

## 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 **\$1,000-\$7,500**.

### Fund for Chester County Capacity Building Grants (Due 9/10)

- ◇ For eligibility in this grant program, nonprofits must be **located in & serve only 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. 10** are eligible for consideration.
- ◇ Grant **awards** typically range from **\$1,000-\$5,000**.

- 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 9/10/2025**

### Contact Information

Organization Name: West Chester University Foundation ED/CEO Name: Deb Cornelius

Address: 202 Carter Drive, West Chester, PA 19383

ED/CEO E-mail: [dcornelius@wcufoundation.org](mailto:dcornelius@wcufoundation.org)

Phone: 610-430-4152

Board Chair Name: Deborah J. Chase

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

Board Chair Approval (check here): ☒

Year Incorporated: 2000

Primary Contact Name: Viviann Schorle

FEIN: 23-3054174

Primary Contact E-mail: [vschorle@wcufoundation.org](mailto:vschorle@wcufoundation.org)

### Organization Information:

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

☐ Arts, Culture & Humanities

☒ Environment/Animal Welfare

☒ Education

☐ Health

☐ Human Services

☐ Religion

**Mission:** West Chester University's sustainability mission focuses on educating students, faculty, and staff to foster environmental, social, and economic stewardship, conducting research to find innovative solutions to sustainability challenges, and providing public service through campus and community engagement, all with the goal of empowering graduates to be responsible global citizens and ensuring a prosperous, sustainable future for all. This is achieved through integrated curriculum, campus-wide initiatives like carbon neutrality and sustainable purchasing, and public outreach and education.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): West Chester University, Main campus. Chester County, PA

### **Describe Population Served & Annual Number of People Served: 1,100**

**Annual Budget** \$ 19,955 2 # of Full-Time Equivalent Paid Staff

75 % of budget for program expenses 0 # of Board Volunteers

25 % of budget for administrative expenses 0 # of Active Non-Board Volunteers

0 % of budget for fundraising expenses 30 # of Volunteer Hours

100 % total

**Top 3-5 funding sources:** We have two private partnerships as funding sources.

- 1) Susan Springsteen, Founder and President of H2O Connected, LLC. The company's products are manufactured in the U.S. at the company's headquarters in Coatesville, PA. They will be providing in-kind equipment cost of the LeakAlertor PRO system for this pilot project. She will be funding **\$8,190.00 in-kind services and supplies.**
- 2) Sodexo has agreed to provide **\$750.00 in-kind services** for plumbing work and maintenance.

**Is this grant proposal for:** Capacity Building \_\_\_\_ or General Operating \_\_x\_\_

**If Capacity Building Proposal, the focus is:**

X Mission, Vision & Strategy    \_\_\_\_ Governance & Leadership    \_\_\_\_ Partnerships & Collaborations  
\_\_\_\_ Fundraising, Development & Marketing    \_\_\_\_ Technology    Other: \_\_\_\_\_

**Grant Amount Requested from the Community Foundation:** \$ \_\_\_\_ \$11,015 \_\_\_\_\_

**Proposal Summary:** This is a unique opportunity to join a private/public partnership that needs an investor to conduct this pilot project.

This project will be a research pilot program that will detect, diagnose and quantify water usage and waste using installed LeakAlertor PRO system in tank toilets that are in two locations at West Chester University's (WCU) student housing.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

#### **GOALS of the Sustainability Department of West Chester University**

West Chester University's sustainability department focuses on three main goals: environmental stewardship, achieved through initiatives like energy conservation, waste reduction, and sustainable purchasing; education and research, aiming to instill sustainability knowledge and values through campus initiatives, courses, and community engagement; and operational excellence, striving to improve university efficiency in environmental, social, and economic areas to support the overall commitment to sustainability.

#### **Goals of this Water Conservation Project:**

WCU is home to 17,000 students and 1,900 faculty and staff that live and commute throughout Chester County and beyond. This project will be used as proof of concept to show significant savings in water and energy conservation, and WCU's commitment to sustainability efforts. This project exposes students and the future sustainability workforce to innovative practical approaches to conserving this precious resource.

WCU/H2O Connected, LLC will report on water usage by type, water saved, water converted into energy saved and our reduction in greenhouse gas emissions because of less water usage. These figures will come from 1,100 students that reside in both Tyson and Goshen Halls at WCU. H2O Connected, LLC will also monitor the reduction in WCU water/sewer bill cost. The number of different types of water wasting issues and average water waste per day. The report will also document the water loss totals (Gallons) that comes from:

- Total Loss of All LEAK events,
- Total Loss of All RUNNING TOILET Events
- Total Loss Due to FLUSH VOLUME INEFFICIENCY TOTAL WATER LOSS (Gallons).

This is a project that will help foster student sustainability and educate future environmental scientists. This project provides a case study of innovative technology that can be shared across disciplines as it relates to science and engineering as well as business and resource management. This information will be developed into a report that can be presented at the sustainability higher education conference next year and/or at the Association for the Advancement of Sustainability in Higher Education (AASHE). The report will be used to help guide future water conservation policy, and proof of concept for WCU, other Universities/College communities, corporations and organizations in the Greater Chester County area to refer to in their efforts for sustainability. West Chester University seeks to be a thought leader in the local and regional sustainability efforts. This project will continue to focus WCU's impact on the single most critical task of the 21st century, conservation of our water resource. This research can help Colleges and Universities to meet their sustainability goals in an obtainable way.

### 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.*

Two WCU student housing locations (Tyson and Goshen Halls) that have 58 toilet units per building, housing 1,110 students, will be used in this research pilot project. This research pilot project will span 135 days of monitoring during the 2026 spring semester. Both student housing locations will be outfitted with the LeakAlertor PRO system. The LeakAlertor Wireless PRO provides a surveillance network for toilets that alerts for possible overflows, running toilets, leaking flappers, faulty fill valves, and inaccurate flush volumes.

The first location (Tyson Hall), outfitted with the LeakAlertor Wireless PRO will be monitored for 135 days (full length of project). Tyson Hall will serve as the experimental location. Following the initial 45-day baseline monitoring period, any malfunctioning toilets detected by the LeakAlertor Wireless PRO will be repaired on day 46. Thereafter, any new leaks/malfunctions will be repaired as soon as water waste issues are detected by the LeakAlertor Wireless PRO system.

The second location, (Goshen Hall), will serve as the control location providing acquisition of baseline water use data. Goshen Hall will also be outfitted with the LeakAlertor PRO system. However, in Goshen Hall, no repairs would be made (unless they are catastrophic, like a toilet overflow). This will enable us to quantify the amount of water saved by the LeakAlertor Wireless PRO system.

Data collection will happen over the same 135-day monitoring period in both buildings. Results will be comparatively analyzed to identify any statistically significant differences in toilet use attributable water consumption between the buildings. The experimental hypothesis is that there will be significantly less toilet use attributable water consumption in Tyson Hall compared to the control location, Goshen Hall.

A project report will be issued based on the study findings. This report will be shared with WCU faculty, staff, and the greater community to inform the conversation around water consumption and conservation for more sustainable practice and cost savings. This project will help jump start the conversation on future WCU water conservation efforts. We will utilize existing sustainability-related groups to advance this discussion. These groups include WCU's Office of Sustainability and the Sustainability Council's Buildings & Energy committee.

|                            |                                              |          |                            |
|----------------------------|----------------------------------------------|----------|----------------------------|
| Principal Investigator WCU | WCU Faculty in charge of research project    | 20 hours | \$177 per hour=\$3,540     |
| 2 WCU Student Interns      | WCU Students to help P.I in research project | 20 hours | \$20 per hour x 2=\$800.00 |

|                                  |                                                  |                                                              |                         |
|----------------------------------|--------------------------------------------------|--------------------------------------------------------------|-------------------------|
| Sodexo                           | Toilet Repairs                                   | 6 hours + materials                                          | \$750                   |
| H2O Connected, LLC               | Analysis of data and reporting                   | 20 hours                                                     | \$200 per hour= \$4,000 |
| LeakAlertor Monitoring/Reporting | Toilet monitoring subscription for both building | \$2.25 per month per toilet                                  | \$1,175.00              |
| H2O Connected, LLC               | LeakAlertor PRO and gateway                      | 116 devices inkind (\$65 per device) and one gateway device. | \$8,190                 |
| H2O Connected, LLC               | System Installation                              | 16 hours (2 days)                                            | \$1,500                 |
|                                  |                                                  | TOTAL                                                        | 19,955                  |
|                                  |                                                  | Minus inkind from Susan                                      | \$8,190                 |
|                                  |                                                  | minus in kind for Sodexo                                     | \$750                   |
|                                  |                                                  | Total Funding Request                                        | 11,015                  |

### 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