CHESTER COUNTY
community
FOUNDATION

28 W. Market Street, Lincoln Biography Building
West Chester, PA 19382
610.696.8211 www.chescocf.org

Let your legacy
make a difference in
Chester County

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)	Fund for Chester County Capacity Building Grants (Due 9/13)

◊ 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 <u>anytime all year</u>.
 ◊ Grant decisions are made **intermittently** all year, as Fund Advisors desire.
 ◊ Grant **awards** typically range from **$500-$7,500.**
	◊ 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:
	    o Mission, Vision & Strategy
	    o Governance & Leadership
	    o Partnerships & Collaborations
	    o Operations & Technology
	    o Fundraising, Development & Marketing
	 ◊ Proposals submitted between <u>July 1 -</u> <u>Sept. 13</u> 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 <u>must be</u> charitable, tax exempt organizations with 501(c)(3) certification & <u>cannot</u> 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 September 12, 2023

Contact Information

Organization Name: Avon Grove Library

Address: 117 Rosehill Avenue, West Grove, PA 19390

Phone: 610-869-2004

Website: www.avongrovelibrary.org

Year Incorporated: 1986

FEIN: 23-1371963

ED/CEO Name: David Payne

ED/CEO E-mail: dpayne@ccls.org

Board Chair Name: Susan Geiger

Board Chair Approval (check here): X ☐

Primary Contact Name: David Payne

Primary Contact E-mail: dpayne@ccls.org

Organization Information:

Field/s of Interest:

__X_ Arts, Culture & Humanities   ___ Environment/Animal Welfare   _X__Education

___ Health   ___ Human Services   ___ Religion

Mission: Avon Grove Library fosters lifelong learning and delivers enriching experiences in a safe, welcoming environment accessible to all.

Geographic Area Served *(If not all of Chester County, specify primary Chester County regions served):* Southeast Chester County, specifically West Grove Borough and surrounding townships. As a member of the Chester County Library System we also serve the entire county.

Describe Population Served & Annual Number of People Served: Our immediate service area comprises 33,000 residents of all ages and backgrounds.

Annual Budget $476,393_____   ___8_____ # of Full-Time Equivalent Paid Staff

____65___ % of budget for program expenses   ____9____ # of Board Volunteers

____25_ % of budget for administrative expenses   ____3____ # of Active Non-Board Volunteers

____10___ % of budget for fundraising expenses   _____468___ # of Volunteer Hours (total in 2022)

   100   % total

Top 3-5 funding sources: State of Pennsylvania, Chester County, local municipalities.

Is this grant proposal for: Capacity Building _X__ or General Operating ____?

If Capacity Building Proposal, the focus is:

___Mission, Vision & Strategy   ___Governance & Leadership _X__Partnerships & Collaborations

___Fundraising, Development & Marketing ___ Technology   Other: _____

Grant Amount Requested from the Community Foundation: $3,550.00_____

Proposal Summary: Avon Grove Library is a member of the Chester County Library System, and the public library serving West Grove Borough and surrounding areas. While we enjoy strong connections with community members of all ages, it is the case that the sizeable number of Spanish speakers   in the community are not represented amongst our library users. Our proposal requests funding to create bilingual early literacy kits, which will be disseminated through the help of community partners, boosting early literacy skills, bringing awareness of the library, and reach to our Spanish speakers.

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

2. **Funding request**
    - **Description of key initiatives**
    - **Specific needs & issues to be addressed**
    - **Why it is important to fund this now**
    - **How impact & results will be demonstrated**

    - *For capacity building grant proposals:*
        o *How will this capacity building initiative impact your nonprofit?*
        o *How will this impact be measured?*
        o *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** 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 shard electronically and online with Fund Advisors, Donors & Grant Panels.
- Per IRS Regulations, applicants <u>must be</u> charitable, tax exempt organizations with 501(c)(3) certification & <u>cannot</u> be individuals.

Please contact Grants Administrator Kevin Baffa at
(610) 696-8211 **grants@chescocf.org** with questions.

CHESTER COUNTY
community
FOUNDATION

*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

growing philanthropy
for good. forever.