book per month to the home of any Chester County child under 5 years old who registers. The program began in November 2021, as of May 2023 more than 5,300 children are receiving books.
- Classes at the Chester County Youth Center. Operating since 2013, these include classes in mindfulness/resilience, expressive arts (writing), nutrition, and Cultivating Change.
- PULL (Pop Up Lending Library) Campaign- provides free access to children's books at more than 100 locations in Chester County.
- Resiliency workshops at four area high-schools (in partnership with Chester County Futures.)
- Restorative Justice/Invisible No More filmmaking classes for juvenile-justice involved youth in Coatesville and Kennett Square. We currently offer 3 series of 10 week classes – Filmmaking 101, 202, and 303 at two locations – Coatesville and Kennett Square.
- Self-care, well-being and resilience workshops for women in recovery at Thistle Hills

### **Key Achievements:**

- 2015 National Detention Centers and Alternative Programs award for our programs at CCYC
- 2016 a poem written in an AHHAH workshop won the JDC National Poetry Contest, Justice Restored: was published, received "Heart with Service" award from New Life in Christ Church.
- 2017 received "Celebrate Literacy Award" Chester County Reading Association for PULL Campaign.
- 2018 chosen by 100+Women Who Care Chester County as the non-profit for 2<sup>nd</sup> quarter of 2018
- 2019 expanded Head Start programs and initiated 3-year research project to measure impact.
- 2021 Initiated Imagination Library Program, initially in Coatesville and now county wide.
- 2022 Initiated Filmmaking classes for youth on probation.
- 2023 Initiated Step-Up Step Out leadership workshops for girls in Coatesville.

### **AHHAH's distinctiveness and goals for the future:**

There is growing recognition of the impact of trauma and Adverse Childhood Events ("ACEs") on disadvantaged children: in July 2019 Governor Tom Wolf issued a directive to establish Pennsylvania as a "trauma-informed state." AHHAH cannot eliminate Adverse Childhood Events, but our programs guide children and caregivers to better manage the stress associated with ACEs.

AHHAH believes that challenges associated with ACEs need to be addressed with three highly integrated disciplines --mindfulness, arts, and literacy. We integrate these disciplines to help children achieve a different understanding of themselves, their place in the world and their future.

**Mindfulness.** All our face-to face programs are trauma-informed and teach children affected by ACEs techniques to calm their minds, regulate their emotions, and focus their attention. Mindfulness practice is woven into all our classes, and mindfulness and resilience are the specific subjects of classes offered at Chester County Youth Center, at four area high schools, and at our community workshops.

**Arts:** Children and youth in AHHAH 's writing and filmmaking programs learn they have agency and impactful and unique voices. Exposing children to their own power to create builds the self-esteem required for them to believe that change is possible. Participating with others in group creativity and storytelling, children learn empathy and cultivate caring communities.

**Literacy:** We focus on literacy because a child's ability to read impacts their ability to succeed. Reading below grade level lowers a child's chances of completing their education and succeeding and it increases their chances of dropping out of school and entering the juvenile justice system.

## **2. Funding request**

**We seek funding to support the following initiatives.**

*Support the growth of our Imagination Library program.* This program costs AHHAH \$2.60 for each book shipped. We currently have over 6,000 children enrolled which we project will grow to 9,000 by June 2024. Over the next twelve months they will receive a total of 91800 books at a cost to AHHAH of \$238,680. Our vision is that every child entering kindergarten in Chester County will be well prepared to learn to read. Based on the Dollywood Foundation's historical experience we believe that in five years we will be able to reach approx. 60% of all children under 5 years of age in Chester County (approx. 18,000 children) at an annual cost of approx. \$540,000.

*Continue to develop our Pop-Up Lending Library program* to give Chester County children up to 18 years old free access to age-appropriate, language appropriate, culturally sensitive books.

*Continue our programs of mindfulness and expressive arts classes at the Chester County Youth Center.* Continue our Cultivating Change program at CCYC.

*Continue to develop and implement our program of filmmaking classes* for youth involved with the juvenile justice system. We want the program to comprise 3 sets of 10 weekly classes (Filmmaking 101, 202 and 303) offered at two locations (Coatesville and Kennett Square).

*Implement a new program for Coatesville girls* with a special outreach to girls who have been or are at risk of involvement with the juvenile-justice system. The curriculum for the program will incorporate lessons from the book, "30 Lessons of Love, Leadership, Legacy from Harriet Tubman".

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

**Literacy.** A child's ability to read impacts their ability to succeed. Reading below grade level lowers a child's chances of completing their education and succeeding and it increases their chances of dropping out of school and being incarcerated. Over 1/3 of children in Chester County are reading and writing below grade level. Many come from economically disadvantaged families, and many are not exposed to enough words and reading before age five, when the brain is most malleable. By the time they enter school, they already have an academic disadvantage.

***The needs of juvenile-justice involved and at-risk youth.*** Our well-established program at Chester County Youth Center and our new Restorative Justice filmmaking program both work with children and youth involved with the juvenile justice system – and in crisis. Both these programs provide the benefits of reliable, positive trauma-informed adult attention in a safe, structured environment. In both venues we prompt students to engage with the issues raised by their involvement with the Juvenile Justice

system. Students address such questions as: why do I find myself in this situation? Who is responsible for my being here? What do I want people to know about me? What will I try to do differently now? What help do I need? Additionally, working in peer-groups requires students to listen to and try to understand each other, to be accountable and to compromise. It gives them the opportunity to share experiences and to receive feedback. Finally, in the filmmaking classes specifically, students work to master a set of new, potentially career-relevant skills while working in groups towards a tangible end product -- thereby building greater readiness for higher education or employment.

### **Why it is important to fund this now:**

#### **There is an increased need for all our programs now because of the recent pandemic.**

The Covid pandemic has made our mission more urgent because it has exacerbated the impact of trauma to children. All children missed school, had reduced opportunities for exercise and recreation, were isolated from their friends and extended families, and may have experienced increased food and housing insecurity. Parents were stressed by isolation, restrictions, and the need to take on many of the responsibilities of teachers. Many families also lost income through layoffs, furloughs, and reduced hours and in general the pandemic disproportionately impacted disadvantaged and marginalized communities. The pandemic may be over but the educational damage it caused needs to be repaired.

#### **The Chester County Imagination Library, the Restorative Justice Filmmaking Program, and the “Love, Leadership, Legacy Program for Coatesville girls represent important new initiatives for AHHAH that are at critical early-growth stages.**

CCIL’s goals are large and ambitious, and its rate of growth in registering children is impressive – more than 5300 children have been registered in its first eighteen months. This is more than double the rate predicted by the Dollywood Foundation based on their historical experience.

Our new Restorative Justice Filmmaking has also exceeded our expectations in terms of response from the students and feedback from the teachers and the probation officers overseeing the program. Like our expressive arts writing programs it engages students with their life/incarceration experience, but also teaches them potentially career-relevant skills. The program is also important to AHHAH in another way: our traditional programs within the walls of Chester County Youth Center only provide services during the relatively short time that a child is detained there – often a matter of weeks. The new filmmaking classes provide services over the course of 30 weeks, and enable us to maintain contact with these youth beyond the classes themselves, creating an opportunity to provide ongoing support/service. An AHHAH Board member who is a Coatesville community member asked us to start a new program for girls in Coatesville because, “Girls in Coatesville are Fighting”. Numbers of Coatesville girls at CCYC support this statement and is the reason we are piloting a new program geared for Coatesville girls.

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

At the Chester County Youth Center, we measure attendance and participation in classes by gathering feedback from the center’s professional staff and administrators.

For Chester County Imagination Library we collect complete statistics on the number of families and children enrolled and the number of books delivered. The real impact of the program on literacy will be more complicated and will take longer to measure. CCIU is working with AHHAH to help gather data on literacy and SEL readiness for children entering kindergarten and later improved reading scores on Pennsylvania’s standardized assessments of 3<sup>rd</sup> grade students in Chester County. The first few “graduates” of Imagination Library entered kindergarten in September 2022. Each subsequent year a significantly larger cohort will enter, and they will have had the benefit of longer exposure.

For the Pop-Up Lending Library program we track libraries installed and the number of books collected and distributed. For our Restorative Justice Filmmaking classes we track attendance, participation, and

completion of assignments. A key measure is the number of students choosing to continue through the sequence of classes – from 101 thru 303. We also solicit feedback from students and from the juvenile probation officers supervising them. We will be working with the Fund for Women and Girls and WCU in measuring outcomes for the Coatesville Girls program.

- *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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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