



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**.

Capacity Building Grants (No Deadline)

- ◇ 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 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) 696-8211** or grants@chescofc.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.chescofc.org

Date

Contact Information

Organization Name: The Oaks Ministry
 Address: 290 Bethel Road, Oxford, PA 19363
 Phone: 484-368-7268
 Website: <https://oxfordoaksministry.com>
 Year Incorporated: 2015
 FEIN: 47-3342955

ED/CEO Name: Robin Martin
 ED/CEO E-mail: robinmartin3@hotmail.com
 Board Chair Name: PJ Sheese
 Board Chair Approval (check here)
 Primary Contact Name: Dawn Grieco
 Primary Contact E-mail: dawn.oaksministry@gmail.com

Organization Information:

Field/s of Interest:

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

Mission: The mission of the Oaks Ministry is to provide hope, healing, and restoration in a Christ-centered residential environment for women in need. We believe every woman can be changed by the knowledge of and a personal relationship with Jesus Christ. The Oaks Ministry strives to show the love of Christ to women who are facing difficult times and are in a transitional state of life.

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

The Oaks Ministry currently has three homes in Oxford, PA, and Wakefield, PA to be used for transitional housing and Christian-based support services for women actively working toward financial stability. Although our homes are located in Chester and Lancaster County, The Oaks Ministry will consider applications from women who are not local.

Describe Population Served & Annual Number of People Served:

The Oaks Ministry provides transitional housing and Christian-based support services for women actively working towards becoming all that God created them to be. Many of these women need significant support to move toward self-sufficiency. In 2023, Oaks Ministry served a population of women comprising of 84%

Caucasian, 11% African American, and 5% Latina. Further, 16% of clients identified as young adults ages 18-25, 58% identified as adults ages 26-55, and 26% identified as seniors ages 55 and up.

Annual Budget \$306,840	_____ # of Full-Time Equivalent Paid Staff
_____ % of budget for program expenses	_____ # of Board Volunteers
_____ % of budget for administrative expenses	_____ # of Active Non-Board Volunteers
_____ % of budget for fundraising expenses	_____ # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources:

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 Oaks Ministry (OM) provides transitional housing and support for women experiencing homelessness, often due to substance abuse or involvement in the criminal justice system. Our programs include financial and mental health counseling, mentorship, and community-building activities such as a Christian 12-step program and Bible study to navigate out of homelessness or difficult situations. OM’s residential program spans 9 to 18 months and is divided into three phases: initial stabilization, financial and employment guidance, and goal tracking. Upon graduation, residents are expected to achieve financial stability, rebuild relationships, and maintain sobriety. OM seeks immediate funding to address the growing demand for its services, which offer critical support to vulnerable women. OM is specifically requesting funding to expand the hours of its case manager, who will enhance program efficiency and track resident progress through new software. The impact of the expansion will be measured through resident success in achieving personal goals and improvements in program effectiveness.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Oaks Ministry (OM) provides hope, healing, and restoration through Christ-centered transitional housing for women in need. OM believes every woman can be transformed through a relationship with Jesus Christ. Our mission supports women facing difficult times, helping them work towards self-sufficiency by offering resources to break cycles of dependence. OM currently operates two homes in Oxford, PA, and one in Wakefield, PA, providing housing and Christian-based support services for women striving for financial stability.

In June 2012, OM founder Robin Martin envisioned the ministry and spent years building a community foundation through partnerships with churches, leaders, and volunteers. In February 2015, OM became a 501(c)(3) non-profit in Pennsylvania. Media Mennonite Church (now Waterway Church) provided a farmhouse for OM's first Oaks House, leasing it for \$1 per month, with OM covering renovation costs. The home was restored by January 2016, and residents moved in by February. A second house, Oaks 2, opened in September 2016, and Oaks 3 followed in 2023 as demand grew.

2. Funding request

● Description of key initiatives

OM provides transitional housing and support for women facing homelessness, often linked to substance use and involvement in the criminal justice system. Beyond basic needs, OM offers 1:1 financial counseling to reduce debt and improve credit, as well as mental health counseling. Each woman is paired with a mentor for friendship and support, and they participate in community-building programs like a Christian 12-step program and Bible study. OM initiatives operate in a 9-to-18-month residential program for women in need, which consists of three main phases. As the program grows, more formal milestones beyond financial ones will be established for the completion of each phase.

Phase I: The first phase of the program will last about 2 to 3 months. The program begins with an orientation and evaluation of the resident holistically (mentally, emotionally, spiritually, physically, financially, and relationally). The focus of the first phase is to establish a sense of safety, stability, and security in a new living arrangement. Additionally, this is a period of time to establish new relationships, new routines, and new disciplines as residents participate fully in all elements of the day and evening programs.

Phase II: The second phase of the program will last approximately 4 to 9 months. The program continues with the introduction of full or part-time employment and the launch of the financial management aspects of the program. During this phase of the program, residents will be required to meet with their financial advisor to set up short and long term financial goals and create action plans with accountability to achieve their goals. The resident will continue with active participation in all programs outside of work hours. This phase of the program will vary in length for residents based on their financial literacy, individual financial needs, and successful accomplishment of financial goals.

Phase III: The third and final phase of the program will last approximately 4 to 6 months. The program concludes with the tracking of individual short term and long term goals.

● Specific needs & issues to be addressed

OM addresses the critical issue of homelessness among women, often compounded by struggles with substance abuse and involvement in the criminal justice system. Many of these women face significant barriers to self-sufficiency, including financial instability, mental health challenges, and a lack of supportive relationships. Without access to stable housing and tailored support services, they are at high risk of remaining trapped in cycles of dependence and vulnerability.

● Why it is important to fund this now

OM's work should be funded now because the need for safe, supportive housing and recovery services for vulnerable women is at a critical point. With increasing homelessness, substance abuse, and mental health struggles, especially among women with backgrounds in the criminal justice system, immediate funding can provide life-changing opportunities for healing and stability. Supporting their work now enables the ministry to expand its capacity, meet the rising demand for services, and offer timely assistance to women who might otherwise remain trapped in cycles of poverty, addiction, or abuse. Early intervention through housing, counseling, and mentorship is essential to breaking these cycles and fostering long-term independence.

● How impact & results will be demonstrated

Our work is focused on the essential growth of the women who enter our program. Many of our clients come to OM homeless, jobless, and hopeless. Our success rides on their effort as well as mindset, and includes many life goals that are individualized based on client background, lifestyle, criminal history, family of origin, and financial obstacles. Women enroll at OM on a rolling basis, and it is expected that these goals would be met upon graduation, approximately 18 months after the initial enrollment.

Upon graduation, it is expected that all women in the program have completed the following:

- Attend 90% of monthly OM workshops
- Abstain from drug and alcohol addiction
- Rebuild broken relationships with family and friends
- Create individual financial goals with OM Financial Advisor
- Attend 90% of OM Financial Advisor appointments
- Attend 90% of OM bi-weekly mental health counselor appointments
- Create goals and positive routines
- Build strong and healthy relationships
- Obtain and retain sustainable, safe housing
- Obtain and retain living-wage employment
- Create and follow a budget
- Open bank checking and savings accounts
- Obtain a savings account balance equal or greater to 2 months salary.
- Pay down 50% or more of outstanding debts and fines
- Secured drivers license, insurance and a personal vehicle to foster greater self-sufficiency.
- Express hopefulness for the future

● For capacity building grant proposals:

o *How will this capacity-building initiative impact your nonprofit?*

An area of need for organizational capacity building is extending the hours of our current case manager position. OM piloted this role for the past six months to address the unique needs of our women, particularly during their first 60 days with assistance in identification, insurance, EBT, and other program enrollments. With the introduction of a new software system, we aim to expand this role and track more data on goals and accomplishments across all dimensions of wellness. Currently, the case manager is compensated at \$15/hour for 20 hours a month. We would like to increase this to 15 hours a week, allowing her to work more closely with each resident on financial, physical, and daily needs. Expanding this role would enhance program efficiency, ensure consistent support, and enable the ministry to grow without sacrificing care quality.

o *How will this impact be measured?*

The impact of this grant will be measured through several key indicators: tracking the increase in the case manager's hours from 20 hours a month to 15 hours a week; monitoring the enhanced support provided to residents in various dimensions of wellness (financial, physical, daily needs) and their progress in these areas; evaluating the success rate of residents in setting and achieving personal goals using data from the new software system; assessing improvements in program efficiency and coordination of services; collecting feedback from residents about the support and assistance provided; and analyzing the quality and quantity of data on resident progress and overall program effectiveness. These measures will gauge how the expanded role contributes to better outcomes for residents and the overall effectiveness of the ministry's programs.

- o *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.*

Should OM's Capacity request be fulfilled, our Case Manager would begin an increased hourly schedule upon grant reception. The updated cost of the Case Manager position for the \$15 hourly rate/ 15 hours per week is \$11,700. With this ability to compensate this position for increased hours, OM's Case Manager will be equipped to increase program efficiency, ensure consistent support, and enable the ministry to grow without sacrificing quality.

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