

## 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: October 16, 2024**

## Contact Information

Organization Name: Kennett After-School Association

Address: PO Box 1068, Kennett Sq., PA 19348

Phone: 610-268-5889

Website: [www.afterthebell.org](http://www.afterthebell.org)

Incorporated: 1998

FEIN: 23-2984132

ED/CEO Name: Paola Rosas

ED/CEO E-mail: [afterthebell@kcsd.org](mailto:afterthebell@kcsd.org)

Board Chair Name: Dr. Rudy Karkosak

Board Chair Approval (check here):

Primary Contact Name: Paola Rosas

Primary Contact E-mail: Same

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare  Education

Health

Human Services

Religion

**Mission:** *After-The-Bell provides a supervised after-school program of recreational, social, and academic skill-developing activities for Kennett Middle School students. The program is led by community volunteers and provided without charge.*

**Geographic Area Served:** All students attend middle school in the Kennett Consolidated School District, which includes the communities of Kennett Square Borough, Kennett Township, New Garden, and a portion of East Marlborough. While the majority of students attend Kennett Middle School, the program is available to students who reside in the district and are home-schooled or attend charter schools.

**Describe Population Served & Annual Number of People Served:** Demographic information for our students is calculated at the end of each fiscal year. Therefore, the most current information we have is for our 2023-24 fiscal year. In 2023-24, we had 350 unique students, representing 37.9% of the population of Kennett Middle School. When we multiplied the number of students by the days per week each student attended, we served 1,125 students. (This latter number is vital to our planning efforts because it helps us to determine how many activities and healthy snacks we need for students each day.)

In 2023-24, 49.1% of ATB students qualified for Free & Reduced Lunch, 15.1% were identified with Special Needs, and 36% lived in homes where Spanish was the primary language. In regard to ethnicity, 42.9% of students were Caucasian, 47.4% were Hispanic, 2% were African American, 3.7% were Asian and 4% were multiethnic.

**Annual Budget:** \$229,802.54

69 % of budget for program expenses

15 % of budget for administrative expenses

16 % of budget for fundraising expenses

100 % total

2.5 # of Full-Time Equivalent Paid Staff

14 # of Board Volunteers

147 # of Active Non-Board Volunteers

3528 # of Volunteer Hours

## **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: \$8,000**

**Proposal Summary:**

After-The-Bell is most grateful to many of the donor-advised funders of the Chester County Community Foundation for their past support of our long-standing and highly successful after-school program. We recently marked our 25<sup>th</sup> anniversary and, as we look to the future, we are focused on enhancing our program to address the interests and challenges of adolescent students in our changing world.

The continued support of the CCCF community is an important aspect of our plans to create new and relevant activities for our students in fields including science, engineering, computer coding, and robotics. In addition, we will continue to offer popular activities in fields including the arts, cooking, environmental protection, academic support, as well as all manner of sports and games. Unless specifically designated, grants from CCCF funders help us to offset the cost of supplies, activity fees, transportation to offsite activities, and healthy snacks for our students and volunteers.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

**History** – The Kennett After-School Association was founded in 1998 to address the problem of adolescent students in the area who were home alone after school. A community listening study had revealed that such students were at risk of engaging in inappropriate behaviors or being exploited by those who sought to take advantage of their vulnerability. A small group of committed individuals associated with the Episcopal Church of the Advent in Kennett Square determined to address the problem through the creation of an after-school program available to all middle school students at no cost to any family. And thus, After-The-Bell was born.

Since we opened our doors on January 19, 1999, we have provided exciting, unique, meaningful and safe activities to 7,450 students. This was done with the help of more than 1,000 volunteers who shared their time, expertise and passions with our students. And all of this was made possible due to the generosity of the local community as well as businesses and foundations that support our efforts. No student or family has ever paid for the services we offer, and we know that this has been the key to our noteworthy success.

**Goals** – Each year, our staff prepares a list of goals for the coming year, approved by our Board of Directors. Our primary goal is always to ensure that the students we serve have a safe, rewarding and memorable experience at After-The-Bell. Additional goals for the coming year include the preparation of an in-depth strategic plan to consider the future of the program. (More information on this initiative will be provided below.) We are reviewing some of our longest-running and most important activities to determine how we can enhance them to better meet the needs of students in our changing world. Chief among these is our *Brain Base* academic support activity. We are currently dealing with transportation issues due to the nationwide bus driver shortage and we are focused on finding ways to address this challenge. In addition, we are also seeking ways to attract new volunteers to ensure that we are able to keep our growing population of students safe and engaged in meaningful after-school experiences.

**Key Achievements** – Last year, we were excited to celebrate the 25<sup>th</sup> Anniversary of After-The-Bell. We were inspired by the community's support of this milestone which led to one of the most memorable years in our history. The following are examples of some of the achievements we experienced:

- We served 350 students representing 37.9% of the Kennett Middle School population. During the last two years, we have seen the largest participation rate of KMS students that we have seen since 2004. Last year, we added 18 new activities in genres including STEM, the arts, and career exploration.
- We hosted a number of exciting events to commemorate our anniversary, culminating in a grand finale event in April 2024 that proved to be the most successful fundraiser in After-The-Bell's history. It is noteworthy that the business community was extremely supportive of this event. We received the highest amount of money from event sponsorships in our history, and the majority of sponsorships came from the business community.
- While we created many new activities across multiple genres, perhaps most impactful was an activity called *Drama Improv Club*, designed in cooperation with the Psychology Department of West Chester University. We had reached out to the department due to concerns we had regarding students who appeared to be dealing with higher levels of stress and anxiety, post pandemic. The department, and one amazing grad student, helped us to design this improv activity that helped students learn how to better handle stress and gain new levels of confidence in both social and academic settings.

**Distinctiveness** – While there are a wide variety of after-school programs available in Pennsylvania and across the country, After-The-Bell is proud to have been recognized for its unique commitment to safety, structure and out-of-the-box activity planning. Our goal is not only to keep students safe, but also to introduce them to unforgettable activities that have the potential to change the trajectories of their lives. The program evolves every year, thanks in no small part to the wonderful volunteers who donate their time to make a difference in the lives of our students. Our activities are often designed around the interests and expertise of our volunteers. So, for example, when a volunteer with a background in preparing seafood dishes joined us, we create a Seafood Cooking activity. (Our students couldn't believe how much they loved salmon!) A volunteer might have a background in floral arrangement or robotics or computer coding or growing food for families in need, and each time we create an activity that allows that volunteer to share his/her passion with our students.

Of course, the safety of our students will always be our top priority. We are not a drop-in program. Students, with the involvement of their parents or guardians, sign up in advance for specific activities. Attendance in the program is taken multiple times every day. Students are assigned to participate in activities over the six-week cycle and wear name badges that list the activities they are enrolled in on any given day. If a student is not present and was not previously reported absent, we call the parents to check on the welfare of the child.

## 2. Funding request

**Description of key initiatives** – Each year, we offer our students a wide variety of active and creative activities in a wide variety of genres. The following are new activities offered to students this fall:

- **4-H STEM Wood Working** – Students engage in basic construction projects designed to attract wildlife, particularly birds, and provide them with food and shelter.
- **4-H Wood Burning** – Students learn about the time-honored process of creating art on wood with the use of a hot brass tip.
- **All about Animals** – In a new collaboration with the DE Museum of Natural Science, students have hands-on experiences with a variety of animals as museum representatives bring animal ambassadors and/or bio-facts to demonstrate what makes these creatures unique.
- **Día de los Muertos Woodburning Art** – Students are excited to learn about the Mexican Day of the Dead celebration honoring lost loved ones. They proudly create wood-burning art that will be displayed at the Casa Guanajuato annual Día de los Muertos celebration in Kennett Square.
- **Pickleball** – After a brief hiatus, pickleball is back! Our students are excited to learn the basics of this fast-paced and fun game, and to join the national Pickleball Craze!
- **School of Rock** – Our students love making music! Thanks to a dedicated grant from the Applestone Foundation, we have been able to partner with the national School of Rock organization. School of Rock representatives bring instruments into the program each week and teach our students the basics of these instruments so that they can play together in a band.
- **Stamping** – Students learn how to create their own signature stamps to decorate letters, fabrics and crafts.

The following are just some of the returning favorites we are offering this year:

- **Future Aviators** – Students learn all about the science of aviation by building and launching their own rockets, and they have a chance to use a real flight simulator. At the end of the cycle, students receive a certificate for a free flight where they can sit up front with an experienced pilot.

- ***Giving Garden*** – Our students love to get their hands dirty as they plant, water and harvest food to be donated to local families in need. And they even get to bring their own vegetables home to their families.
- ***LGBTQ+ Alliance Club*** – The activity welcomes all students to a supportive, safe and welcoming environment that encourages them to advocate for themselves and/or their friends in the LGBTQ+ community. Students learn about the importance of awareness, acceptance, and pride within their school and local community.
- ***Cops*** – We are so grateful to local law enforcement and first responders who travel to After-The-Bell each week to introduce our students to the important work they do and describe valuable careers in these fields.

**Specific needs and issues to be addressed** – As always, our most important funding priority is general operating costs. Support of our general operating budget makes it possible to pay for supplies such as art materials, science kits and cooking ingredients; fund activity fees to some of our offsite activity providers; ensure that our students have a bus ride home each day, in addition to transportation to offsite activities; and provide healthy snacks to our students and volunteers each day. In addition to this, we are also grateful to those funders who provide targeted grants to help us offsite the cost of specific activities including those in the arts and the sciences.

**Why it is important to fund this now** – For the second year in a row, we experienced some of the highest student participation rates in our history. Last year, 37.9% of all Kennett Middle School students attended the program. As the program is provided free of cost to all students, and we never turn a student away, higher participation means higher costs. Therefore, over the last two years, we have experienced significant increases in the cost of transportation, healthy snacks and activity supplies. Funding from the Chester County Community Foundation helps us to ensure that we can meet these increased costs and ensure that all interested students are able to enjoy the benefits of After-The-Bell.

**How impact and results will be demonstrated** – As always, at the end of each cycle, we survey our students to determine their level of satisfaction with the program. The following are the results from our 2023-24 program year:

- 93.63% of students said they had a positive experience at After-The-Bell.
- 91.3% of students said they found ATB to be a place of respect for self and others.
- 93.03% of students found our volunteers to be kind and caring.
- 90.97% of students found ATB to be a safe place, free from bullies.
- 79.37% of participants said they had learned a new skill or developed a new interest.
- 78.3% of participants said ATB helped them to become better students.

The following are some of the comments students shared with us in the surveys:

*ATB makes me feel good and the activities are fun.*

*I had an amazing last session at ATB and I hope to come back to volunteer.*

*I like After-The-Bell. It's something I can do besides sit at my house all day bored and tired.*

## 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.*

## 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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- Use this form @ [www.chescof.org](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
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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