

GRANT PROPOSAL GUIDELINES as of 10.1.25

Direct Service Programs & General Operations

No deadline for DAF proposals.
Deadlines announced thru the year
for Directed Funds.

- ◇ Grants **focus on Chester County** causes & issues; but are not limited to Chester County.
- ◇ Charitable nonprofits working in **all fields of interest** are considered, such as:
 - Arts, Culture, Heritage
 - Education, Libraries
 - Environment, Animals
 - Health
 - Human Services
 - Social Justice, Civic Engagement
- ◇ **General operating** grants are encouraged. Clear, succinct, compelling descriptions are appreciated: mission, aims, results & impact.
- ◇ Nonprofits with **higher GuideStar ratings** receive stronger consideration. Update yours for free at <https://www.guidestar.org/>
- ◇ Proposals can be submitted **anytime all year**.
- ◇ Grant decisions are made **intermittently** all year, as Fund Advisors desire.
- ◇ Grant **awards** typically range from **\$2,500-\$10,000**.



Capacity Building: Coping with Cutbacks

No deadline.
Proposals accepted anytime.
Reviewed 15th bi-monthly.

- ◇ Nonprofits must be **located in & primarily serve Chester County**.
- ◇ Nonprofit annual **budget** must be **\$1M or less**.
- ◇ The goal of capacity building grants is to **strengthen organizational ability to effectively achieve mission and become more sustainable** over time. Priority will be given to proposals that help nonprofits shift their paradigms to cope with challenges and changes. Areas of focus include:
 - **Scenario & Contingency Planning**
 - **Financial Modeling**
 - **Partnerships, Collaborations**
 - **Merger**
 - **Closure**
 - **Resource Development, Revenue Diversification**
 - Mission, Vision, Strategy
 - Board Engagement, Leadership
 - Marketing & Communication
 - Operations
 - Technology
- ◇ Proposals can be submitted **anytime all year**.
- ◇ Proposals are reviewed the 15th bi-monthly.
- ◇ Grant **awards** typically range from **\$2,500-\$10,000**.



As you are aware, there is ongoing uncertainty around federal and state funding that significantly impacts nonprofit organizations. The Community Foundation is committed to supporting a strong and resilient sector, and we encourage all organizations to be proactive in their planning.

We strongly encourage every nonprofit to engage in scenario planning, examine cash flow projections and assess funding risks. We have seen nonprofits explore a variety of pathways forward, such as adapting program design, reducing or merging operations and significantly diversifying revenue streams.

Please contact Kevin Baffa, Grant Administrator or Stephenie Stevens, Grant Officer at (610) 696-8211 or grants@chescocf.org with questions.

*Connecting people who care with causes that matter,
so their philanthropy makes a difference, now & forever.*



I. GRANT PROPOSAL SUMMARY SHEET

To obtain an electronic version of this application, visit www.chescocf.org

This page will be shared electronically with Grant Panel Members & Fund Advisors + posted online.

Date

Contact Information

Organization Name: The Timothy School
Address: 973 Old Lancaster Road, Berwyn, PA 19312
Phone: 610-725-0755
Website: <https://thetimothyschool.org>
Year Incorporated: 1966
of Development
FEIN: 23-1590371
shale@thetimothyschool.org

ED/CEO Name: Sarah Greim, Executive Director
ED/CEO E-mail: sgreim@thetimothyschool.org
Board Chair Name: Christopher Mayer, Vanguard
Board Chair Approval (check here): X
Primary Contact Name: Sarah Louise Hale, Director

Primary Contact E-mail:

Organization Information:

Field/s of Interest:

	Arts, Culture, Heritage	X	Education, Library		Environment, Animals
X	Health	X	Human Services		Social Justice, Civic Engagement
	Religion		If other, please describe:		

Mission: The Timothy School educates and empowers students with autism to achieve their greatest potential—academically, socially, and personally—through individualized, evidence-based programs in a supportive environment.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): The Timothy School serves students with autism from more than 25 school districts across six Southeastern Pennsylvania counties. We are a vital educational resource for Chester County families as students have come to us from Tredyffrin/Easttown, West Chester, Great Valley, Downingtown and Phoenixville.

Our Consultative and Training Services work closely with the school districts and Intermediate Units we serve—including the Chester County Intermediate Unit—as well as other districts across the Mid-Atlantic region and internationally.

Describe Population Served & Annual Number of People Served. (Include Chester County # &/or % served.)

The Timothy School serves approximately 70 students with autism, ages 5–21, who come from more than 25 school districts across six Southeastern Pennsylvania counties. Roughly one-third of our students reside in Chester County. Our students represent a diverse range of abilities and communication styles, and each receives individualized instruction, therapeutic supports and community-based learning experiences designed to build independence and confidence.

Through our Consultative and Training Services, we also reach more than 200 educators, therapists and administrators annually—including many from Chester County—who participate in our professional development programs. By equipping professionals who work directly with students, we extend our impact to hundreds more children and families across the region.

Annual Budget \$7,946,936 (FY2024 audited)

___80 # of Full-Time Equivalent Paid Staff

___ 92.6 % of budget for program expenses
 ___ 4 % of budget for administrative expenses
 ___ 2.5 % of budget for fundraising expenses
 100% = total

___ 9 # of Board Volunteers
 ___ 50 # of Active Non-Board Volunteers
 ___ 325 # of Volunteer Hours

Top 3-5 funding sources:

- School District Tuition (Program Services) – 94% of revenue
- Individual & Corporate Contributions – 3%
- Foundations & Grants – 1%
- Investment Income – 2%

This grant proposal is for: ___ Direct Service Programs & General Operating &/or X Capacity Building

If Capacity Building Proposal, the focus is:

☐	Contingency Planning	☐	Partnerships, Collaborations	☐	Merger, Closure
X	Mission, Vision, Strategy	☐	Board Engagement & Leadership	☐	Marketing, Communication
X	Resource Development	☐	Operations	X	Technology
☐	If other, please describe:				

Grant Amount Requested from the Community Foundation: \$ 10,000

Proposal Summary: *(a few sentences, please)* The Timothy School respectfully requests \$10,000 in capacity-building support for Phase III of its Capital Campaign, *A School of Their Own*, which will replace the school's outdated 1941 township building with a new, purpose-built facility designed specifically for students with autism. This investment will strengthen our long-term sustainability by expanding capacity, enhancing student learning environments and increasing visibility and donor engagement as we approach our 60th anniversary in 2026.

In conjunction with this work, The Timothy School is also launching a 60th Anniversary initiative—the Occupational Therapy Sensory Space—which will serve all current and future students and provide inclusive, community-based sensory experiences throughout the year.



II. GRANT PROPOSAL NARRATIVE

Provide clear, concise information in 1-3 pages. Please be brief.

1. Nonprofit's overall aims, key initiatives, key achievements & distinctiveness

2. Funding request

- What specific needs & issues are being addressed, via what programs and services?
- Why is it important to fund this now?
- How will results & impact be demonstrated?
- Additionally, for capacity building grant proposals:
 - How will this capacity building initiative impact your nonprofit?
 - How will this impact be demonstrated?

- 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 proposal/s if applicable.

III. ATTACHMENTS

Email this support information. If it is on your website, please provide the URL.

1. Copy of **501 (c) (3)** federal tax-exempt letter (**Attached**)
 2. List of **Board** of Directors, with their affiliations (**Attached**)
 3. Most recent **annual report**
[https://issuu.com/thetimothyschool/docs/the_timothy_school_impact_report_2023-2024_rev. 7-](https://issuu.com/thetimothyschool/docs/the_timothy_school_impact_report_2023-2024_rev.7-)
 4. Audited or reviewed recent **financial statement** (**Attached**)
 5. Itemized **organizational operating budget** with actual results for prior fiscal year & current fiscal year to date
 6. If capacity building initiative, **itemized budget** (including external consultant's proposal, if applicable)
[Heckendorn Shiles Architects Proposal](#)
 7. Current **strategic plan**. If your nonprofit does **not** have a current strategic plan, **explain why.**(**Attached**)
- Visit our website to learn more at www.chescocf.org
 - Proposals are only accepted electronically: <https://chescocf.org/receive/apply-for-grants/>
 - **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 Kevin Baffa, Grants Administrator or Stephenie Stevens, Grants Officer at **(610) 696-8211** or grants@chescocf.org with any questions.

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so their philanthropy makes a difference, now & forever.*



CAPACITY BUILDING FOR NONPROFITS:
Coping with Cutbacks



Capacity building is about empowering nonprofits to do **more good, more effectively, and for the long term**. It strengthens an organization's ability to fulfill its mission, enhance sustainability, and better serve its community.

At its core, capacity building focuses on improving a nonprofit's internal systems, leadership, and resources so that impact can grow and endure.

Traditionally, capacity building has included efforts such as **board and staff leadership development, strategic planning, fundraising, and technology investments** to improve operations and organizational effectiveness.

Today, however, nonprofits face a rapidly changing environment. Shifts in federal policies have resulted in rapid changes at all levels and in new directions. Nonprofits must **"meet the moment" and cope with cutbacks— think differently,**

shift paradigms and transform how we understand and interact with the world around us...adapt how we plan, lead, fund, and collaborate.

Capacity building can play a critical role in helping nonprofits adapt and innovate. This may include **funding scenario planning, exploring new revenue models, expanding partnerships, pursuing mergers or strategic alliances**, and other adaptive strategies that strengthen long-term resilience.

Capacity building support can take many forms, tailored to each organization's unique needs. Examples of projects that may be funded include:

- **CONTINGENCY & SCENARIO PLANNING**

Scenario Planning – Financial Modeling & Forecasting

- **PARTNERSHIPS, COLLABORATIONS**

Coalition Building – Collaboration - Mergers & Acquisitions

- **MERGER, CLOSURE**

These unprecedented times may present the need for a merger or closure of your organization.

Contact chaya@chescocf.org to confidentially discuss funding to assist in the planning or initial steps.

- **MISSION, VISION, STRATEGY**

Organizational Assessment - Strategic Planning – Strategic Restructuring – Coping With Cutbacks

- **BOARD ENGAGEMENT, LEADERSHIP**

Board Recruitment – Board Engagement – Increasing Networks & Community Support - Leadership Development – Executive Transition & Succession Planning

- **MARKETING, COMMUNICATION**

Nonprofit Business Messaging & Storytelling – Re-branding – Marketing Planning & Re-Positioning – Crisis Communications Planning

- **RESOURCE DEVELOPMENT**

Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development

- **TECHNOLOGY, OPERATIONS**

Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements

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Grant Proposal Narrative: 60th Anniversary OT Sensory Space and A School of Their Own Capital Campaign

Grant Proposal Summary

For nearly 60 years, The Timothy School has been where students with autism discover their potential and families rediscover hope. Founded in 1966, The Timothy School is Pennsylvania's oldest non-profit approved private school exclusively serving students with autism.

Located in Berwyn, Chester County, we serve 70 students ages 5–21 from more than 25 school districts (including Tredyffrin/Easttown, West Chester, Great Valley, Downingtown and Phoenixville) across 6 Southeastern Pennsylvania counties. Each student receives individualized instruction, therapeutic supports and community-based learning experiences that build independence and confidence.

Through our Consultative and Training Services, we reach over 200 educators, therapists and administrators annually, including the Chester County Intermediate Unit and Chester County school districts, multiplying our impact to hundreds more children and families across the region.

We are seeking \$10,000 in capacity-building support from the Chester County Community Foundation to strengthen readiness for upcoming initiatives, including our 60th Anniversary project: the *Occupational Therapy Sensory Space*. This inclusive environment will integrate technology, sensory tools and adaptive equipment to support communication, regulation and learning. Designed for both student use and community access through *Open Sensory Days*, it reflects our mission to educate and empower students while preparing for our next chapter—a purpose-built new school that will incorporate these advancements.

1. Overall Aims, Key Initiatives & Achievements

Since 1966, The Timothy School has educated and empowered students with autism to achieve their greatest potential—academically, socially and personally—through individualized, evidence-based programs in a supportive environment.

We are distinguished by our collaborative culture, where students receive academic, communication, therapeutic and vocational support in a setting that fosters confidence and belonging. Our Consultative & Training Services extend this expertise to hundreds of educators in regional and international districts.

Our leadership team brings exceptional longevity and expertise, with current supervisors serving an average of 25 years each.

Recent milestones include completing campus improvements (Phase I), expanding our Secondary Center (Phase II) and securing \$1.55 million in state grants—all on time and on budget. These accomplishments demonstrate sound stewardship and readiness for the next phase of growth.



As one parent shared, “*The Timothy School gave our son his voice. Today he can tell us his name, share that he loves cookies and bread, talk about his friends and even say, ‘I love you..’*”

2. Funding Request

We respectfully request \$10,000 in capacity-building support for our new *Occupational Therapy Sensory Space*, a calming, inclusive environment where students can explore and regulate their senses safely and confidently. The space will feature adaptive seating, sensory lighting, interactive technology and therapeutic tools that promote communication and self-regulation.

With a proposed project budget of \$50,000 (Southpaw Enterprises), the *Sensory Space* will serve as a cornerstone of our 60th Anniversary celebration and a model for future facility design. Beyond daily use, we will host *Open Sensory Days* for families, educators and community members to experience this model of inclusion firsthand.

Funding this initiative now is essential as we prepare to launch Phase III of our capital campaign, *A School of Their Own*, timed with our 60th Anniversary in 2026. This investment will strengthen donor and community engagement and advance architectural planning with Heckendorn Shiles Architects.

Timeline of Key Activities

- 2025–2026: Capacity Building & Planning Phase
 - Strengthen donor engagement, complete architectural programming and finalize sensory and technology design plans.
- 2026–2027: 60th Anniversary & Public Campaign Launch
 - Launch the public phase of *A School of Their Own*
 - Create our \$50,000 *Occupational Therapy Sensory Space*, designed to immediately benefit students and model future facility integration.
- 2027–2029: Quiet Phase Expansion & Pre-Construction Preparation
 - Cultivate lead donors, secure naming opportunities and begin pre-construction activities.
- 2029–2031: Construction & Transition Phase
 - Build the new facility and integrate the *Sensory Space* and technology enhancements.

3. Capacity-Building Impact

This capacity-building initiative will strengthen our readiness and sustainability as we prepare for *A School of Their Own*, ensuring we can manage a major campaign and meet growing needs.

As a specialized school serving students with autism, our traditional fundraising base is limited. Timothy families carry the lifelong financial and emotional responsibility of caring for their special-needs children, and we are mindful not to rely on them for major fundraising support. Our outreach focuses on expanding



relationships with foundations, businesses and community partners who can help ensure The Timothy School continues to thrive for future generations.

Support from CCCF will help us expand capacity, deepen donor engagement and advance architectural planning for a purpose-built school designed for students with autism. The impact will be demonstrated through measurable campaign milestones, increased community engagement and expanded philanthropic partnerships.

Consultant: Heckendorn Shiles Architects providing autism-informed educational design and architectural expertise to guide the vision and sensory integration of our future facility.

4. Results and Impact

We will evaluate success through campaign milestones, donor growth and community partnerships.

Long-term results include a 25% increase in student capacity (from 70 to nearly 90 students) along with staff expansion to maintain individualized, evidence-based instruction.

Each year, hundreds of students are turned away due to limited classroom space. With *A School of Their Own*, we can serve more students, improve educational environments and extend our consultative reach to regional schools and educators.

Our families say it best:

“It’s been life-changing for our family. She’s a whole new kid and looks forward to school most days—she has friends.”

“The school was responsible for us being able to be a family again. We went from dealing with autism all the time to enjoying our son and his three sisters.”

5. Conclusion

Our *A School of Their Own* campaign and *Occupational Therapy Sensory Space* reflect our commitment to innovation, inclusion and community. As the oldest non-profit approved private school in Pennsylvania exclusively serving students with autism ages 5–21, we remain the only school of our kind providing comprehensive, evidence-based programming for this age range. After nearly six decades of proven excellence, we are ready to build our future on a foundation of compassion, expertise and hope.

This is what drives our mission every day, a truth we see come to life in our classrooms, with our families and in the community: when students find their purpose, families rediscover joy and communities grow stronger.