



## 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

### Contact Information

Organization Name: Chester County Futures

Address: 50 South 1<sup>st</sup> Ave., Suite 105

Phone: 610-458-9926

Website: <https://www.ccfutures.org>

Year Incorporated: 1996

Primary Contact Name: Katie Duffus

FEIN: 31-1822506

Primary Contact E-mail: [kduffus@ccfutures.org](mailto:kduffus@ccfutures.org)

ED/CEO Name: Katie Duffus

ED/CEO E-mail: [kduffus@ccfutures.org](mailto:kduffus@ccfutures.org)

Board Chair Name: Daniel Gentzel

Board Chair Approval (check here): ☒

### Organization Information:

#### **Field/s of Interest:**

☐ Arts, Culture & Humanities

☐ Environment/Animal Welfare

☒ Education

☐ Health

☐ Human Services

☐ Religion

**Mission:** Chester County Futures supports and connects students with opportunities, resources and mentorship to empower success in school and post-secondary life.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Southern Chester County: Kennett, Oxford, Phoenixville, Coatesville Area High School Districts

#### **Describe Population Served & Annual Number of People Served:**

209 underserved high school and post-secondary students, predominantly 1st generation; CCF supports a diverse population of students in our programs. Student enrollment data captured from school year 2023-2024 reflects a typical demographic of 45% Latinx, 29% Black, 18% White, and 3% Asian. Year over year, CCF enrolls some 80% first generation students, majority female.

<b>Annual Budget</b> \$ <u>732,256</u>	<u>5</u> # of Full-Time Equivalent Paid Staff
<u>74</u> % of budget for program expenses	<u>14</u> # of Board Volunteers
<u>9</u> % of budget for administrative expenses	<u>182</u> # of Active Non-Board Volunteers
<u>16</u> % of budget for fundraising expenses	<u>610</u> # of Volunteer Hours
<small>100 % total</small>	

#### **Top 3-5 funding sources:**

Justamere Foundation

Hoxie Harrison Smith Foundation

Mr. and Mrs. D. Gentzel

Ms. A. Congdon

**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:**

Chester County Futures (CCF) is seeking a grant of \$5,000 from the Chester County Community Foundation to support our general operations. We provide under resourced secondary and post-secondary students in Southern Chester County with resources and supports to achieve success in college, in their career and in life through our Passport and Steps 4 Success programs.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

Founded in 1996 and with over 29 years of service to our students, families, and community, Chester County Futures (CCF) provides access to important resources, opportunities, and scholarships in support of their future.

CCF's Passport and Steps 4 Success programs work with underserved students to succeed in high school, post-secondary education, and life through a comprehensive blend of academic, life, and social supports. Your funding will support our mission and advance our core goal of empowering students to best define the trajectory of their futures.

Chester County Futures has been recognized for its contributions to the community through the delivery of our programs. In 2022 we were awarded The Corporate Citizenship Award by the Western Chester County Chamber of Commerce, in 2020 the Philadelphia Eagles named us a Community Red Zone Organization, and in 2019 we received the Philadelphia 76ers Game Changer Award, and in 2023 CCF was awarded 2nd place in the "Let's Talk Allyship" presentation for their cohort.

Notably, two (2) members of the Passport program's graduating class of 2025 received full ride scholarships to the post-secondary institution of their choice.

### 2. Funding request

#### • Description of key initiatives

Chester County Futures' Passport and Steps 4 Success programs work with under resourced students in the Kennett, Oxford, Phoenixville, Coatesville Area High School Districts to offer academic and social and emotional supports, resources, scholarships, and experiential learning experiences to position them for succeed in high school, college or technical school, in their early career, and in life. Additionally, CCF staff facilitates SAT prep, college tours, visits to local corporations, application assistance, and completion of FAFSA forms.

Steps 4 Success is a supportive resource network for students and their families embarking on their post-secondary journey. Steps program students have access to academic, professional, and social guidance as they navigate a new college landscape. Steps students may also receive CCF scholarship awards.

#### • Specific needs & issues to be addressed

Since Covid the number of students enrolling into a post-secondary bound school or program has dropped by 8%. On average the school districts we serve have a bachelor's degree rate of 33.95%, 22.15% lower than the Chester County average of 56.1%. Bachelor's degree holders earn 31 percent more than those with an associate's degree and 84 percent more than those with just a high school diploma. A bachelor's degree is worth \$2.8 million on average over a lifetime. CCF supports high school students to define their post-secondary path to increase post-secondary enrollment. *US Census and PA Department of Education.*

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

CCF, as an organization, is working to adapt to the changing educational needs in high school and in college. It is critical that CCF help support the students, community and schools to continue to strengthen the future of students and their families. With a bachelor's degree being worth \$2.8 million on average over a lifetime, it is imperative that CCF supports high school students to define their post-secondary path to increase post-secondary enrollment. *US Census and PA Department of Education*. This elevates the student, their families, and their communities enabling them to attain a secure financial future.

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

Our programming team works closely with school administrators in the Chester County schools we serve to track information that best demonstrates how CCF positions students for success and informs the post-secondary trajectory. Participant surveys from our students, along with parent feedback, help us as we examine program goals and objectives.

CCF measures the following goals to gauge our impact:

- 100% of students participate in career and post-secondary experiential learning activities;
  - 100% of Grade 9-12 students participate in ongoing one-on-one advising sessions; and
- For the 2024-2025 school year, CCF achieved these program goals.

Additionally, 100% of students in the Passport program engaged in wellness and self-care workshops.

- *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