

# 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: Philadelphia Area Great Careers Group  
Address: 53 Darby Road, Ste. F, Paoli, PA 19301  
Phone: 610-405-9756  
Website: <https://greatcareers.org>  
Year Incorporated: 2017 (established 2010)  
FEIN: 82-1115256

ED/CEO Name: Lynne Williams  
ED/CEO E-mail: [director@greatcareersphl.org](mailto:director@greatcareersphl.org)  
Board Chair Name: Sean Reynolds  
Board Chair Approval (check here):   
Primary Contact Name: Lynne Williams  
Primary Contact E-mail: [director@greatcareersphl.org](mailto:director@greatcareersphl.org)

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities  
 Health

Environment/Animal Welfare  
 Human Services

Education  
 Religion

**Mission:** Be a lifelong educational resource for professionals who aspire to have successful careers and leave a positive impact on the world. **Vision:** Provide comprehensive solutions and resources for career options and career advancement through education and meaningful networking opportunities.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Mainly Greater Philadelphia Area of Chester, Montgomery, Bucks, Delaware, and Philadelphia counties, but individuals can access us online on Zoom

**Describe Population Served & Annual Number of People Served:** We serve the unemployed, the underemployed, the self-employed, and the employed, as well as the organizations (businesses and nonprofits) that may employ them and Veterans through doing all the marketing for DVVC.org. Whenever possible, we focus on the underrepresented, those in unique circumstances entering the civilian workforce, and the disadvantaged (including minorities, gender identity populations, Veterans, and those impacted by ageism). Our current attendees are mainly white collar, professional to mid-to senior level, college-educated or advanced degree individuals, though everyone is welcome as we are a DEIBAJ organization.

Our Meetup, established in 2010, has 5851 members with 5783 events hosted and 41,977 RSVPs (though many people register on our website and not the Meetup, so these numbers would be increased.)

## **Annual Budget \$30,000**

12% of budget for program expenses  
88% of budget for administrative expenses  
0% of budget for fundraising expenses  
*100 % total*

0 # of /FT Equivalent Paid Staff | 1 P/T  
7 # of Board Volunteers  
13 # of Active Non-Board Volunteers  
~197 # of Volunteer Hours Per Month

Workshop events	3,500 (program)
Salaries and payroll taxes	3,000
Insurance	4,000
Office expenses	4,500
Information technology	5,200
Bank fees	1,500

Professional fees	3,200
Legal and accounting	3,000
Other costs	2,100

**Top 3-5 funding sources** (from 2022): Donations 7881 | Program Revenue 2220 | Membership Dues 5986 (membership decreased with the low employment rate since the Pandemic and we don't have skilled volunteers who can capitalize on Fundraising, Grant Writing, and our Google Ad Grant to reach those who do not yet know about us, so we need to hire knowledgeable individuals.)

**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: Expand Programs with Paid Staff

**Grant Amount Requested from the Community Foundation:** \$5,000

**Proposal Summary:**

- We need to hire individuals who can set up fundraising and seek and write grants.
- We need to hire individuals who can capitalize on Google My Business and our \$10K/month free Google Ad Grants so we can reach more people who need to know about us and thus become paid members for a small fee.
- We need to pay individuals who can expand program offerings with hands-on workshops, as our volunteers are at their limit of time they can give.
- We would love to increase partnerships and collaborations and need guidance on how to make that happen.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

*4/7/10 – established Meetup*

*8//4/15 – Meetup changed hands*

*1/16/17 – Immaculata University change management class helped change a sole proprietorship to a 501(c)3*

*4/19 – Nonprofit Consultants Network Philadelphia became part of organization*

*5/1/20 – Business Executive Networking Group became part of organization*

*8/1/23 – ChemPharma Professional Association became part of organization*

*Organized to empower our community and members to navigate their careers in today's workforce utilizing career education opportunities, networking events, and an array of supportive resources.*

*3/20 - Community Enhancement Award Nominee for the YWCA Tri-County Area's 25th Annual Tribute to Exceptional Women - [article](#)*

*3/20 - Best Business Chamber or Networking Group in Montgomery County from Montco Happening - [article](#)*

*9/20 - SCORE Small Business Award Winner for 2020 for Chester & Delaware County SCORE - [Youtube](#) & [article](#)*

*12/20, 12/21, 12/22 - #1 Business Networking Associations in the Philadelphia Area per the Philadelphia Business Journal 2020 [list](#) & 2021 [list](#) & 2022 [list](#)*

*When we were in-person, we ran up to 1000 events a year and then reduced to under 600 when we went online.*

### 2. Funding request

- **Description of key initiatives** – *Fundraising, Facebook Ads, Grants, Google My Business, Google Ads, Hands-on Workshops*
- **Specific needs & issues to be addressed** – *need to gain exposure so more people who need us are reached and we can increase membership*
- **Why it is important to fund this now** – *we have been affected by the economy and low employment and not enough skilled volunteers who can help where we need help*
- **How impact & results will be demonstrated** – *increased membership based on increased awareness, help more people land jobs*
- **For capacity building grant proposals:**
  - *How will this capacity building initiative impact your nonprofit? Increased revenue through memberships and programming*
  - *How will this impact be measured? Increased membership and program revenue based on outreach*
  - *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.*
    - *If we have funds available, we will seek out help. If we don't have funds, we can't ask our volunteers to do more without a purpose, but we will implement immediately.*
    - *Fundraising, Facebook Ads, Grants, Google My Business, Google Ads, Hands-on Workshops*