

## 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) 696-8211** 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 2.21.24**

## Contact Information

Organization Name: The Garage Community & Youth Center ED/CEO Name: Kristin Proto  
Address: 115 S. Union Street, Kennett Square, PA 19348 & 121 Pennsylvania Ave, Avondale, PA 19311  
ED/CEO E-mail: Kristin.proto@garageyouthcenter.org  
Phone: 610-444-6464  
Website: www.garageyouthcenter.org  
Year Incorporated: 2001  
FEIN: 10-0007967

Board Chair Name: David Kreh  
Board Chair Approval (check here):   
Primary Contact Name: Kate Henson  
Primary Contact E-mail:  
Kate.Henson@garageyouthcenter.org

## Organization Information:

### Field/s of Interest:

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

**Mission:** The mission of The Garage is to empower youth to pursue their potential academically, relationally, and spiritually. Our desired impact is to: help youth make wise decisions about themselves, their core convictions, their relationships, their educational pursuits, and interactions with their communities. The Garage assists students to begin a cycle of hopefulness by acknowledging and taking steps to overcome life challenges, engage in programs, trusting The Garage as a second home, taking part in shaping activities, and enjoying productive experiences.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Southern Chester County, primarily the Kennett Consolidated and Avon Grove school district areas.

## Describe Population Served & Annual Number of People Served:

<u>Annual Budget \$1,106,000</u>	<u>5</u> # of Full-Time Equivalent Paid Staff
<u>85</u> % of budget for program expenses	<u>10</u> # of Board Volunteers
<u>6</u> % of budget for administrative expenses	<u>169</u> # of Active Non-Board Volunteers
<u>9</u> % of budget for fundraising expenses	<u>3,104</u> # of Volunteer Hours

100 % total

## Top 3-5 funding sources:

**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:** \$5,000

**Proposal Summary:** The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support to help fund the ongoing expenses of our After-School Program in Kennett Square and our expanded Avondale Space.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

In 2001, a local pastor and businessman saw the opportunity for a reclaimed car garage to serve a greater purpose than service vehicles. The Garage Community & Youth Center (The Garage) was born from his passion to serve the community and over two decades later, we continue to thrive in Kennett Square. This success launched the desire to open a second location to serve more youth in the surrounding communities. In 2011, The West Grove location opened its doors to local youth. In 2021, The Garage expanded to a larger location in the Borough of Pottsville and has transitioned services from our West Grove location. Our programs focus on how to overcome seemingly insurmountable obstacles that our students face, while fostering healthy adult and peer relationships and building self-esteem and healthy habits. We focus on achieving the following specific goals through our programmatic outputs:

- *Create an environment where teens feel safe and their basic needs are met:* The Garage prides itself on providing a safe, open environment, where all students are welcome, regardless of circumstances, beliefs, or abilities. In the wake of the isolation of the COVID-19 pandemic, we are excited to provide a space where students feel supported physically, emotionally, and mentally.
- *Encourage students to stay in school and to continue their studies after graduation:* In the age of virtual education, we provide a support system through relationships and tangible services including computer lab access, tutoring, and internet access to assist with studies. High school-age students are encouraged to participate in our MAPS Program which will continue to assist with post-secondary navigation.
- *Promote social, and professional development:* The Garage promotes and provides healthy and impactful relationships with adults who our students can trust through mentorship, community service, and program activities. The Garage has a wide network of partners who provide presentations and programs including career insights, enrichment activities, tutorials, and more!
- *Promote economic opportunities:* Career Compass employs up to 20 students during the summer, 25-30 hours per week for 8 weeks. Program participants complete a formal application and interview process and are placed at worksites around the community based on their professional aspirations. Past host sites have included law firms, doctors' offices, educational institutions, police departments, and other private businesses. Weekly resource workshops are required for students to attend which builds further skills in financial literacy, communications, professional development, and other job and life skills.

### 2. Funding request

The Garage Community & Youth Center respectfully requests \$5,000 of General Operating support for our After-School Program. For over 23 years, The Garage has been a key part of the community - providing resources and sense of belonging to area youth who are in need. Through tutoring, mentoring, personal development programs, workforce development, and community service, some of our community's most disenfranchised youth are finding the necessary support to reach their full potential.

- **Description of key initiatives**

The Garage utilizes resources of talented staff, volunteers, and an active community to master our craft in each unique area of our programming. Our current population is students 6-12<sup>th</sup> grade, ages 11-18. Out of School Time programming operates Monday- Thursday 3 PM – 6 PM during the school year and will pivot to Monday through Thursday from 11 AM – 4 PM during summer months. Our programs are designed to ensure that a student is satiated with quality experiences and support at all stages of their time with us. The Garage is excited to expand services based upon the needs of our community which are aligned with our programmatic strategies to offer the following programs:

**Academic Support:** The Garage's daily, academic support time serves to empower students to achieve, which will open them up to further opportunities. Emphasis on academic performance is geared towards giving youth the tools they need to finish high school and be in a position where they can pursue post-secondary education or training, or gainful employment, thus empowering them to have hopeful futures and confidence in their endeavors. The Garage provides tutors to assist students with one-on-one attention and academic support.

**MAPS (Motivating and Advancing Powerful Students):** We focus on advising and counseling Garage students as they prepare for and transition to life after high school graduation. MAPS offers presentations and workshop sessions related to career interests and opportunities, post-secondary education and training programs, and personal aptitude and passion identification. The Garage's Graduate Coordinator works with high school students at both Garage centers to navigate post-secondary success.

**Career Compass:** The Garage's workforce development program is an extension of our summer program opportunities. Because many of our student's families depend on them financially, summer is typically when students are not engaged with The Garage or any other support

programs. Unfortunately, employment opportunities for youth are limited, and most students resort to strenuous agricultural jobs. Through Career Compass, students are hired and paid to work at host sites around the community related to their post-secondary career interests.

**Nutrition Kitchen:** The Garage provides a nutritious meal daily to nourish our students physically, but also to provide fuel and focus for the day's activities. We work with many partners including local restaurants, The Chester County Food Bank, Kennett Consolidated School District, Avon Grove School District, The Believe & Achieve Foundation, and surrounding grocery stores to provide food and supplies to our students regularly.

**Garage Body Shop:** The Garage Body Shop provides weekly fitness and physical health workshops where students learn about the benefits and safety of weight lifting, proper cardio, stretching, and how to maintain healthy growing bodies. Students work together to perform physical activity but also learn trust and relational skills through a safe and comfortable workout space.

**Social Development Program (TOP):** The Garage received a multi-year grant through the Department of Health to provide the research-based Wyman Center's "Teen Outreach Program" (TOP) curriculum as part of our Out of School time programming. TOP is a nationally-recognized, evidence-based program empowering teens with the tools and opportunities to build social-emotional skills, strengthen relationships, and avoid risky behaviors. Interactive weekly lessons are provided by our trained Garage staff to promote core values of skill building, exploring identity and engaging with the community while lowering risks of academic course failure, school suspension, and sexual activity.

**Makerspace:** The Garage's Makerspace includes supplies and tools for various forms of art and skills including pottery, painting, woodworking, and more. Garage students can access this space daily and work in a creative a la carte fashion and use the space for expression, problem-solving, and skill-building. Further, the space is open to the community for classes, a monthly open studio, rental opportunities, and local art events.

**Self-Care:** The Garage recognizes that health is more than physical upkeep, but mental and emotional as well. The mental health effects of COVID-19 have been felt both locally and universally by many. The Garage combats this trend with twice-monthly Self-Care programming to provide students with therapeutic tools to navigate complex emotions and feelings and form practical healthy relationship skills with themselves and others. Further, The Garage has partnered with New London Counseling Center to provide more structured mental health programs including an onsite therapist once a week at both centers who provides individual therapy sessions for students.

**Community Service:** The Garage offers opportunities for community service, both volunteer and court-mandated, to those who are looking to serve our mission and community. Through service, students can explore career options, learn about additional community resources, as well as create a habit of giving back to their local community.

**Olweus:** The Garage received continued support via a grant renewal of the research-based anti-bullying Olweus program developed at Clemson University and monitored through Penn State University. The program's goals are to reduce and prevent bullying problems among school children and to improve peer relations. Olweus has been found to reduce bullying among students, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy.

**Adult ESL:** Utilizing volunteers from the community, The Garage team in Avondale is able to provide weekly evening ESL classes for parents and alumni, as well as other community members in the Avondale area. Many Garage families speak little-to-no English, thus most of the resources, information, and opportunities are overlooked. Through this program offering in an accessible and trusted space, The Garage is able to assist adult community members learn English while encouraging them to maintain their native Spanish language.

**Parent Resource Program:** Parent Resource Programming as an essential piece of making our programs successful and improving the lives of parents in our network. Each Garage center now employs a Parent Coordinator who connects daily with program parents. Through monthly workshops and resource development, The Garage also provides connections to other non-profits and services to improve the lives of our students and their families. Further, Garage staff work as a bridge for parents with the local school districts and encourage parents to become more engaged with their student's education.

**Harm-Reduction Curriculum:** The Garage received a 2-year grant through the Pennsylvania Liquor Control Board to provide the research-based Botvin Harm-Reduction program as part of our Out of School time programming. The program's goals include building effective defenses against pressures to use tobacco, alcohol, and other drugs while enhancing self-esteem, developing problem-solving abilities, reducing stress and anxiety, and managing anger for better mental health. Botvin Curriculum is recognized as a Model Program by the Center for Substance Abuse Prevention, The Office of Juvenile Justice and Delinquency Prevention, and the White House Office of National Drug Control Policy.

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

The Garage believes that all youth are valuable and are created with purpose, but unfortunately, we live in a society rife with inequality that oppresses the equality and value of youth as members of the community. Youth face incredible barriers that limit their potential and value that include, but are not limited to: racism; immigration status; gender; sexual orientation; inequitable education; unaffordable post-secondary education options; prejudiced judicial systems; low socioeconomic status; minimal access to affordable housing; limited public transportation; language barriers. These factors often have negative consequences on the mental, emotional, and physical health of youth. It is our understanding, through our work and experience in the field of youth development, that all youth face potential threats and obstacles that hinder them from finding value and purpose, in turn, incapacitating full access as a member of their community, “Adolescence is a period of massive brain reconstruction and identity formation. A key way that identity is formed is through meaning—finding ways to matter in the world... Study after study shows that healthy relationships and giving back make humans happier. Teens don’t see this generally in the media or modeled in public life. Beauty and perfection sell, not altruism and kindness. That leaves it to us, the caregivers, to help them find meaning.”<sup>1</sup> While addressing the inequities of systems that directly affect local youth, The Garage’s work is informed by an asset model that recognizes that our youth are not broken, instead it is the systems surrounding them which are fractured.

### • Why it is important to fund this now

The Garage’s services, programs, and supports are more essential than ever to the community that we serve. Research on the importance of “community-based education spaces” has been increasing and it has been demonstrated that these spaces are of particular importance to minority and marginalized communities. According to educational research performed by Baldrige, Beck, et.al, “Community-based spaces provide the structured strategic space for youth and adults to reimagine and co-create alternatives to suggest how communities should address social issues like education violence and health care...youth are able to heal, create, and resist within community-based spaces.”<sup>2</sup> To endanger and disregard community-based spaces, including The Garage, is to endanger and disregard the upward trajectory of community youth. An investment in The Garage and the space provided, not just physically but emotionally and relationally, is paramount to investing in youth and their narrative of success. The continued support provided by The Chester County Community Foundation and represented foundations has allowed our community to learn the true meaning of resilience with the support of our organization while benefiting youth, families, and community members.

### • How impact & results will be demonstrated

The Garage administers pre and post-program surveys to track student growth over program duration. In addition, surveys are sent to parents at the completion of the school year to gain insights from inside the home. The Garage utilizes a custom database system, Apricot, to streamline our data to improve accuracy, improve how data is used to inform programming decisions and improve the efficiency and capacity of staff.

#### 2023-24 School Year Projected Outcomes:

- 375 individual middle and high school students attend The Garage during the 2023-24 school year, 175 of which will be core participants (participating 30 days or more in Garage programs)
- At least 85% of students who actively participate in Garage programs report that the Garage helps them avoid skipping or dropping out of school.
- At least 95% of Garage students avoid risky behavior including alcohol, drugs, and gang activity for a minimum of four consecutive weeks and will understand the consequences of substance use, risk-taking, and the influences of the media
- Core students actively participating in Garage programs will increase their GPAs by 25% after participating in Garage programs for an entire school year
- 100% of core Garage senior students who actively participate in programs provided will graduate from high school
- At least 70% of MAPS students express an interest in post-secondary education and feel supported to explore those avenues
- At least 50% of seniors who actively participated in MAPS will enroll in post-secondary education or training
- Core students report feelings of confidence in a new passion or interest or confidence to explore a potential passion or interest
- Students gain and are able to execute skills to cope with a wide range of emotional issues including anxiety, stress, trauma, and other mental health issues.
- Students feel a greater sense of hope, value, and purpose while actively participating in Garage programming.
- At least 80% of core students feel motivated while participating in Garage programming.
- Students know the needs of their community and feel empowered to help through various channels
- Students will appropriately address a bullying situation or take the proper measures to cease a bullying situation

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<sup>1</sup> Anderson, J. (2023, August 8). *Parents are almost as depressed and anxious as teens*. Time. <https://time.com/6302430/teenagers-mental-health-parents/>

<sup>2</sup> Baldrige, B. J., Beck, N., Medina, J. C., & Reeves, M. A. (2017). Toward a New Understanding of Community-Based Education: The Role of Community-Based Educational Spaces in Disrupting Inequality for Minoritized Youth. *Review of Research in Education*, 41(1), 381-402. <https://doi.org/10.3102/0091732X16688622>

- *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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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