

## 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 9/15)

- ◇ 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 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

*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)

**Contact Information**

Organization Name:  
Boy Scouts of America, Chester County Council  
Address: 1 Scouting Way Exton, PA 19341  
Phone: 610-696-2900  
Website: [www.cccbsa.org](http://www.cccbsa.org)  
Year Incorporated: 1919  
FEIN: 23-1365192

**Date**

ED/CEO Name: Jeffrey D. Spencer  
ED/CEO E-mail: [jeffrey.spencer@scouting.org](mailto:jeffrey.spencer@scouting.org)  
Board Chair Name: Valeri Bocclair  
Board Chair Approval (check here):   
Primary Contact Name: Lara Faust  
Primary Contact E-mail: [lara.faust@scouting.org](mailto:lara.faust@scouting.org)

**Organization Information:**

**Field/s of Interest:**

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

**Mission:** It is our mission *“To prepare young people to make ethical and moral choices over their lifetimes by instilling the values of the Scout Oath and Law.”*

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served):  
The Chester County Council (“Council”) provides Scouting service throughout Chester County, PA and northern Cecil County, MD.

**Describe Population Served & Annual Number of People Served:** Currently, Council serves 3,000 youth through its five progressive programs with a continuum of opportunities for youth from kindergarten through age 20 including Cub Scouts, Scouts BSA, Venturing, Sea Scouting, and Exploring.

<b>Annual Budget</b> \$ <u>2,831,220</u>	<u>12</u> # of Full-Time Equivalent Paid Staff
<u>60</u> % of budget for program expenses	<u>33</u> # of Board Volunteers
<u>20</u> % of budget for administrative expenses	<u>1,424</u> # of Active Non-Board Volunteers
<u>20</u> % of budget for fundraising expenses	<u>26,000</u> # of Volunteer Hours
<u>100</u> % total	

**Top 3-5 funding sources:** Connelly Foundation, Hoxie Harrison Smith Foundation, Justamere Foundation, The Lasko Family Foundation, Redevelopment Assistance Capital Program (RACP) - Administered by the PA Office of the Budget

**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:** \$ 2,500

**Proposal Summary:**

To allow Council to further its mission by expanding its capacity to serve young people through local Scouting programs, **Chester County Council respectfully requests a grant from the Chester County Community Foundation in the amount of \$2,500.** Funds will support the revitalization and growth of community outreach to underserved youth in Chester County and will underwrite registration and annual expenses for youth ages 5-20 joining Scouting programs in underserved Chester County communities with a particular focus on southern Chester County and the Kennett Square region as well as Coatesville, Parkesburg, and Phoenixville. Additionally, funds will underwrite the cost of converting physical and digital program literature and materials into multiple languages making information and education surrounding Council's programs more accessible to non-English speaking populations and thus alleviating language barriers. Within these Chester County communities, there is a need for affordable youth development programs outside of the traditional school classroom and to provide families with the tools and resources to access these programs.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

For more than 100 years, Scouting has helped build future leaders by combining educational activities and lifelong values with fun and adventure in the outdoors. The Chester County Council ("Council") is dedicated to developing leaders of character by preparing young men and women for life. Our vision is that every eligible youth becomes a responsible, participating citizen and leader guided by these values.

The Boy Scouts of America offers programs that build character, increase health and fitness, provide leadership opportunities, and instill the responsibilities of good citizenship. Since its inception in 1910, Scouting has significantly impacted the lives of more than 111 million American youth. The Chester County Council, chartered in 1919, serves 3,000 local youth annually and is consistently ranked in the top 5% of Boy Scout Councils nationwide in membership retention. Currently, there are 119 Chartered Partner organizations that sponsor 150 Scouting programs within the Council. Due to the community-based nature of Scouting, Council relies on over 1,400 adult volunteers – parents, teachers, business and community leaders - to assist in delivering its programs.

Some significant accomplishments made by our youth during the past year include the coveted rank of "Eagle," which was earned by 153 Chester County Scouts who gave thousands of hours in community service to achieve this rank. Our Advancement Committee reports over 26,000 in community service hours were generated by Eagle Scout projects and nearly 27,000 pounds of food collected for the needy via the "Scouting for Food" good turn campaign last year. In addition, our youth members earn over 8,000 rank advancements and merit badges annually and hold more than 1,500 leadership positions throughout the year.

Additionally, Council has excellent camping facilities which engage thousands of youth and adults each year through programs that emphasize education and learning via merit badge requirements and achievement, physical activity, team building, leadership training, and recreation. Council's two camps on the Horseshoe Scout Reservation - Camp Horseshoe and Camp John H. Ware, the 3rd - have been nationally recognized for leadership training and program excellence. During the summer of 2023, Camp Horseshoe and Camp Ware were host to over 2,900 Scouts and countless families and visitors to the properties. Scouts BSA members, ages 11-18, choose from seven 6-day sessions at Camp Horseshoe and Camp Ware hosts four 3,4.or 5-day sessions for Cub Scouts, ages 5-11. Scout units from neighboring states of Delaware, Maryland, and New Jersey participated in camp programs in addition to local Chester County and Pennsylvania units. Other camp programs include a weekend session at Camp Ware for special needs adults and youth, the annual Spook-o-ree for Cub Scouts held in October at Camp Ware, the Klondike Derby hosted annually at Camp Horseshoe for Scouts BSA members, Scout Saturdays for Cub Scouts throughout the year at Camp Ware, and Day Camp offered at PARC, the Oscar Lasko Program & Activities Resource Campus, in Exton, PA.

### 2. Funding request

#### • Description of key initiatives

Council has established a dedicated committee of staff members, Board members, and community partners to oversee the implementation of the newly restructured community outreach program. Via relationships with other youth organizations within the targeted communities of Kennett Square, Coatesville, Parkesburg, Phoenixville, and Spring City, Council is reaching out to families and educating them about the benefits of youth participating in Scouting programs. Council's District Executives will be charged with seeking community connections, and with the help of community supporters and volunteers, will recruit families and youth into the Scouting programs. In some instances, partnerships with other local youth organizations will be forged in order to support new Scouting units to serve underserved youth. In other cases, youth residing in these communities will be assimilated into existing Scouting units to reduce isolation and foster a more inclusive environment. Upon joining the Scouting programs, Council will provide financial assistance to families to cover registration fees and annual program expenses. As the program grows and expands, Council will include additional opportunities to receive financial assistance to attend summer camp via camperships which is an existing program that is supported by private donors, foundations, and corporations.

Youth entering Scouting programs from the aforementioned communities will experience Scouting just as any other youth would. They will be provided with leadership opportunities through Scout skills and teaching methods. Additionally, youth will learn life skills such as cooking, personal management, physical fitness, first aid, communication, and swimming just to mention a few. Youth will participate in service projects and learn the importance of civic engagement and giving back to one's community. Within the Scouting units, Scouts will work together as a team learning the importance of everyone pulling their weight and supporting each other. Scouts will ultimately learn how to be kind, courteous, and helpful citizens. Further, Scouts will be guided by strong role models and positive adult mentors. These combined integral aspects of the Scouting programs translate to youth becoming capable, responsible, and confident leaders who learn how to overcome obstacles. These qualities do not only benefit the youth participating in Scouting but are also reflected in their family environment and within their communities. Scouting brings positive change in communities through the ideals engrained in youth. The many benefits of Scouting can be seen in the short term as youth grow and mature and in the long term as youth make good decisions for themselves, their families, and take leadership within the communities where they live and work. Scouting prepares youth for life and improves their overall quality of life.

Amidst Chester County's growth and affluence, there are hidden pockets of poverty. Financial instability and language barriers often create obstacles to joining Scouting programs for youth in underserved communities. Council's priority is to reach youth and families in these communities by breaking down barriers to membership. One way Council is addressing this need is to convert physical and digital program materials to multiple foreign languages including Spanish thus alleviating language barriers. Additionally, Council is also keenly focused on making Scouting programs affordable for youth and families by providing financial assistance to cover registration and programming expenses. ALL youth should have the opportunity to experience the value of the Scouting program and it is Council's priority to bring this to fruition with the support of partners in the community.

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

In Chester County, 6.9% of families live below the poverty level. In a recent Chester County study, over 50% of the parents polled were concerned about the activities their children engage in after school. Additionally, single-parent homes, parents working long hours, lower income levels, lack of resources, and other home or community issues, such as drugs, violence, etc. all contribute to hindering the

healthy development of youth in these communities. Youth need a safe support system with strong adult mentors.

Additionally, at-risk and disadvantaged youth often do not have positive adult mentors in their communities. Many of their parents are single mothers struggling to pay bills and working long hours, thus decreasing their opportunity to participate in activities. Chester County Council has also learned that these same parents do not volunteer or participate in Council programs because of these daily struggles; therefore, in order for community outreach programs to be successful, Council must invest additional funds in staff time as well as supplies.

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

Council's community outreach program was formerly known as ScoutReach pre-pandemic. Due to financial and staffing constraints during the pandemic, Council was forced to close this program. As Council has successfully reemerged from these struggles, this program is being restructured and re-envisioned in order to have a more direct impact on Chester County families and youth.

The fall months are typically Council's busiest season in terms of welcoming new families into our programs. Council has worked tirelessly to promote its programs and share our message throughout the county, however, there is still much ground to be covered. Presently, there is a need to educate people on the unique short and long-term benefits and experiences afforded to youth through participation in Scouting programs. There is a need to communicate and highlight the leadership development aspects of Scouting with families so that they understand the positive impact Scouting programs have on youth not just now but throughout their lives. The focal point of Scouting is character and leadership development opportunities which help youth to make good choices both for themselves and their families and communities. Scouting is a family-oriented program as a whole and the Scouting experience lifts up families bringing them together, strengthening them, providing opportunities to engage with their community, and positively influencing society. There is a need to raise up youth and families because youth are the future. And finally, there is presently a need in the community to make powerful programs like Scouting available to ALL eligible youth regardless of gender, race, creed, or socioeconomic background by breaking down barriers to membership.

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

A study conducted by the Harris Interactive Group notes that participation in Scouting programs has both short-term and long-term impacts including but not limited to improved health through safer environments and decreased stress, improved educational performance and outcomes for children, lower crime rates, improved academic performance, higher lifetime earnings, higher graduation rates, improved job stability, better health, improved access to job opportunities and support systems, and increased opportunities for civic participation.

Scouting has the following impact on participating youth and their families: enhanced mental health and self-esteem as a result of being valued members of a larger group, through the development of team skills and increased connection with the greater community; development of leadership skills; increased physical fitness and health; decreased participation in self-destructive behaviors including drug and alcohol abuse, crime, and gang activity as a result of mentoring, positive role models, and ongoing support; and increased exposure to the greater community resulting in less isolation.

- 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.
- 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)**
  - Proposals are considered “complete” when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments**.
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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