

## 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: A Haven

Address: 623 N Pottstown Pike Exton, PA 19341

Phone: 484.716.1807

Website: ahaven.org

Year Incorporated: 2018

FEIN: 81-3342825

ED/CEO Name: Michelle Noble

ED/CEO E-mail: Michelle@ahaven.org

Board Chair Name: John Kane

Board Chair Approval (check here):

Primary Contact Name: Michelle Noble

Primary Contact E-mail: Michelle@ahaven.org

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

### Mission:

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

We serve all of Chester County.

### Describe Population Served & Annual Number of People Served:

Annual Budget \$ 536,000 4 # of Full-Time Equivalent Paid Staff

64 % of budget for program expenses 13 # of Board Volunteers

17 % of budget for administrative expenses 25 # of Active Non-Board Volunteers

18 % of budget for fundraising expenses 586 hrs for fy 23/24      # of Volunteer Hours

100 % total

### Top 3-5 funding sources:

**Is this grant proposal for:** Capacity Building  or General Operating

**Grant Amount Requested from the Community Foundation:** \$ 5,000

### Proposal Summary:

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

A Haven was founded in 2018 because Chester County was the only county who had a significant gap in services for grieving children and families.

A Haven offers grief support for children ages 3-25yrs and their caregivers when someone has died. We support children onsite at A Haven and offsite within the school partnering with school counselors. All our grief support services to children and families are provided at no cost. We offer peer-to-peer-based support groups for children & families, middle & high schoolers, and young adults. These are offered in the evenings after school and are tailored to the relationship the child has to the person who died. These groups are led by 2 trained grief clinicians to ensure that our families and our volunteers are safe and supported. We currently have over 30 active volunteers who support these groups. It is through the support of volunteers that we can offer these services at no cost to families or students. We are highly dedicated to equipping and supporting our volunteers to build those relationships which are one of the factors that strengthen resilience to adverse childhood experiences.

We offer the same peer to peer based support to elementary, middle, and high schools within a 6 week group. When we can partner with schools, we believe that we can help lower the socioeconomic gaps that often impact a child's ability to access our onsite groups to ensure that every child has access to grief support. These groups are facilitated by our trained team.

A Haven, in our 7 years of existence has grown into being Chester County's family grief center. Receiving nonprofit of the year by Downingtown Thorndale Chamber of Commerce in 2020, a staff member receiving Vista Today millennial megastar, being the community partner of the year for two years in a row for Women's Business Connection,

**Our key initiative for this grant is sustaining our teen night. Currently teen night is one of our largest groups with 15-20 teens attending regularly. It is important to fund this now so we do not have to put any teen looking for support on a waitlist. Grief work is preventative work. Impact will be demonstrated by the group continuing to grow and not having a waitlist.**

## 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