



## REQUEST FOR GRANT PROPOSALS JONAS C., MARIAN D., & ROBERT H. ERB CHARITABLE FUND

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

**Proposals are due by Friday, March 1, 2024.** Upon review of the initial proposals, a site visit may be conducted of the finalists. Grants will be awarded in the fall. Grant awards typically range from \$50,000 - \$100,000.

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

Grant applications should be submitted electronically by Friday, March 1, 2024 to [grants@chescofcf.org](mailto:grants@chescofcf.org). The e-mail heading should read: Grant Proposal Submission- Erb Charitable Fund

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](http://www.chesdcocf.org)  
[Steph@chescofcf.org](mailto:Steph@chescofcf.org)  
(610) 696-8211





# JONAS C., MARIAN D., & ROBERT H. ERB CHARITABLE FUND REQUEST FOR PROPOSALS

## I. SUMMARY SHEET

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

**Date:** February 22, 2024

### Contact Information:

Organization Name: Conshohocken Free Library  
Address: 301 Fayette Street, Conshohocken, PA 19428

Contact Name: Holly Holst  
Contact Title: Branch Manager  
Contact E-mail: hholst@mclinc.org

Phone: 610-825-1656

Fax: N/A

Web Address:

Year Incorporated: 1907

<http://mnl.mclinc.org/bookmobile-and-branches/conshohocken-branch/>

**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:** Boroughs of Conshohocken and West Conshohocken as well as Plymouth Township in Montgomery County. Additional areas served include residents of Philadelphia, Chester, Bucks and Delaware Counties as well as other counties throughout the state through Inter Library Loans and AccessPA library cards.

### Annual # of Clients & Description of Population Served:

Conshohocken Free Library service extends to an average of 4,000 people monthly including diverse populations of varying ages and abilities in the growing Philadelphia suburb community.

### Mission Statement:

As a branch of Montgomery County Norristown Public Library, we aim to be a gateway to lifelong learning, provides convenient access to resources that inform, educate, entertain, and enrich people's lives. We are Connected to the World, Committed to the Community, and Inclusive of All.

### Organization Description:

Annual Budget \$ <u>105,000</u>	<u>3</u> # of Full-Time Equivalent Paid Staff
<u>10</u> % of budget for program expenses	<u>12</u> # of Board Volunteers
<u>85</u> % of budget for administrative expenses	<u>18</u> # of Active Non-Board Volunteers
<u>5</u> % of budget for fundraising expenses	<u>150</u> # of Volunteer Hours
<b>100 % total</b>	

**Top 3-5 funding sources:** Montgomery County- Norristown Public Library, Borough Tax Revenue, ASTM Annual Donation, community fundraisers and donations.

### Proposal Information:

Grant Amount Requested: \$ 50,000

### Summary Description of Grant Purpose:

Conshohocken Free Library will use funds to improve on learning opportunities for all ages with enhanced technology material and services in the library.



## JONAS C., MARIAN D., & ROBERT H. ERB CHARITABLE FUND REQUEST FOR PROPOSALS

### 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**
2. **Funding request:**
  - A. **Specific Chester County needs and issues addressed**
  - B. **Organizational impact (for general operating proposals) or project impact (for project proposals)**
  - C. **Overall strategies to implement the organization's mission (or project)**
  - D. **Why it is important to fund this now**
3. **Timetable, with anticipated outcomes and their relevance to the nonprofit's mission**
4. **How impact and results will be demonstrated**

### 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](http://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](mailto:grants@chescocf.org) [www.chescocf.org](http://www.chescocf.org)  
(610) 696-8211

**THANK YOU!**



## **JONAS C., MARIAN D., & ROBERT H. ERB CHARITABLE FUND**

### ***Mission...***

Charitable purpose limited to education, especially those involving reading, writing and speech, with an emphasis on attending Montgomery County Community College, or similar credited institution in Chester, Montgomery, or Delaware Counties in Pennsylvania, through direct scholarships or to provide assistance to such colleges through their programs and activities, which in the discretion of the Founding Fund Advisors, make a significant impact on learning enhancement and learning skills.

### ***About Robert H. Erb...***

Robert H. Erb joined the Montgomery County Community College (MCCC) faculty in 1970 as a librarian, just 6 years after the College's founding. He often worked evenings and enjoyed helping adult students, assisting them with their research, listening to their stories, and providing encouragement. His service in the library continued for 45 years until his retirement in 2015. However, Mr. Erb's commitment to MCCC did not end with his tenure. As a passionate learner and an avid steward of his community, Mr. Erb was always looking to improve and learn more each day, and he wanted to help MCCC students do the same. He was passionate about the community college mission and equitable access to education and information for all. Simply put, Mr. Erb "wanted Montco to be a 'reflection of the community.'" That is one of the many reasons he continued his partnership with the College as a philanthropist both during and after his employment.

Unfortunately, in July of 2021, Mr. Erb passed away. Described as a gentle, friendly, and caring person, who always lived by the motto, "Simple beginnings with great endings," Mr. Erb will be missed as a physical presence on campus, but his effect on students, both through his giving as an employee and a donor, live on through the community at large in perpetuity.

Conshohocken Free Library  
Jonas C., Marian D., & Robert H. Erb Charitable Fund Grant Proposal

*Organization's history, goals, key achievements and distinctiveness:*

Conshohocken Free Library was established in 1907 and in 1973 became a branch of Montgomery County Norristown Public Library (MC-NPL). The building was donated to the Borough of Conshohocken by descendants of Lewis Lukens who "contributed greatly to the commercial, cultural and civic life of Conshohocken." As a branch of MC-NPL, we receive financial support for collections and staff salaries as well as the distinction of being associated with a Pennsylvania Forward Star Program Gold Level Library, which is recognition of providing opportunities for five pillars of literacy including basic, information, civic/social, health and financial. In 2023, Conshohocken Free Library independently achieved Bronze Level Library recognition and will continue to work towards Silver and Gold Level in the years to come by branding programs to incorporate the five key literacies in to programming and communication. Any funding provided by this grant request will be dedicated to achieving that goal, which provides measurable outcomes of money spent.

*Funding Request:*

Conshohocken Free Library's location in Montgomery County is very close the Chester County line. As an AccessPA library, Chester County residents are able to add their home library card to our patron catalog to check out physical material and use the library as its own. Our library also serves students of Montgomery County Community College, particularly with assistance in selection and borrowing of material for the students of their three Education degree programs and majors.

The library's funding request represents the desire to provide lifelong learning opportunities with an emphasis on purchasing furnishings and equipment to improve early literacy and STEAM programing at the library as well as makerspace opportunities for all ages. Funding will help our branch fulfill parts of Montgomery County Norristown Public Library's Strategic Plan 2022-2025 to create an exceptional library experience, expand public engagement, nurture community connections and achieve organizational excellence. Branch specific priority actions from this study are to reconfigure interior public space. The library will make technology and learning opportunities available to community members of all ages with an emphasis on those who might otherwise not have access.

Literary success happens when patrons are comfortable and excited to use their library. Upgrading our furnishings and offerings will keep Conshohocken Free Library successful in providing lifelong learning opportunities to everyone in the community. This funding is important to the library now because it has been at least 5 years since significant upgrades have been made upgrade furnishings and equipment to improve access to lifelong learning opportunities. Much of our operating budget goes to maintaining a building constructed in the mid-19<sup>th</sup> century. Without funding to upgrade technology and programming opportunities, our library is falling behind others in the county.

*Timetable:*

The time table for the funding requested will be spent will cover projects to span one to three years to fulfill Pennsylvania Forward's Star Program literacy pillars. The library will apply for Pennsylvania Forward Star Program Silver Level by 2025 and Gold Level by 2026. These achievements will help our library distinguish itself as a leading provider of lifelong learning opportunities to its community.

Funding used by 2025 will support:

- Upgrade furnishings in the community room, children’s area and study areas of the library utilizing vender consultant to help make best use of public space in the library.
- Upgrade literacy learning computers in children’s area of library to serve ages 2-12.
- Purchase Kindle devices to loan to library card holders.
- Purchase a Makerspace cart to make it easier to provide building and creating opportunities with library equipment.

Funding used by 2026 will support:

- Upgrade Audio Book Collection for all ages and genres.
- Allocate funds to program partnership with Conshohocken Community Center Fellowship House Summer Camp visits for two summers.

Funding used by 2027 will support:

- Book Honorarium Program for participants who complete “1000 Books Before Kindergarten Reading Challenge”.

*Demonstration of Impact & Results:*

The library will demonstrate impact and results through program planning and evaluation for each area of spending within a year of project completion. Library users are provided a variety of means to voice impact of library services. Results of formal and informal surveying is provided regularly through meetings with the library’s advisory board and Friends of the Conshohocken Free Library. A portion of each meeting will be dedicated to impact of this grant’s funding. Furthermore, the library will make the public aware of programming and services which benefit from this funding through social media, website and community publications. We will include results in future strategic plans for this library and its main branch. The overall impact and results will help Conshohocken Free library stay on track to secure necessary financial resources for the operation of the library and achieve organizational excellence. The library will use project completions and program offerings from this fund to achieve individual branch Pennsylvania Forward Star Program Gold Level by 2026.

*Itemized Project Budget:*

JONAS C., MARIAN D., & ROBERT H. ERB CHARITABLE FUND Budget Proposal	
<b>Funding Request</b>	<b>50,000</b>
Upgrade AWE Learning Computers	8500
Upgrade Audio Book Collection through Playaway over 2 years.	10000
New Children's area & Community Room Furnishings including site evaluation from vendor, shipping and installation.	25000
1000 Books Before Kindergarten Book Honorarium Fund over 3 years.	5000
Loanable Kindles	1000
Fellowship House Camp Visit Supplies	500
<b>Total</b>	<b>50000</b>

