

## 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 9/11)

- ◇ 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. 11** 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) 696-8211** 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: 9/4/2024**

## Contact Information

Organization Name: Arts Holding Hands and Hearts  
Address: 110 East State St, Kennett Square PA 19348  
Phone: 484-883-2367  
Website: [www.ahhah.org](http://www.ahhah.org)  
Year Incorporated: 2013  
FEIN: 46-2698782

ED/CEO Name: Jan Michener  
ED/CEO E-mail: [jan@artsholdinghandsandhearts.com](mailto:jan@artsholdinghandsandhearts.com)  
Board Chair Name: Jonette Marcus  
Board Chair Approval (check here):   
Primary Contact Name: Jan Michener  
Primary Contact E-mail:  
[jan@artsholdinghandsandhearts.com](mailto:jan@artsholdinghandsandhearts.com)

## Organization Information:

### Field/s of Interest:

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

**Mission:** Building equity and justice by empowering youth, strengthening families, and mobilizing communities through arts, literacy, and mindfulness.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Certain programs serve all of Chester County, but we are primarily focused in Coatesville and Kennett Square.

**Describe Population Served & Annual Number of People Served:** AHHAH works with underserved and at-risk youth in Chester County, serving approximately 8,500 annually through direct programming.

**Annual Budget** \$455,075       1.5  # of Full-Time Equivalent Paid Staff  
 83  % of budget for program expenses       7  # of Board Volunteers  
 15  % of budget for administrative expenses       40  # of Active Non-Board Volunteers  
 2  % of budget for fundraising expenses       1,000  # of Volunteer Hours  
100 % total

**Top 3-5 funding sources:** Justamere Foundation, PECO, program revenue, individual donors

**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:** AHHAH requests funding for the development of our five-year strategic plan to ensure the sustainability, growth, and effectiveness of AHHAH's programs and leadership.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

### 1. Nonprofit's history, goals, key achievements & distinctiveness

AHHAH serves our most vulnerable youth in Chester County, with a primary focus on residents of Coatesville and Kennett Square. Our mission is to build equity and justice by empowering youth, strengthening families, and mobilizing communities through literacy, mindfulness, and the arts. AHHAH uses four strategies (C.A.L.M.) to offset the stressful effects of long-term poverty:

- **Community** partnerships and programs connect and engage youth, families, and seniors
- **Arts** programming encourages youth to explore their authentic voices
- **Literacy** initiatives enable youth to succeed by becoming powerful readers, writers, and thinkers
- **Mindfulness** instruction improves attention, self-awareness, self-regulation, and resilience in children, teachers, and caregivers

Since our inception in 2013, we have been guided by the vision that every child in Chester County should have the tools and opportunities they need to achieve their highest capacity. AHHAH's first programs were trauma-sensitive yoga and expressive arts classes for youth in the Chester County Youth Center (CCYC), a detention center in Pocopson. Since more than 40% of individuals at CCYC are from Coatesville, AHHAH made Coatesville our base, with a goal of reducing the systemic flow of Coatesville children into the juvenile justice system. Since then, we have consistently and strategically added programming to support this goal.

With a growing recognition of the impact of trauma and Adverse Childhood Experiences (ACEs) on disadvantaged children, our trauma-informed programs take a distinctive approach to helping children manage stress and focus attention.

AHHAH believes that challenges associated with ACEs can be addressed with three highly integrated disciplines – literacy, mindfulness, and the arts – to help children achieve a different understanding of themselves, their place in the world, and their futures.

**Literacy:** We focus on literacy because a child's ability to read directly impacts their ability to succeed. Studies have shown that reading below grade level lowers a child's chances of completing their education and it increases their chances of dropping out of school and entering the juvenile justice system.

**Mindfulness.** All our face-to-face programs are trauma-informed and teach children affected by ACEs techniques to calm their minds, regulate their emotions, and focus their attention. Mindfulness practice is woven into all our classes.

**Arts:** Youth in AHHAH's writing, visual arts, and filmmaking programs learn they have agency and impactful voices. Exposing them to their own power to create helps build the self-esteem required to believe that change is possible. Participating with others in group creativity and storytelling, children learn empathy and cultivate caring communities.

## 2. Funding request

### ***How will this capacity building initiative impact your nonprofit?***

The timeline of AHHAH's current strategic plan ends this year, so we are in need of a new guiding document for the years ahead. The past few years have seen significant growth in our organization and programs. Our strategic planning process will address this growth related to sustainability and create a framework of goals, actionable initiatives, and key milestones for the next five years.

This process will allow us to examine AHHAH's operations and capabilities in a larger environmental context, with input from our staff, board, program facilitators, community partners, funders, and other stakeholders. Both staff and board leadership are committed to examining all aspects of our operations, our environment, and how we can best serve the community moving forward.

Included in the strategic planning process is leadership succession planning and an executive transition plan to ensure continued organizational stability in the event of a leadership transition in the years ahead.

### ***How will this impact be measured?***

Impact will be measured through the successful completion of the strategic planning process and in ensuring all goals and milestones put in place are in progress or achieved. Rather than a traditional strategic plan that gets filed away, we expect this to be a living document that will provide ongoing assistance with decision-making and strategizing. It will be reviewed throughout the year by our staff and board to measure our performance in relation to our stated goals and the initiatives presented in the plan.

With a clear and achievable timeline for goals and actionable initiatives, we anticipate a seamless and straightforward assessment of impact.

***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.***

There are three main components to our strategic planning proposal:

1. Leadership Succession Plan
2. Executive Transition Plan
3. Annual Action Plan

Implementation of this process includes the following activities:

1. Conduct comprehensive assessment and stakeholder engagement
2. Facilitate strategic planning workshop
3. Develop detailed strategic and annual action plans
4. Create executive transition plan

The timeline for the planning process is expected to take approximately one year, including follow-up coaching sessions with AHHAH's executive director focusing on leadership transition. The anticipated timeline is:

- Month 1: Initial assessment and stakeholder survey
- Months 2-3: Strategic planning workshop and drafting
- Month 4: Leadership succession planning and drafting
- Months 5-6: Finalizing the strategic plan and annual action plan
- Months 7-12: Monthly one-hour coaching sessions for executive director

The total budget for our strategic planning proposal is \$10,000.

For more details on activities and implementation, please see the attached proposal from Kim Andrews Nonprofit Consulting LLC.

Kim Andrews has 15+ years of experience as an entrepreneurial and creative nonprofit executive leader and an additional 10 years as a nonprofit staff member. In the capacity of Kim Andrews Nonprofit Consulting LLC, she offers specialized guidance and support to nonprofits, focusing on enhancing organizational capacity, refining strategic direction, and strengthening governance structures equitably to enable nonprofits to achieve their missions effectively.

### 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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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