

## 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 March 4, 2025**

### Contact Information

Organization Name: Grace Inspired Ministries

DBA Grace Inspired Living

Address: 12 Lutheran Drive, Telford Pa 18969

Phone: 215-723-9819

Website: [graceinspiredliving.org](http://graceinspiredliving.org)

Year Incorporated: 2016

FEIN: 81-4735423

ED/CEO Name: Daniel McKee

ED/CEO E-mail:

[dmckee@graceinspiredliving.org](mailto:dmckee@graceinspiredliving.org)

Board Chair Name: Fred Scheaa

Board Chair Approval (check here): ☒

Primary Contact Name: Marcy Houck

Primary Contact E-mail:

[mhouck@graceinspiredliving.org](mailto:mhouck@graceinspiredliving.org)

### Organization Information:

#### Field/s of Interest:

☐ Arts, Culture & Humanities ☐ Environment/Animal Welfare

☐ Education

☐ Health

☐ Human Services

☐ Religion

**Mission:** Guided by God's love, Grace Inspired Living is dedicated to providing communities and services to enhance the lives of older adults in a supportive setting that values residents, employees, volunteers and families.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Telford/Sellersville area, however, a portion of our residential population originated from Chester County and our transportation program services all of Chester County when needed.

**Describe Population Served & Annual Number of People Served:** 900 residents ages 62 and up.

**Annual Budget** \$ 48.9 million 650 # of Full-Time Equivalent Paid Staff

86 % of budget for program expenses 14 # of Board Volunteers

13.9 % of budget for administrative expenses 139 # of Active Non-Board Volunteers

.035 % of budget for fundraising expenses 10,000 # of Volunteer Hours

100 % total

**Top 3-5 funding sources:** Monthly payments (residents); Medicare/Medicaid; Individual contributions; Fundraising events; Local congregational support.

**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:** \$ 7,000.00\_\_\_\_\_

**Proposal Summary:**

At Grace Inspired Living we strive to provide enriching opportunities while also meeting the daily transportation needs of our 900 residents, despite an ageing vehicle fleet. As maintenance costs escalate, it has become apparent that a proactive approach is needed to ensure the upgrade of certain vehicles before it becomes an emergency. That is why we are seeking a \$7000.00 grant to go toward replacing three vehicles. Those slated for replacement include:

- **2009 Ford Passenger Bus (20-25 seats)**
  - **2005 Dodge Caravan**
  - **2012 Chevy Truck**

Every year, our transportation team ensures that more than 35,000 riders not only make it to their medical appointments/ procedures without hassle, but they make it possible for our residents to be able to enjoy full social lives. Studies show that 40% of seniors are lonely and at risk of depression, anxiety, heart disease, high blood pressure and impaired cognitive function due to a lack of social connectiveness. That is why we make it a priority to offer daily transportation opportunities that include regular shopping excursions as well as trips to neighboring cities and activities. Some of our riders even use our transport to get to volunteer opportunities within the greater community.

Grace Inspired Ministries is a vibrant community providing purpose, dignity and compassion aimed at enriching the lives of all served here. Our founding facility (The Community at Rockhill), was founded in 1932 as a “sanctuary of inspired senior living, offering diverse care and enriching experiences.” Today, Grace Inspired Living features two main campuses in the Telford/Sellersville area that strive to continue that legacy.

Our transportation fleet is a vital component to offering our residents the ability to fully integrate with the outer community. With 16 vehicles to maintain at an annual cost of \$60,000, we are finding it difficult to fund these replacements alone. That is why we are seeking outside financial

support from you and other grantors. By teaming together for this project, our goal is to purchase a new minivan in 2025 and make hefty downpayments on both the passenger bus and work truck.

A grant from your foundation in the amount of \$7,000 would provide meaningful support for the overall program budget during the grant period, allowing us to limit the amount of new debt incurred for the project.

We would love the opportunity to submit a complete grant application/proposal to better acquaint you with our need – and our organization. Please reach out if you have any additional questions. Looking forward to the possibility of working with you on this important project.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

### 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.

- 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 [grants@chescocf.org](mailto:grants@chescocf.org) with questions.



*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