

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.***

Date: August 29, 2025

Contact Information

Organization Name: Acupuncture Healing Arts

ED/CEO Name: Margaret Sheehan

Address: 704 West Nields Street, West Chester, PA 19382

ED/CEO E-mail: margaret@acupuncturehealing.org

Phone: 610-431-2008

Board Chair Name: Megan Greenberg

Website: www.acupuncturehealing.org

Board Chair Approval (check here): ☒

Year Incorporated: May 24, 2022

Primary Contact Name: Margaret Sheehan, LOM

FEIN: 88-2488737

Primary Contact E-mail: margaret@acupuncturehealing.org

Organization Information:

Field/s of Interest:

☐ Arts, Culture & Humanities

☐ Environment/Animal Welfare

☐ Education

☒ Health ☐ Human Services

☐ Religion

Mission: Acupuncture Healing Arts (AHA) is the only non-profit organization in Chester County whose mission is to provide accessible and affordable acupuncture and related therapies to improve the physical, mental and emotional health of individuals in our communities. AHA believes that everyone should have access to the healing power of acupuncture. We do all that we can to make our care physically and financially accessible to all who choose to use it.

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: More than 500 patients with over 2300 visits

Chester County residents. Over 98%

Annual Budget \$ 324,777 3.5 # of Full-Time Equivalent Paid Staff

100 % of budget for program expenses 4 # of Board Volunteers

 % of budget for administrative expenses 2 # of Active Non-Board Volunteers

 % of budget for fundraising expenses 50 # of Volunteer Hours 100 % total

Top 3-5 funding sources: Individual Donations, Charlotte Weaver Foundation

Is this grant proposal for: Capacity Building X or General Operating ?

If Capacity Building Proposal, the focus is:

 Mission, Vision & Strategy X Governance & Leadership Partnerships & Collaborations

 Fundraising, Development & Marketing Technology Other:

Grant Amount Requested from the Community Foundation: \$ 1194.95

Proposal Summary:

Acupuncture Healing Arts (AHA) is requesting funding to cover the cost of two software courses to be taken by our Office Manager. This professional development training will further our mission goals and improve our efficiency and effectiveness in ongoing operations. The first course is a Quickbooks course to promote proficiency in the software usage. It includes a certification and is a total of 20 hours at a cost of \$999.95. The second course is Mastering Microsoft Excel and is provided by Temple University and totals 15 hours for a cost of \$195.

Grant Proposal Narrative Capacity Grant Chester County Community Fund August 2025

Nonprofit's history, goals, key achievements and distinctiveness

Page 1 Acupuncture Healing Arts

Acupuncture Healing Arts (AHA) is the first and only non-profit organization in Chester County whose mission is to provide accessible and affordable acupuncture and related therapies to improve the physical, mental, and emotional health of individuals in our communities. It was founded in May of 2022 by Margaret Sheehan, LOM. We do all that we can to make our care physically and financially accessible to all who choose to use it. All of our AHA practitioners are NCCAOM board certified, Pennsylvania Licensed Oriental Medicine practitioners (LOM). Each have over a decade of experience in acupuncture and related therapies.

We have served more than 950 people with over 5100 visits since our inception and are working on building our sliding scale clientele through grants and donations. Since our inception, AHA staff have participated in several community events with a Mobile Clinic, including the Chester County Veterans Resource Fair and the Juneteenth Celebration at the Melton Center in West Chester. We are working towards partnering with local nonprofits that serve people in need of our treatments. AHA is building a social media presence with regular updating of our news and information on Facebook and Instagram. The AHA website lets the community know about AHA staff, the Board of Directors, treatments and fees and what is changing with our organization. The website includes a blog with interesting news and information about AHA. Patients are able to book appointments through our website and also make donations as well. Margaret Sheehan, LOM, the AHA founder and Clinic Director, is featured on the website in a Bad Rhino local podcast that aired February 10, 2024.

AHA goals are described in our 2023-2025 Strategic Plan and include six major categories that come under AHA Organizational Structure:

1. Develop the AHA Staffing Model to support the organization's growth and mission over the next 3 year.
2. Establish an AHA operating budget that supports a sliding scale client model of growth, setting targets for the next 3 years.
3. Develop a Board Structure and Development Plan and begin implementation by Q2 2023.
4. Develop a staff talent development process from onboarding through ongoing development.
5. Develop a Marketing and Outreach plan to increase awareness and visibility in the community, attract partners and grow the client base over the next 1 to 3 years.
6. Establish a fundraising plan to generate growth over the next 3 years.

2. FUNDING REQUEST FOR CAPACITY GRANT OF CCCF AUGUST 2025

Governance and Leadership Category

Page 2 Acupuncture Healing Arts

Acupuncture Healing Arts (AHA) is requesting funding to provide for the training of our Office Manager in Quickbooks and Microsoft Excel computer software. A \$1964.95 grant in the Governance and Leadership Category will enable us to give our Office Manager professional development training in 2025. The first course is a Quickbooks training program to promote proficiency in the software usage. It includes a certification and is a total of 20 hours at a cost of \$999.95 for the course and \$440 for the office managers time spent training for AHA at \$22 an hour. The second course is titled Mastering Microsoft Excel and is provided by Temple University and totals 15 hours for a cost of \$195 for the course plus \$330 for the office managers time spent training for AHA at \$22 an hour.

The impact of this training will be noticeable in our ability to track our Sliding Scale patients and finances more efficiently in both Quickbooks and Excel. In addition, our financial reporting can be streamlined to serve us better. With your support, this professional development for our Office Manager will be of huge assistance for us in our mission to provide accessible, affordable acupuncture and related therapies.

Our acupuncture and related therapies can improve physical, mental and emotional health in many areas, including acute and chronic pain, anxiety, depression, women's health, addiction recovery support, integrative care for cancer patients and those recovering from cancer treatment. All of our staff practitioners are NCCAOM board certified, Pennsylvania Licensed Oriental Medicine Practitioners (LOM). Each have over a decade of experience in acupuncture and related therapies.