



REQUEST FOR GRANT PROPOSALS ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION

The Chester County Community Foundation accepts applications from selected nonprofit charitable causes for the **Zelinda LeBoutillier Charitable Foundation**, a fund of the Chester County Community Foundation.

Proposals are due by Friday, March 15th. Upon review of the initial proposals, a site visit may be conducted of the finalists. Grants are typically awarded in May-June.

Please use the attached Grant Proposal Format to apply for a grant.

Grant applications should be submitted electronically by March 15th to grants@chescof.org. The e-mail heading should read: Grant Proposal Submission- Zelinda LeBoutillier Charitable Foundation

Please note that all grant applications will be available electronically on the Chester County Community Foundation's website for additional consideration for grant funding by the Community Foundation's Donor Advised Fund Advisors.

Questions? Please contact:
Stephenie Stevens, Grants Director & Outreach Officer
Chester County Community Foundation
28 West Market Street
West Chester, PA 19382
www.chesdcocf.org
Steph@chescof.org
(610) 696-8211





ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION REQUEST FOR PROPOSALS

I. SUMMARY SHEET

(One page only. This page will be shared with Grant Committee Members.)

Date: March 13, 2024

Contact Information:

Organization Name: Saints Philip and James School
Address: 721 E. Lincoln Highway
Exton, PA 19341
Phone: 610 363-6530
Web Address: <https://school.sspj.net>

Contact Name: Dave Callan
Contact Title: School Business Manager
Contact E-mail: dcallan@sspj.net
Fax:
Year Incorporated: 1960

Has your nonprofit previously applied to the Community Foundation: Yes No

Field/s of Interest:

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

Organizational Information:

Geographic Area Served (If not all of Chester County, specify primary Chester County municipalities served):

The SS Philip & James Parish School community encompasses parts of the townships of West Pikeland, Charlestown, East Whiteland, West Whiteland, and Uwchlan. The following zip codes are included in the parish boundaries: 19335 Downingtown, 19341 Exton, 19345 Immaculata, 19355 Malvern/Frazer, 19380 West Chester, and 19425 Chester Springs. The school and parish boundaries extend into the school districts of West Chester, Downingtown, and Great Valley. Our Pre-K 3 program is also available to families from Saint Elizabeth's parish in Chester Springs, PA.

Annual # of Clients & Description of Population Served:

Today SS Philip & James Parish School serves 110 families throughout the geographic area we serve. These families have children in the age groups encompassing the school levels of PreK-3 through Grade 8 and represent all socio-economic populations in the community.

The Parish School is also used to deliver sacramental preparation classes for students attending public or private schools from the same broad geographic area. This population numbers in the several hundred.

Mission Statement:

Saints Philip and James Catholic School provides a Christ-centered, academically excellent education that empowers students to reach their full potential intellectually, physically, socially and morally.



Collaboration and a spirit of community are the hallmarks of our school where Christian values are at the core of all we do.

Organization Description: Archdiocesan Pre-Kindergarten, Elementary, and Middle School

Annual Budget \$ <u>1,580,000</u>	<u>24</u> # of Full-Time Equivalent Paid Staff
<u>83</u> % of budget for program expenses	<u>8</u> # of Board Volunteers
<u>15</u> % of budget for administrative expenses	<u>40</u> # of Active Non-Board Volunteers
<u>2</u> % of budget for fundraising expenses	<u>2600+</u> # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources:

- Other than Tuition and School Fees we derive funding from:
 - Home & School Association events, such as various fundraising activities, including Golf Outing, Spring Social Event, Student Fun Run, Bag Bingo, and so forth.
 - Donations from parish families and benefactors to the school.
 - Grants afforded to the school via programs run by the Foundation for Catholic Education.
 - Our parish church in the form of tuition and operational assistance.

Proposal Information:

Grant Amount Requested: \$2,500.00

Summary Description of Grant Purpose:

For the SS Philip & James Parish School to effectively carry out its mission of providing an academically excellent education for our students to reach their full potential, the school seeks \$2,500 in grant funds to further build on its digital curriculum to supplement our instruction and technology inside the school, and for remote learners unable to attend in-person full-time throughout the school year. As our school population continues to grow, we need to expand our licensing arrangements as well as explore new technology-enabled curriculum to satisfy the needs of our students. We sincerely appreciate any consideration given to our recent for funding in this matter.





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II. GRANT PROPOSAL NARRATIVE

*Please provide the following information clearly and concisely.
Proposals of 1 or 2 pages are strongly encouraged.*

1. Organization's history, goals, key achievements and distinctiveness

From our school's website <https://school.sspj.net/history>

Saints Philip and James School, under the direction of Father John J. Martin, the Founding Pastor, opened its doors to its very first group of students on September 7, 1960. The school flourished very quickly, welcoming 450 students by 1964, a 50% increase in just 4 years.

Father Martin had requested the Sisters, Servants of the Immaculate Heart of Mary (IHM) to staff the school. The IHM Sisters have provided the leadership of the school ever since. The current principal, Sister Teresa Ballisty, has been the principal of a number of Catholic elementary schools and has been involved in Catholic elementary education for more than 45 years.

In 1985, SSPJ earned its first Middle States accreditation, and the school has been Middle States accredited through 2030. Saints Philip and James School received the **Blue Ribbon School of Excellence Award** from the United States department of Education's Exemplary School Recognition Program in May of 1990.

In an effort to better serve the needs of the community, the **Pre-Kindergarten** (4 year-old program) was begun in 1995, and the Pre-K 3 program was later started in 2017. These programs have been a wonderful addition to Saints Philip and James School, giving it the ability to lay the foundation for faith-formation and academic development in our youngest students.

More recently, Saints Philip and James School was recognized as a 2019, 2021, 2022 and 2023 **Archdiocesan School of Distinction by the Archdiocese of Philadelphia**. Saints Philip and James School has earned this distinction each year since the award's inception by the Archdiocese. The award was given to schools that exceeded growth expectations in academic achievement via standardized testing.

In 2023 Saints Philip and James School was recognized once again as a **2023 National Blue Ribbon School** by the U.S. Department of Education at a ceremony in Washington, D.C. Its second Blue Ribbon Award, Saints Philip and James School was one of only 40 non-public schools to receive this level of recognition and the only Chester County (PA) school presented with this award. Its principal, Sister Teresa Ballisty, IHM, was also presented with the U.S. Department of Education's **Terrel H. Bell Award**, honoring outstanding school leaders and the vital role they play in guiding students and school to excellence. Sister Teresa was one of only nine Bell Award winners in the 2023 Blue Ribbon cohort.

- 2. Funding request:** Funding request is for \$2,500 to purchase new and expand existing software solutions to supplement our instruction and technology deployments. This grade-level software provides research-based learning and is better suited to help students master essential skills at their own pace. We select software licenses that support our STREAM-based initiatives based on grade-appropriate learning modalities.
- A. Specific Chester County needs and issues addressed:** Use of innovative learning materials to provide enhanced content to an increasingly diverse student base that serves many families throughout Chester County.
 - B. Organizational impact (for general operating proposals) or project impact (for project proposals)** These programs will be used across all classrooms and become part of the school's general operating processes as we deliver recognized and measurable outcomes to the families we serve.
 - C. Overall strategies to implement the organization's mission (or project)** As reflected in our school's Mission Statement, the use of new, more current, software will empower our students to develop fully their intellectual and social skills. The mission of our technology department is to identify, acquire and deploy highly competitive software-based solutions to assist our instructional staff in delivering highly recognized student achievement outcomes.
 - D. Why it is important to fund this now** As a private Catholic School our funds are limited, and programs of this type are paid for principally through our fundraising activities. As our enrollment continues to grow year over year, technology changes, and our school's population becomes more diverse. We find our fundraising money supporting our goal of creating a 1:1 student-to-device ratio is stretched thin. For example, for next school year we need to expand the number of software licenses we use, and once again purchase additional Chromebook devices, new iPads, and additional Smart Boards devices. Funding this software now will allow SSPJ students to better utilize the devices we have invested in.

3. Timetable, with anticipated outcomes and their relevance to the nonprofit's mission

We plan to purchase the needed software modules as soon as possible and install them on our classroom devices before school starts in August 2024. The outcomes as measured through tools such as IXL software will be enhanced learning and increased use of technology, both in the classroom as well as off-campus as the students complete their assignments remotely.

4. How impact and results will be demonstrated Student learning progress is measured for our students using the national standardized Terra Nova testing scores and supporting results are developed from our use of IXL software. Terra Nova is an achievement test commonly given to students in grades K-12 that measures achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas. The CTB/McGraw-Hill publication has set the bar for the highest standards in research, item reliability and validity, and technical quality. We will also track usage of the software and improvements in student outcomes based on use of the software toolsets provided by the licenses obtained via these funds. IXL software allows real-time diagnostic



support and personalized guidance with skill recommendations so each student can be individually assessed with actionable analytics.

III. ATTACHMENTS

Please attach the following 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 and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date
5. Itemized project budget (if applying for project-specific grant)

Note: The Philanthropy Network's Grant Application may be submitted with CCCF Summary Sheet. Please visit our website at www.chescocf.org to obtain an electronic version of this application. E-mail applications are strongly encouraged.

Please e-mail completed applications to:
Stephenie Stevens, Grants Director & Outreach Officer
Chester County Community Foundation
28 West Market Street
West Chester, PA 19382
grants@chescocf.org www.chescocf.org
(610) 696-8211

THANK YOU!





**ZELINDA
LEBOUTILLIER
CHARITABLE
FOUNDATION**

Mission...

The Zelinda LeBoutillier Charitable Foundation makes grants to charities that were near and dear to Linda's heart.

About Zelinda...

Zelinda LeBoutillier, CEO of Waterloo Gardens, was the only daughter of James and Anna Paolini of Devon, who founded Waterloo Gardens in 1942. Zelinda married Robert (Bo) LeBoutillier, former President and CEO of Waterloo Gardens, in 1951. They had shared 49 years of marriage at the time of his passing in October of 2001.

Though Zelinda served on many boards and contributed to the community in many ways, what she was really known for was her generous heart. She was called "Mama Linda" affectionately by many because she was truly a mother to all. At Waterloo Gardens, she founded The Cooking School, which operated from 1980-1985. She also wrote a cookbook,

Cooking with Fresh Herbs.

Zelinda was very involved in the management of Waterloo Gardens including purchasing, hiring, and marketing. She was the first woman chosen to serve on the Retailer Magazine panel. Zelinda traveled the country speaking to Nursery and Garden Center Associations on marketing in the industry. She also served on the Board of the Pennsylvania Nursery Association and was a very active member of the Marketing Committee.

The Wall Street Journal quoted Zelinda on the first page with regard to industry market trends. Zelinda LeBoutillier is listed in the 1990 edition of **Who's Who in American Executives**.

Zelinda was an active philanthropist. She received the Harold Martin Leadership Award from the Exton Chamber of Commerce in 2007. She also received the 2005 Citizen of the Year Award from the Berwyn-Devon Business and Professional Association. Boards Zelinda served on include: ALS Hope Foundation, Cabrini College, Bishop Shanahan High School, and Williamson School. She was the State Chairperson for The American Family Institute: Gift of Time and the West Whiteland Chairperson for the American Heart Foundation.

Community was very important to Zelinda. She was a Girl Scout Leader for 10 years and served on the Board of Freedom Valley Girl Scouts. She was also Treasurer of Daylesford Abbey Woman's Guild and President of Sts. Philip and James Mothers' Club. Zelinda was very active in the Calvary Fellowship Church. She joined the Ventures Group and supported many mission trips and local community events to help children.