

## 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

### Contact Information

Organization Name: Family Promise of Southern Chester Co.	ED/CEO Name: Carol M. Lowe
Address: 1156 W. Baltimore Pike	ED/CEO E-mail: ed@familypromisescc.org
Phone: 610-444-0400	Board Chair Name: Tom Sausen
Website: www.familypromisescc.org	Board Chair Approval (check here): <input checked="" type="checkbox"/>
Year Incorporated: 2015	Primary Contact Name: Carol M. Lowe
FEIN: 35-2518819	Primary Contact E-mail: ed@familypromisescc.org

### Organization Information:

#### Field/s of Interest:

<input type="checkbox"/> Arts, Culture & Humanities	<input type="checkbox"/> Environment/Animal Welfare	<input type="checkbox"/> Education
<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Religion

**Mission:** Family Promise of Southern Chester County helps families with children experiencing homelessness achieve sustainable housing and stability.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): FPSCC serves families residing within the four southern Chester County school districts: Kennett Consolidated, Avon Grove, Oxford Area, and Unionville-Chadds Ford.

**Describe Population Served & Annual Number of People Served:** In 2023, Family Service of Southern Chester County served more than 250 people. About 13 families/40 individuals resided in our Promise House units. The remainder of those served received case management to prevent homelessness and build family strength and resilience. About 70% of the individuals served are children. 36% of participant families last year identified as non-Hispanic Black, 27% as non-Hispanic White, 27% as Hispanic, and 9% as Asian. 82% of families were led by single parents, and 73% of families we served were facing their first encounter with homelessness.

<u>Annual Budget \$598,274</u>	<u>3.0</u>	# of Full-Time Equivalent Paid Staff
<u>69</u> % of budget for program expenses	<u>15</u>	# of Board Volunteers
<u>11</u> % of budget for administrative expenses	<u>200</u>	# of Active Non-Board Volunteers
<u>20</u> % of budget for fundraising expenses	<u>500</u>	# of Volunteer Hours

100 % total

### Top 3-5 funding sources:

Key Bank Foundation: \$300,000 (three-year award)  
 Connelly Foundation, \$40,000 (two-year award)  
 AstraZeneca, \$25,000

**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:** \$ 1,142

**Proposal Summary:** Family Promise would use these capacity building funds to support the upgrade of our development database, Bloomerang, to include the system's volunteer management module. As we work to plan a Mentoring Program to benefit our participants, the improved ability to track and manage our volunteer activities will be a great help.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

Family Promise of Southern Chester County (FPSCC) was founded in 2015 with the purpose of supporting families with children who are facing homelessness, helping them attain sustainable housing and stability. Our mission is fueled by the growing concerns of family homelessness

In 2022, following a disruptive pandemic and a change in internal leadership, Family Promise transitioned from a model in which families were housed in the evening at local churches to a model in which we maintain rental units (six at this time) where families live while they receive comprehensive case management services and gain strength to transition to housing independence. We operate the only emergency shelter program for families in southern Chester County, an essential function in a community in which housing costs have risen out of reach for many of our lower-income neighbors.

As inflation rises and housing becomes increasingly unaffordable for many we serve, we expect to see continued growth in the need for housing assistance. For some families, we can provide shelter (our Promise House units) as well as intensive case management. For others, we can provide short-term support to avoid homelessness along with case management to help each household improve their financial stability. In 2025, we plan to launch a Mentoring Program that will leverage our passionate base of volunteers (including bilingual volunteers) to provide more support and guidance to families on their journeys to self-sufficiency.

### 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 work of Family Promise includes three main components, which we employ separately or together depending upon each family's needs:

**Diversion (Promise Made):** Aims to prevent families from entering shelter by providing immediate financial assistance and support services to resolve housing crises and maintain stable housing.

**Promise House:** Offers shelter and case management services for families experiencing homelessness for up to 120 days in an apartment-like setting, focusing on providing a safe and supportive environment while helping them transition to stable housing. This program offers the region's only emergency shelter

for families. At this time, we are able to offer Promise House locations to up to eight families at a time, a service for which we always have a waiting list.

**Stabilization (Promise Kept):** Provides ongoing support to families up to one year after securing housing to ensure long-term stability and prevent future crises and incidences of homelessness.

The need for intensive support for families in difficult financial circumstances has become increasingly pressing over the past few years, as the pandemic, rising inflation and very high food and housing costs have pushed lower-income households to their financial limits. We are proud to have the Promise House program, southern Chester County's only shelter for families, to provide safe housing for families at risk. However, we have room for just eight families at any given time in Promise House units. For other families, we provide intensive case management and support to help them strengthen their economic circumstances over time so that they will not become homeless. At the same time, we work to support each family member so that they are able to continue normally at work or in school, keeping their life trajectories and futures on track despite the housing challenges they face.

Other comparable housing organizations have successfully utilized a volunteer-based mentor-mentee model to provide long-term practical, knowledgeable and moral support for families working to rise out of poverty. Family Promise has developed a plan for a pilot program which would build this mentoring model at our organization, empowering us to provide more support for our Promise House families and also meaningful support for the many families we help each year who will not reside in Promise Houses. We are applying for funding from several potential supporters to launch this pilot program in early 2025.

Family Promise is fortunate to have a broad network of volunteer groups and congregations in our community who are eager to support our work. A significant number of these potential volunteers are bilingual in Spanish and English. Volunteer mentors will undergo training (to include active listening skills, coaching skills, and confidentiality expectations) and background checks. The program's Manager will promote the program among our current participants and at local organizations serving similar populations. S/he will match the mentor-mentee pairs, provide ongoing support for the mentorship, and evaluate program results with data from both mentors and mentees. The Manager will also create program workflows, recruit and train volunteers, and organize periodic workshops on specific topics that will enable mentor-mentee pairs to meet, engage with and learn from one another.

For the first year of the program, we anticipate assisting at least 20 mentor-mentee pairs, which will benefit an additional 40 people in the families of mentees. The goals we will measure to determine the success of mentorships will relate to our organizational goals for each participant family. Together, these gains will strengthen both the families we serve and the community in which they live. Our goals are to:

Empower Families Towards Stability: 80% of participating families will achieve stable housing within one year of joining the program.

Enhance Family Well-Being: 70% of families will report an improvement in their overall well-being and self-sufficiency by the end of the program.

Strengthen Community Connections: 90% of families and mentors will maintain a connection after the formal mentoring period ends.

Develop Life Skills: 75% of families will demonstrate improved life skills and greater confidence in managing day-to-day challenges.

Family Promise utilizes Casebook, a platform designed to help social workers manage their caseloads, service referrals and external referrals. Using Casebook, Family Promise tracks the number of unique individuals and families served across all programs as well as data regarding family composition, race, and ethnicity. For the Mentorship Program, we will utilize exit surveys from mentees, as well as collect and track regular data about their achievement of specific goals (such as savings, education, employment, enrollment into benefits, relocation to new affordable housing, etc.).

While Casebook is the platform we use to track our social work activities, we will need a different tool to facilitate the increased volunteer hours and data that we will need to track upon launching a mentoring program. Casebook is designed to track participant activity rather than volunteer management. We would like to expand our access to Bloomerang, the database Family Promise currently uses to manage our charitable contributions. Bloomerang has a dedicated volunteer module that will cost \$1,142 to purchase and install. Adding this technological capacity will provide important support as we prepare to launch, implement and measure the impact of our new Mentoring Program in 2025.

Families struggling with low income, high rent and utility costs, high food costs, transportation and language barriers, and limited job opportunities need personalized, long-term support to help them solve problems, build financial literacy and strength, and ultimately chart a course for stronger family futures. A volunteer-based mentorship program can help Family Promise accomplish this objective within the reality of our modest annual budget and staffing. With the right technology support, we will be poised to make this program a success from the start. It is our hope that this investment will pay off each year with more and more southern Chester County families primed for success.

### 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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CHESTER COUNTY  
**community**  
FOUNDATION

*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