

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 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@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

Date 9/9/2024

Contact Information

Organization Name: Friends Association for Care
& Protection of Children

Address: 113 W. Chestnut Street, West Chester, PA 19380
Phone: 610-431-3598

Website: friendsassoc.org

Year Incorporated: 1822

FEIN: 23-1381006

ED/CEO Name: Joyce Chester

ED/CEO E-mail: j.chester@friendsassoc.org

Board Chair Name: Yolanda van de Krol

Board Chair Approval (check here):

Primary Contact Name: Tamara Fox

Primary Contact E-mail:

t.fox@friendsassoc.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission: Friends Association's mission is to provide programs and services that prevent and end homelessness and promote the independence of families with children.

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

Chester County

Describe Population Served & Annual Number of People Served:

Our target population includes families with children who are homeless or at risk of homelessness. Most have incomes at or below 100% of the federal poverty level and the majority are families of color.

Annual Budget \$ \$2,959,429 # of Full-Time Equivalent Paid Staff

62 % of budget for program expenses 14 # of Board Volunteers

26 % of budget for administrative expenses 101 # of Active Non-Board Volunteers

12 % of budget for fundraising expenses 505 # of Volunteer Hours

100 % total

Top 3-5 funding sources:

ARPA: \$891,239 **Pennsylvania Housing Affordability Fund (PHARE):** \$400,000 **CC Dept. of Community**

Development: \$120,000 **Vanguard Hometown Grants:** \$45,000, **John Gailey:** \$30,206

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:

Friends Association respectfully requests a grant of \$5,000 to assist us in completing a new strategic planning process. After 3 years of significant growth and development in our programs our goal is to lay the groundwork for continued, sustainable growth in our capacity to prevent and end homelessness for families with children living in Chester County.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

For over 200 years, Friends Association has been dedicated to ensuring the safety and wellbeing of children. Over the years we have refined our service model as our understanding of the needs of vulnerable children has evolved and we currently focus on housing stability, offering a continuum of care that meets families at each possible point of entry.

Taking a two-generation approach, we coordinate high-quality early learning access (Head Start, Early Head Start) for all children under the age of five. As so many of the families we serve are struggling with issues related to trauma, we work closely with behavioral health providers to incorporate these services into our emergency housing model of care.

Responding to the extraordinary housing pressures created by the COVID 19 pandemic, Friends Association worked with Chester County's Department of Community Development to create our Eviction Prevention Case Resolution Program and stewarded over \$4 million in emergency rental assistance funding awarded to the county through an American Rescue Plan Act (ARPA) grant. Our EPCR Program has been cited by the Housing Alliance of Pennsylvania for its effectiveness in preventing evictions in the district court jurisdictions we currently serve. We offer the only non-congregate family shelter in the county. Families are housed in private apartments, which allows families of all compositions to stay together and minimizes the trauma of temporary housing for both parents and children.

Friends Association believes that housing is a basic human right and that without the safety and security of a home, children cannot flourish. We aspire to build a community rooted in justice, built on equity, and grounded in the knowledge that we are all deserving of a home. To that end, we have built relationships in the business community and with local, state, and federal officials, advocating for long-term sustainable housing solutions for all families in Chester County.

2. Funding request

• Description of key initiatives

Our Eviction Prevention and Case Resolution (EPCR) Program provides mediation with landlords and legal representation during eviction proceedings combined with tenant counseling with the goal of preventing episodes of homelessness while our Housing Recovery and Stabilization Program offers short-term emergency housing combined with long-term case management and life skills training to help families experiencing homelessness return to permanent, sustainable housing. In fiscal 2023-24 we provided services to 1,410 individuals in 498 households. 47% were children under age 18.

• Strategic planning project overview

In 2022, with the completion of Friends Association's 2018 to 2021 strategic plan, the board and staff initiated a new strategic planning process. Before the project was completed, Jennifer Lopez, Friends Association's CEO, notified the board of her decision to retire and planning was suspended. In February 2024, Joyce Chester joined the organization as its new CEO. In the interim, Friends Association had undergone significant change and growth in its programs and scope of services and a decision was made to begin a new strategic planning process rather than moving forward to complete the previous plan. We have selected Compass Pro Bono and are hoping to begin the planning process in October.

- **Measuring impact**

Our immediate goals are to create a refreshed mission statement that is both inspirational and clear in articulating the overarching mission of the organization, to create a meaningful DEI statement and policies, and to develop a detailed work plan that will serve as a blueprint for the development and delivery of programs and for sustainable growth over the coming three years. The priorities set forth in the work plan will be driven by the language in the mission statement.

Longer-range impact will be measured by evaluating key performance indicators including community impact – number of families served as well as short and long-term housing stabilization metrics – and sustained fundraising growth.

- **Activities, timeline, and costs**

As mentioned above, Friends Association has selected Compass Pro Bono as the consulting firm for our planning process. A copy of their proposal is attached. While Compass offers some pro bono services, their strategic planning services are offered as a paid consulting service consistent with other nonprofit consulting firms. Compass has over 20 years of strategy consulting experience working with local nonprofits in communities in and around Washington, DC, Philadelphia, Chicago, and the Twin Cities. They have served 2,700 nonprofits, completed 1,430 consulting projects, and made 8,170 matches. Compass has outlined a 4 phase process as follows:

Phase 1: Confirm strategic questions, deliverables, and work plan

Phase 2: Assess the current state – conduct focus groups, interviews, etc to solicit feedback regarding strengths, challenges, and opportunities

Phase 3: Formulate strategic priorities – based upon board, staff, and community feedback, develop overall priorities for the coming 3 years

Phase 4: Develop the strategic framework and implementation plan – build specific goals, objectives, and an action plan based upon the priorities created in Phase 3.

We anticipate early planning activities to begin in October with a goal of completing the process within 6 months.

The main cost for the project will be Compass’s \$21,500 consulting fee. Incidental costs including office supplies and materials, meal or refreshment catering for board/staff meetings and focus groups are also included in the attached budget.

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