

## 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)-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)

Date

## Contact Information

Organization Name: Villa Maria Academy  
Address: 370 Central Ave  
Phone: (610) 644-2551  
Website: www.vmahs.org  
Year Incorporated: 1872  
FEIN: 23-1355130

ED/CEO Name: Sister Regina Ryan, IHM  
ED/CEO E-mail: srryan@vmahs.org  
Board Chair Name: Kristina Parker  
Board Chair Approval (check here):   
Primary Contact Name: Kathy McCartney  
Primary Contact E-mail:  
kmccartney@vmahs.org

## Organization Information:

### Field/s of Interest:

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

**Mission:** Villa Maria Academy, a Catholic college preparatory school for girls, rooted in the charism of the Sisters, Servants of the Immaculate Heart of Mary, empowers young women to lead lives of spiritual growth, intellectual inquiry, and Christian service.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Our students are primarily from Chester County

**Describe Population Served & Annual Number of People Served:** Currently we have 417 students  
72% of our students are from Chester County; 16% from Delaware County, 11% from Montgomery County and <1% (4) from Philadelphia County

**Annual Budget** \$ 11.3 M \_\_\_\_\_ 89 \_\_\_\_\_ # of Full-Time Equivalent Paid Staff  
\_\_\_\_\_ 54 \_\_\_\_\_ % of budget for program expenses      \_\_\_\_\_ 21 \_\_\_\_\_ # of Board Volunteers  
\_\_\_\_\_ 40 \_\_\_\_\_ % of budget for administrative expenses      \_\_\_\_\_ 40 \_\_\_\_\_ # of Active Non-Board Volunteers  
\_\_\_\_\_ 6 \_\_\_\_\_ % of budget for fundraising expenses      \_\_\_\_\_ 200 \_\_\_\_\_ # 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: \$ 8,000**

**Proposal Summary: Funds from this grant will be used solely for financial aid in the name of The Brian C. Zwaan Legacy Scholarship.**

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

### **History of Villa Maria Academy High School**

Founded in 1872 by the Sisters, Servants of the Immaculate Heart of Mary, Villa Maria Academy opened in West Chester, PA on the property formerly owned by the PA Military Academy. The school flourished in West Chester until 1914 when Villa Maria moved to Immaculata, PA. In 1924, the Sisters purchased the property of William Warner in Green Tree, the school's current location. The property included 123 acres, the mansion house, and adjoining buildings. All were adapted for the purposes of the Academy and the school opened in May 1925. In 1955 Regina Mundi Hall was built to house classrooms, guidance offices, laboratories, cafeteria, and offices. In 1972 a lecture hall, biology lab, locker room, and faculty lounge were added. In 1972, the lower school (grades 1-8) moved to a wing in the IHM Motherhouse and the high school expanded into St. Joseph Hall, which was built in 1965. As the school continued to flourish, the Marian Center for arts and athletics was added. The athletic center was added in 1987 and the auditorium and fine arts building was completed in 1997. In 1999, the former auditorium was converted to an administrative wing and a new computer lab was added to Regina Mundi. In 2002, an addition to St. Joseph Hall was completed. This expansion included new up-to-date science labs as well as an additional design lab. In 2015, the school built the Maurene Polley Turf Field and in 2018 Villa Maria added a new loop driveway that not only brought visitors into the heart of our beautiful campus but also provided much needed traffic and infrastructure improvements. In August 2022, we opened the new Theresa Maxis Student Union. The building was designed to support our young women in mind, body, and spirit. To that end the building houses the chapel, the cafeteria, the counseling suite, and the nurse's office.

### **The Villa Difference**

We facilitate the growth of our students in all areas academic, spiritual, service, and social. Our academic program is designed to help our young women become critical thinkers and creative problem solvers who can work in a collaborative setting. We are preparing our students to take their place in a ever changing world and to hold jobs that may not even exist yet. Our extracurricular program is designed to seamlessly complement our academic program. Our students participate in fine arts, athletics, as well as academic and social clubs. We have 5 music ensembles, a dance troupe, and art clubs. In athletics we offer 14 varsity sports. Our athletes not only win championships, but also have received the PIAA District 1 Sportsmanship Award in several years.

Our students also participate in clubs like Student Council, Women in Business, Women in Medicine, Book Club, Mock Trial, and Language Clubs to name a few.

Service is incredibly important at Villa Maria. Our students learn they do not operate in a world of one but that they are one in the world. Our students participate in many service and social justice programs. Our students go to places like Project HOME, Sunday

Breakfast Rescue Mission, Project Ensonga, and Camilla Hall to name a few. A student delegation attended the Ignatian Family Teach In for Justice in DC. While we do have a service requirement for all our students, we are most proud that during the Covid crisis, for example, our students took it upon themselves to continue serving the less fortunate even when school was closed. This year alone our young women have performed more than 8,000 hours of community service which far exceeds their required hours. The goal of our service program is to build in our young women an awareness of those in need and a passion for changing the world for the better.

### **Funding request**

Brian Zwaan was a beloved friend of Villa Maria. He served on our Board and lent his business acumen to the growth of our school. He is also the father of three Villa graduates. He had a deep passion for Catholic education .... especially Villa Maria Academy. He saw the importance of a faith-based education in preparing young people for success.

After Brian's untimely passing, Diane and their children established a scholarship fund at Villa in his name. The funds from this grant will be used as tuition relief for 4 Villa students through the *Brian C. Zwaan Legacy Scholarship*. We believe strongly that the world needs Villa Maria graduates and this scholarship helps four families make a Villa education available to students who may not otherwise be able to attend.

