

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**.

- 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

Contact Information

Organization Name: Emmaus Home, Inc
Address: 2000 Sproul Rd, Ste 106, Broomall, PA 19008
Phone: 215-378-3354
Website: www.emmaushome.org
Year Incorporated: 2015
FEIN: 47-1078731

ED/CEO Name: Kylie Moreschi
ED/CEO E-mail kylie.moreschi@emmaushome.net
Board Chair Name: Anne Leopold
Board Chair Approval (check here): ☒ ☐
Primary Contact Name: Brendan Bradley
Primary Contact E-mail: info@npograntwriting.com

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):

Describe Population Served & Annual Number of People Served: Neurodiverse adults seeking behavioral support, community integration, community living arrangement placement, in-home and community supports, residential habilitation, and respite care. Emmaus Home manages 11 group homes across Southeastern and South-Central Pennsylvania, supporting 24 residents total.

Annual Budget \$	<u>4.5m</u>	<u>80</u>	# of Full-Time Equivalent Paid Staff
<u>79</u>	% of budget for program expenses	<u>6</u>	# of Board Volunteers
<u>20</u>	% of budget for administrative expenses	<u>10</u>	# of Active Non-Board Volunteers
<u>1</u>	% of budget for fundraising expenses	<u>100</u>	# of Volunteer Hours
<small>100 % total</small>			

Top 3-5 funding sources: Medicaid, Foundation Grants, Private Donors.

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: \$ 7,500

Proposal Summary:

Emmaus Home is seeking \$7,500 in general operating support to support operations for existing group homes as well as help it expand to more homes.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Emmaus Home was founded in 2015 by Anne Leopold, who petitioned the Catholic Church to donate a facility in Chester County, Pennsylvania, so she could open a group home for five neurodiverse adults who were on a waiting list to receive care. These five individuals were just a few of the thousands of people with wide ranges of intellectual and developmental disabilities (autism, down syndrome, cerebral palsy, fetal alcohol syndrome, fragile x syndrome, developmental delay, etc.) in Pennsylvania still waiting on a state-sponsored list to have quality group homes house them and provide supports services throughout day-to-day life. Emmaus Home's goal is to decrease the number of individuals waiting on said list.

With an excellent executive team, a committed board of directors, and quality direct service professionals, Emmaus Home has since expanded to 11 group homes within our Pennsylvania communities that house 2-4 neurodiverse residents per home. It is an organization comprised of people with and without disabilities sharing everyday life and community experiences together. Connection and faith are at the heart of our journeys together. Emmaus Home seeks to build a community that recognizes and celebrates the unique values and gifts of every person and our need for one another.

Emmaus Home provides a service of care and support for our residents and community members. We are committed to ensuring the greatest quality of life that enables each individual to achieve their full potential. We work in partnership with the relevant authorities—namely the Department of Health and Human Services (HHS), which considers Emmaus Home an “excellent” organization—to ensure that our practices are compliant with the highest national standards.

We believe that, in common with other people, the neurodiverse members of our society, of any age, creed, capacity and social or ethnic background, should have the same basic human right of choosing better living conditions—the same conditions which are prevailingly available for non-challenged people to choose from.

For members of the neurodiverse community, Emmaus Home believes their choices matter, that they each have a voice, and each of them deserves to maintain the right to pursue happiness in an environment of their choosing.

2. Funding request

- **Description of key initiatives**

In each home lives 2-3 neurodivergent adults who require varying degrees of care. When neurodiverse adults are no longer able to receive adequate care from family members, these

individuals must live in state licensed group homes, either full time or part time, and be assisted by state-certified staff regarding basic needs.

These basic needs include waking up, eating healthily, receiving proper hygienic care, getting dressed, safety skills (such as turning a stove on and off or looking both ways before crossing the street), receiving correct doses of prescribed medication, being accompanied into the community for essential and recreational needs, and more.

Emmaus Home addresses the individual needs of all residents through customized Individual Service Plans (ISPs) created and managed by Emmaus Home-hired certified behavior specialists, case workers appointed by the state, direct support professionals, as well as involved family members.

Expansion Initiative:

When Emmaus Home is in a position to expand to a new group home, it will first secure a residential long-term rental property. Although the organization would prefer to purchase homes to ensure long-term stability for residents and increase its assets, low cash reserves leave no other option than to rent. The leases Emmaus Home negotiates with landlords are typically for 36 months.

After securing a home, Emmaus Home will hire an adequate number of additional experienced direct support professionals (DSPs). This could be 5-10 depending on how many neurodiverse adults are set to move into the home (again, there are 2-4 per "Emmaus Home"). There are also current Emmaus Home employees who work at existing group homes—most of which are geographically close to each other—who are offered shifts/positions for the new home, ensuring solid coverage. A house supervisor is assigned.

All newly hired staff will be fully screened, onboarded, medically certified, and trained in the implementation of the Individual Service Plans (ISPs) created for residents. They are trained in CPR, administering medication, compliance, and are certified as investigators so they can report instances of negligence or abuse.

Emmaus Home is an excellent organization with 11 successful homes with long-term residents who are very happy with the successful care they receive. Families of residents are also very happy and often volunteer their time and energy to support the organization that is currently supporting their loved ones. This is a process that is managed very well. Proper staffing and oversight are ensured whenever expansion takes place.

Next, the availability of a new Emmaus Home will be announced to the Supports/Services Coordinator Organizations (SCO). The SCO is an administrative entity of the Pennsylvania Department of Health and Human Services whose primary responsibilities are locating, coordinating, and monitoring needed services and supports for Individuals requiring habilitation and community supports services. SCOs monitor individual health, safety, and service delivery.

Once the fully staffed group home is inspected and licensed by the SCO, the SCO will connect Emmaus Home with Individuals on the waiting list to move into group homes. There will essentially be an interview process. The Individual and their legal guardian (typically a parent, sibling, or guardian) and their county case worker (if applicable) will all tour the licensed, fully staffed, fully furnished and move-in ready residence. The Individual will be met with by Emmaus Home executive staff members and behavior specialists to ensure compatibility and quality of care. If it is determined by all parties that the individual is a right fit for the group home, the ISP creation will commence and the move in process will begin. The Individual(s) and their family members will become an official part of the Emmaus Home community.

- **Specific needs & issues to be addressed**

Emmaus Home has also experienced the following challenges, which have delayed its expansion:

- Staffing shortages and turnover, affecting continuity of care and impacting various positions.
- Constraints in infrastructure, hindered service delivery and position fulfillment.
- Limited funding and resources for expanding services and reaching a larger population.
- Challenges in communication among staff members, Individuals served, and their families, leading misunderstandings or gaps in information sharing that could affect service delivery.
- Difficulty in staying compliant with evolving Federal and State regulations and standards in disability services, which may pose risks or challenges to program operations.

- **Why it is important to fund this now**

According to the Department of Human Services, there is a considerable waiting list in Pennsylvania for habilitation and community participation support for neurodiverse adults. 7,663 neurodiverse Individuals state-wide are waiting on this list to enter the environment of care they need to function and thrive.

Many are living with aging parents, siblings, foster parents, or in institutions unable to provide them with the support system they need. 3,000 Individuals state-wide are in "Critical" status: in need of services within 1-2 years. 3,703 are in "Emergency" status: at risk and in need of services immediately.

This report is from the Pennsylvania Department of Human Services last updated on 1/27/2025.

Emmaus Home can continue making a dent in the state waiting list by acquiring more residential long-term rental properties (the leases Emmaus Home negotiates with landlords are typically for 36 months) in Pennsylvania.

We say *within* the community because studies have shown that being part of the community instead of outside of it in seclusion—like the asylums of old—is the best environment for producing positive results for neurodiverse Individuals in terms of developing life and work

skills, reducing undesirable behaviors, community engagement, self-fulfillment, and overall happiness. This initiative is aligned with that of the Department of Health and Human Services.

A supplemental operational/general support grant award from the Chester County Community Foundation will assist us in maintaining the level of quality of care we have always striven for, which in turn will allow us to meet our expansion goals. Emmaus Home has a small referral list for Chester County specifically.

Common expenses associated with home maintenance, repairs, furniture replacement, emergency overtime coverage for direct staff, office supplies, securing and/or repairing vehicles for transporting residents to and from community centers for enriching experiences, and more.

Cited Works:

EDW HCSIS PUNS Monthly Report Fact. (2024). Finalized PUNS as of March 31, 2024.

<https://pawaitinglistcampaign.org/wpcontent/uploads/2024/05/PUNS-as-of-March-31-2024.pdf> Esteban, L., Navas, P., Verdugo, M. Á., & Arias, V. B. (2021).

Community living, Intellectual Disability and Extensive support needs: A Rights-Based Approach to Assessment and intervention. *International Journal of Environmental Research and Public Health*, 18(6), 3175.

<https://doi.org/10.3390/ijerph1806317>

(n.d.). Intellectual Disabilities Services. Department of Human Services.

<https://www.dhs.pa.gov/Services/Disabilities-Aging/Pages/Intellectual-Disabilities-Services.aspx>

(2021, July 24). Community Living and Participation for People with Intellectual and Developmental Disabilities: What the Research Tells Us. American Association of Intellectual and Developmental Disabilities.

<https://www.aaid.org/docs/default-source/policy/community-living-and-participation-for-people-with-intellectual-and-developmental-disabilities-nbsp-what-the-research-tells-us.pdf?sfvrsn=0>

(2021, February 24). Home and Community-Based Services: Creating Systems for Success at Home, at Work and in the Community. National Council on Disability. <https://ncd.gov/publications/2015/02242015>

• **How impact & results will be demonstrated**

Emmaus Home addresses the individual needs of all residents through customized Individual Service Plans (ISPs) created and managed by Emmaus Home-hired certified behavior specialists, case workers appointed by the state, as well as involved family members.

The organization measures the success of services and individuals' development on a monthly and quarterly basis by analyzing and calculating service records captured via its E-System, Therap. Program Specialists oversee this data analysis and presents measurements at Emmaus Home's monthly Quality Management Plan Meeting.

• *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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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