

## 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)*

## Contact Information

Organization Name: The Salvation Army  
Address: 101 E. Market Street, West Chester PA 19382  
Phone: 610-696-8746

## Date: 5/10/24

ED Name: Major Maria Corraliza  
ED E-mail: Maria.Corraliza@USE.SalvationArmy.Or  
Board Chair Name: Andy Jenkins  
Board Chair Approval (check here):

Website: <https://easternusa.salvationarmy.org/eastern-pennsylvania/west-chester/>

Year Incorporated: 1865

Primary Contact Name: Stephen Brown

Primary Contact E-mail: [epagrants@use.salvationarmy.org](mailto:epagrants@use.salvationarmy.org)

FEIN: 13-5562351

## Organization Information:

### Field/s of Interest:

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

**Mission:** The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

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

All of Chester County

**Describe Population Served & Annual Number of People Served:** The Salvation Army serves thousands of individuals and families in every zip code in Chester County. Our clients are looking for the resources, support, and care they need to lift themselves out of poverty.

**Annual Budget** \$668,700

88% of budget for program expenses

9% of budget for administrative expenses

3% of budget for fundraising expenses

*100% total*

4 # of Full-Time Equivalent Paid Staff

7 # of Board Volunteers

200 per month # of Active Non-Board Volunteers

250 per month # of Volunteer Hours

**Top 3-5 funding sources:** Individual Donations, Red Kettle Income, Private Foundations

**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 Salvation Army proudly serves thousands of residents in Chester County who are struggling with poverty. Our wide-ranging services span every zip code in Chester County and include food distribution, homeless shelters, emergency disaster services, after-school programs and summer camps, utility and rent assistance, and any other human need that may contribute to poverty.

## 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.*

The Salvation Army is one of the world's largest providers of human services to individuals and families in need. We are proud to serve all people in Jesus' name without discrimination. In Chester County, The Salvation Army operates two brick-and-mortar Corps Community Centers in West Chester and Coatesville, as well as an expansive network of volunteer support systems called "Service Extensions." Every zip code in Chester County has a Salvation Army presence that is equipped to serve a wide variety of community needs.

#### **Coatesville Corps Community Center**

669 E. Lincoln Highway, Coatesville, PA 19320

Corps Officers: Lieutenants David & Lilia Soria

Services:

- **Bread to Blessing:** Through donations from various organizations/companies every week, we open our doors every Thursday at 10:30 am - 12:00 pm to anyone in the Coatesville Community for a client-choice supermarket shopping experience. Food varies from cans to fresh vegetables and frozen goods.
- **Clothing and Furniture Vouchers:** Clothing and furniture vouchers are provided based on need and residency in the Coatesville community. They are redeemable in The Salvation Army Thrift store in West Chester on Mondays, Tuesdays, and Thursdays. This service is available once a year per family.
- **Emergency Food Boxes (Food Pantry Service):** Food insecurity and hunger are still a harsh reality for many struggling families in Coatesville. To ensure local families have enough to eat, The Salvation Army of Coatesville provides emergency food boxes to those in need.
- **Prescription Vouchers:** Prescription vouchers are provided based on need and residency in the Coatesville community. We do not fill narcotic or controlled substance prescriptions. Our maximum voucher is \$50.00 per person.
- **Rental Assistance:** Rental assistance is offered to those living in Coatesville and those living in Atglen, Brandamore, Cochranville, Modena, Parkesburg, Pomeroy, Sadsburyville, Steelville,

Suplee, Thorndale, Wagontown, and Birchrunville. To qualify, individuals must provide photo identification and proof of residency. This assistance is available once per year per household.

- Utility Assistance: We provide assistance with electric, heating oil, water, and gas utility bills. To qualify, individuals must reside in specific zip codes we serve in the region and provide photo identification and proof of residency. This assistance is available once per year per household.
- Summer Meals Program: The Salvation Army of Coatesville provides children ages 5-17 breakfast and lunch every Tuesday, Wednesday, and Thursday from 11:00 AM to 1:00 PM. These meals have been delivered to their homes since the pandemic to ensure no children are hungry. The program runs from June- August.

### **West Chester Corps Community Center**

101 E. Market Street, West Chester, PA 19382

Corps Officers: Captains Jesus & Maria Corraliza

Services:

- Community Meal Program: The Community Meal program serves dinner six days a week: Sunday through Thursday and Saturdays. Dinner is a hot meal including a main dish, sides, and dessert. Breakfast is served Monday through Thursday at 7:00am.
- Alcoholics Anonymous: AA meetings are held on Wednesdays at 6:00pm. All are welcome to this open meeting and refreshments are provided.
- Rental Assistance: The Salvation Army of West Chester offers rental assistance to those living in West Chester (19380, 19381, 19382 and 19383). To qualify, individuals must provide photo identification and proof of residency. This assistance is available once per year per household.
- Utility Assistance: Through ESFP funding, The Salvation Army of West Chester provides assistance with electric, heating oil, water and gas utility bills. To qualify, individuals must reside in the following zip codes (19380, 19381, 19382, 19342, 19395, 19087, 19312, 19333, 19335, 19301, 19073 and 19319) and provide photo identification and proof of residency. This assistance is available once per year per household.
- Clothing Vouchers: Clothing vouchers are provided based on need and residency in the greater West Chester community. They are redeemable in The Salvation Army Thrift store on Mondays, Tuesdays, and Thursdays. This service is available once per person in a six-month period.
- Prescription Vouchers: Prescription vouchers are provided based on need and residency in the greater West Chester community. The maximum voucher is \$50.00 per individual.
- Eyeglasses: With a \$5.00 copay and photo I.D. we connect community members with the West Chester Lions Club and Chester County Opticians to provide eyeglasses. This service is available once every two years.
- Railton House: Railton House is a single room occupancy (SRO) program and serves as a bridge for gentlemen who have graduated from The Salvation Army Adult Rehabilitation program and are transitioning back to independent living. Our maximum capacity is seven men.
- Permanent Housing: Through HUD funding, The Salvation Army of West Chester supports permanent housing for those who meet the program standards. Qualifications for eligible individuals include chronic (documented) homelessness and those already receiving social security or disability income. This service is limited to one person per studio/efficiency unit.

In communities where TSA does not have a Corps Community Center, dedicated volunteers organized as "Service Units" provide emergency financial assistance and basic necessities to families and individuals

facing financial crisis. Service Units in Chester County are located in 37 zip codes and are led by year-round volunteers and seasonal volunteers, providing emergency financial assistance to families and individuals in crisis. This expansive safety network was particularly helpful in assisting those in need throughout Chester County during the recent pandemic.

### **Chester County Service Extension**

Serving the following zip codes in Chester County: 19335 Downingtown; 18341 Exton; 19353 Lionville; 19480 Uwchland; 19355 Malvern; 19355 Frazer; 19345 Immaculata; 19344 Honey Brook; 19343 Glenmoore; 19520 Elverson; 19354 Lyndell; 19346 Kennett Square; 19317 Chadds Ford; 19366 Pocopson; 19375 Unionville; 19361 Northbrook; 19350 Landenberg; 19357 Mendenhall; 19377 Ward; 19363 Oxford; 19351 Lewisville; 19352 Lincoln University; 19360 New London; 19362 Nottingham; 19460 Phoenixville; 19425 Chester Springs; 19432 DeVault; 19481 Valley Forge; 19442 Kimberton; 19475 Spring City; 19457 Parkerford; 19390 West Grove; 19311 Avondale; 19347 Kemblesville; 19318 Chatham Leadership: David Burgmayer, Director of Service Extension

Services:

- Emergency Food Distribution
- Emergency Financial Assistance (including rent and bill assistance)
- Disaster Relief
- Thanksgiving & Christmas Assistance
- Community Care Ministry (visitation to area nursing facilities)
- Camp Ladore Summer Camp for Children
- Back to School Assistance

### **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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*Connecting people who care with causes that matter,  
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