

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**.

- 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 **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 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

Contact Information

Organization Name: One House at a Time (OHAAT)
Address: 411 Susquehanna Rd, Ambler, PA 19002
Phone: 215-346-6427

ED/CEO Name: Kate Fay
ED/CEO E-mail: kate@ohaat.org
Board Chair Name: Ken Barber

Website: www.ohaat.org
Year Incorporated: 2001
FEIN: 233046871

Board Chair Approval (check here):
Primary Contact Name: Kate Fay
Primary Contact E-mail: kate@ohaat.org

Organization Information:

Field/s of Interest:

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

Mission: One House at a Time's (OHAAT) mission is to help families establish (or reestablish) self-sufficient lives by providing them with the necessities of a functional home environment. Our current focus is ending child bedlessness in Philadelphia and her surrounding counties. Through our Beds for Kids program, we provide children and youth with beds, bedding, and tools that encourage healthy bedtime habits so that they can get the quality and sufficient sleep they need to thrive.

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

Chester, Delaware, Philadelphia, Bucks and Montgomery counties

Describe Population Served & Annual Number of People Served:

In order to qualify for the Beds for Kids program families must satisfy three criteria: children must be aged between 2 and 20 years old, they must be living in a family whose income is below the federal poverty threshold and they are sleeping with inadequate bedding. Each of these criteria are assessed by the partner agency making the referral at the point of the home visit and confirmed by OHAAT staff. In 2023 the Beds for Kids program served 2107 children. 47% of recipients were female and 53% were male. 47% were Black or African American, 9% were Hispanic, 6% were Caucasian, 1% were Asian or Pacific Islander, 4% classified their race as Other, and 33% did not identify.

18% were between 2 and 4 years old, 49% were between 5 and 11 years old, and 17% were between 12 and 14 years old, 14% were between 15 and 18 years old, and 2 percent were aged 19 and older. 74% of recipients resided in Philadelphia, 11% in Bucks County, 9% in Montgomery County, 3% in Chester County, and 3% in Delaware County.

Annual Budget \$686486 _____	_____2_____ # of Full-Time Equivalent Paid Staff
_____86.5 % of budget for program expenses	_____11_____ # of Board Volunteers
_____6.2% of budget for administrative expenses	_____436_____ # of Active Non-Board Volunteers
_____7.3 % of budget for fundraising expenses	_____2594_____ # of Volunteer Hours

Top 3-5 funding sources:

1. W.W. Smith Charitable Trust
2. Patricia Kind Foundation
3. Nelson Foundation
4. Fox Chase Bank Charitable Foundation
5. Phillie Phanatic Charitable Foundation Inc

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: \$10,000

Proposal Summary:

One House at a Time's (OHAAT) Beds for Kids program is driven by the core belief that no child should ever have to sleep on the floor. Unfortunately, research estimates that in the Greater Philadelphia area there are at least 6,000 children each year going to sleep on the floor or on makeshift beds of blankets, cushions, or other materials that may be available to them. Coupled with insufficient heating or cooling, and the presence of rodents or other infestations, these situations are unbearable.

Every family we serve is living on or below the federal poverty threshold and is seeking to rebuild their lives. Often our families have experienced a physical or emotional trauma that has had a devastating impact on their lives. Over 250 community partners, including the Home of the Sparrow, Mighty Writers, the Chester County Intermediate Unit, and Valley Youth House, identify families who are in need of basic necessities, including beds for their children, and refer these families to OHAAT's Beds for Kids program.

The Beds for Kids program provides an end-to-end solution for families with very limited resources. Very often at the point at which we deliver the beds, the family may have been able to secure a roof over their heads but have very little else. Being able to provide essential items such as beds and bedding, along with 'nice to have' items such as a stuffed animal and bedtime books, brings excitement and a sense of pride to the children who are receiving them. It also provides an overwhelming sense of relief to the parents who have simply been unable to afford to provide these items for their children.

OHAAT is requesting \$10,000 to sponsor 50 children living in poverty in Chester County with a stainless-steel bedframe, memory foam mattress, pillow, sheets set, blanket, quilt, bedtime books, stuffed animal, and a toothbrush, all delivered directly to the home of the child in need. Recipients also receive educational messages about healthy sleep habits via bookmarks and magnets. With beds of their very own and tools that encourage healthy bedtime habits, we can support the children in our community to thrive and let them know they matter.

II. CHESTER COUNTY COMMUNITY FOUNDATION

GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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:*
 - *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.*

OHAAT's mission is to help families establish (or reestablish) self-sufficient lives by providing them with the necessities of a functional home environment. Our current focus is ending child bedlessness in Philadelphia and the surrounding counties. Through our Beds for Kids program, we provide children and youth with beds, bedding, and tools that encourage healthy bedtime habits so that they can get the quality and sufficient sleep they need to thrive.

OHAAT was formed in 1998. Two industrious women equipped with a station wagon delivered donations of furniture and household items to low-income fire and flood victims referred by the American Red Cross. In 2001, OHAAT became an official corporation with 501(c)(3) tax-exempt status, and the Beds for Kids program started as a supplementary program to provide new beds and bedding for children and youth. In 2011, OHAAT's Board of Directors decided to phase out the furniture bank and focus all efforts on the Beds for Kids program. The board felt that Beds for Kids served a more critical need that was not being addressed by any other organizations. By narrowing the focus, the program would be able to be improved and expanded. Since this decision, Beds for Kids has grown from serving 350 children and youth each year to over 2,100 in 2023.

The Beds for Kids program is driven by the core belief that no child should ever be forced to sleep on the floor. While many agencies help low-income families obtain and retain housing, very few help turn their housing into functional homes. Research estimates that in the Greater Philadelphia area there are at least 6,000 children each year forced to sleep on the floor, on sofas, on makeshift beds of blankets, cushions, or any other available materials, or crowded into one bed with others. These arrangements often lead to insufficient and poor-quality sleep. Coupled with issues of insufficient heating or cooling, and the presence of rodents or other infestations, the situation is unbearable.

OHAAT's Beds for Kids program seeks to address this by providing children and youth from low-income families with an appropriate place to sleep. Those in our program must satisfy three criteria: they must be aged between 2 and 20 years old, they must be living in a family whose income is below the federal poverty threshold, and they do not have adequate sleeping arrangements. Many recipients are

transitioning out of shelters or other temporary housing. Some are recovering from fires, floods, or infestations, and others have been sleeping without a bed their whole lives.

Sleep is identified by the Institute of Medicine as being just as important in disease prevention as nutrition and physical activity, yet up to two-thirds of children obtain insufficient sleep for their age. In addition, children of lower social-economic status are at increased risk of sleep concerns. Research shows that sleep problems are linked to worse social-emotional, neurocognitive and academic functioning during early childhood, middle childhood and adolescence. Social-emotional functioning includes stress management (emotional regulation) while neurocognitive functioning includes skills such as attention and inhibitory control. These social-emotional and neurocognitive skills are crucial for academic and social success, and sleep is crucial for these skills. Every child that OHAAT serves is facing chronic stressors that come with living in poverty. Having a bed of their own improves children's sleep significantly. This has been demonstrated by three sleep studies OHAAT conducted in partnership with St. Joseph's University and the Children's Hospital of Philadelphia. These studies quantified the impact of the Beds for Kids program on children's sleep, and demonstrated the long-term health benefits a bed and a healthy sleep routine have on the health outcomes of children.

Children and youth in our program receive a stainless-steel bedframe, memory foam mattress, pillow, sheets set, blanket, quilt, bedtime books, stuffed animal, and a toothbrush, all delivered directly to their home. Recipients also receive educational messages about healthy sleep habits via bookmarks and magnets. With beds of their very own and tools that encourage healthy bedtime habits, children are more likely to get the sleep they need to thrive.

The Beds for Kids program was designed to support the work of other health and human service providers, not duplicate it. Recipients must be referred by one of our referral partners who are best placed to assess the needs of individual families. We are proud of our collaborative approach to service delivery, working side by side with our referral partners to deliver tangible and lasting health solutions to children in our community.

The Beds for Kids 2024 goals are as follows:

- (1) Number served: we aim to provide at least 2,000 children and youth with a complete bedding package
- (2) Leverage: we aim for the value provided to be at least two times its cost (i.e., recipients would have to pay twice as much to purchase the same goods and services on their own).
- (3) Turnaround time: we aim for average turnaround time (from referral to delivery) of no more than 9 days.

OHAAT collects feedback from all of our referral partners; thus far 100% of respondents have confirmed they are extremely satisfied with every aspect of the service they received and would choose OHAAT's Beds for Kids program to assist families in the future. We also collect feedback from the families who receive services from our program to measure how satisfied they were with our communication and levels of service, and also to measure the overall effect the program has had on the family. This is being measured through follow up telephone calls or texts to the families after they have received a bed delivery from us. As we are a small team, the recommendations from these phone calls/texts often result in easy to implement changes such as communication preferences and delivery time slots, but

have also resulted in the larger-scale review of our suppliers. We are in the process of developing a Community Advisory Committee for service users and referral partners to evaluate our processes to ensure a user-focused approach to everything we do.

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.
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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