

I. GRANT PROPOSAL SUMMARY SHEET

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Date: 5/29/2026

Contact Information

Organization Name: CTC of Greater Downingtown	ED/CEO Name: Carmen Glenn
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cglenn@dtownctc.org	
Phone: 610-952-5794	Board Chair Name: Dan Brady
Website: www.dtownctc.org	Board Chair Approval (check here): X
Year Incorporated: 2017	Primary Contact Name: Aria Walerski
FEIN: 82-1339531	Primary Contact E-mail: awalerski@dtownctc.org

Organization Information:

Field/s of Interest:

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

Mission: Collectively with families, schools, and community, CTC empowers youth by promoting mental health and preventing substance use.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Inside the boundaries of Downingtown Area School District.

Describe Population Served & Annual Number of People Served. (Include Chester County # &/or % served.) CTC serves the Downingtown Area School District, which includes students across 8 municipalities: Downingtown, East Brandywine Township, East Caln Township, Upper Uwchlan Township, Uwchlan Township, Wallace Township, West Bradford Township, and West Pikeland Township. Last year, over 95,000 people were reached with CTC content through social media platforms. In addition over 7,000 youth were reached through Healthy Youth Positive Energy Club advocacy strategies; and over 2,600 parents through CTC parent engagement strategies.

Annual Budget \$_136,411__	_1_ # of Full-Time Equivalent Paid Staff
54 % of budget for program expenses	_7_ # of Board Volunteers
21 % of budget for administrative expenses	_20_ # of Active Non-Board Volunteers
25 % of budget for fundraising expenses	_72_ # of Volunteer Hours 100% = total

Top 3-5 funding sources:

Chester County, Department of Drug & Alcohol

Pennsylvania Department of Community & Economic Development
CCRES

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
Mission, Vision, Strategy	Board Engagement & Leadership X	
Marketing, Communication	Resource Development X	Operations Technology

If other, please describe:

Grant Amount Requested from the Community Foundation: \$8,710.00

Proposal Summary: (a few sentences, please)

CTC of Greater Downtown works to create positive change in our community in regards to substance use prevention and promoting positive mental health. To continue our important work, we need to efficiently and effectively fundraise to support our programs in the Downtown community. We are asking for support to provide training to our board members, as well as programs that we use to equip the organization for growth. Building a strong development foundation and outlining clear expectations to our board members will support our infrastructure and the ability to build capacity aligned with the CTC mission and strategic plan.

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

Since 2001, CTC of Greater Downtown has worked to bring together community partners committed to our mission: Collectively with families, schools, and community, CTC empowers youth by promoting mental health and preventing substance use. Our vision is to create a healthy, supportive, and engaged Downtown community where all youth are empowered to achieve their full potential.

CTC of Greater Downtown works to engage 12 sectors of the community in prevention of underage substance use and promoting positive mental health and youth development. To enhance protective factors and reduce behaviors which negatively impact health, learning, and social outcomes, CTC employs four proven prevention strategies:

- Community Education and Awareness
- Support Parents and Strengthen Families

- Engage Youth in Prevention
- Promote Community Opportunities and Rewards for Pro-Social involvement.

CTC works in partnership through a collective impact model with our schools and community partners to implement mutually reinforcing evidence-based activities, which address mental health and substance use prevention for school-aged youth.

Active HYPE (Healthy Youth Positive Energy) clubs in all 6 DASD secondary schools is a key initiative for CTC. Through these clubs, students engage in peer to peer messaging campaigns focused on prevention and mental health topics. HYPE students organize activities throughout the school year to share information and prevention awareness to their school community. An additional key initiative for CTC is providing resources specifically for parents through our blog, podcast episodes, and Parent Speaker Series webinars. The Parent Speaker Series is a collaboration with DASD where we record informational sessions with professionals on a wide variety of topics. This year's topics included vaping, school avoidance, neuroscience of the brain and how high risk behaviors disrupt the developing brain system and anxiety.

2. Funding request

• What specific needs & issues are being addressed, via what programs and services?

CTC is seeking funding to support development efforts as well as support for board education/training.

Each year, CTC implements a fall Peer-to-Peer fundraising campaign to increase awareness of CTC's work in the Downtown community and to raise money through private donations to help fund our programs. CTC uses specific tools to support this campaign, and overall development work, including the online marketing platforms: Constant Contact and Canva. Constant Contact and Canva allow CTC to create and disseminate digital and print materials to promote our programs, events, and fundraising opportunities. CTC also uses DonorPerfect online software to effectively and efficiently coordinate development initiatives. The DonorPerfect software allows CTC to track our fundraising efforts and is vital to organizing follow up conversations with potential and current donors.

In order for CTC to grow and reach more Downtown families and youth through additional programs and activities, we need a Board who can help us expand our reach. Our Board needs training on networking and fundraising so they can contribute positively to our revenue. In addition, we are also looking for consistent support from our Board for various events that occur throughout the year. We believe that it would be beneficial to provide training to our board members that addresses roles and expectations. To assist us with this goal, we have procured a proposal from Sylvia and Carter & Associates for four 1.5 hour in person board workshops that detail responsibilities and teach fundraising skills for board members.

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

Funding opportunities continue to decline and CTC is more dependent on private donations now than ever before. Mental health and substance use risk factors continue to impact the health and learning success of Downingtown students, families, and our community. Funding from CCCF will help build capacity for CTC to fundraise and will ultimately support local prevention programs for both youth and parents. In addition, CTC has several personnel changes happening on our Board in the coming months so this is a good time to address some training and educational needs.

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

CTC's Development Committee has specific fundraising goals and benchmarks based on previous development accomplishments and overall program goals. DonorPerfect allows us to easily assess and measure development progress. This will go hand in hand with our board training as we will institute new fundraising goals for board members which will include specific monetary goals as well as viable connections with local businesses and organizations that we will monitor throughout the year. Additionally, with more donations, CTC will be able to expand some of our current programs, such as HYPE clubs, into other schools in the community as well as explore new prevention programs for both parents and youth.

- **Additionally, for capacity building grant proposals:**

- o **How will this capacity building initiative impact your nonprofit?**

Support for development strategies and board education will ensure that CTC can maintain fundraising efforts to continue to provide youth and parent programs in the Downingtown community.

- o **How will this impact be demonstrated?**

With more donations and increased fundraising efforts, CTC will be able to expand our programming to introduce new HYPE clubs to youth in our community. In addition, increased funding would allow us to explore new prevention programs that can positively impact Downingtown parents and youth. We will use the 2025 Downingtown Area School District PAYS (Pennsylvania Area Youth Survey) data to tailor these programs to address substance use and mental health needs in our local community.

o 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.

We are anticipating the timeline of this initiative to take place over a two year period from July 2026 through June 2028. CTC utilizes specific tools year round for development including

Constant Contact, Canva and DonorPerfect. Additionally, in the fall, CTC will implement its annual Peer-to-Peer Fundraising Campaign. We host a kick off campaign gathering that would require supplies for the day of the event.

Please see below for the costs of these activities:

- Supplies (food & printed materials) for two annual Peer to Peer fundraising campaign kick-off events (\$250 per year = \$500 total)
- Two year subscription to Constant Contact - Standard Plan (\$550 per year = \$1100 total)
- Two year subscription to Canva Premium (\$125 per year = \$250 total)
- Two year subscription to DonorPerfect (\$2,480 per year = \$4960 total)

In addition, CTC would host four 1.5 hour in person board training sessions between 7/1/26 and 6/30/28. The cost for these training sessions is \$1900. Please see attached external consultant proposal from Constance Carter, a leader in nonprofit consulting, focusing on fundraising and ensuring the success of the organizations she works with.

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 URL: Attached
3. Most recent annual report URL:
[https://static1.squarespace.com/static/5c4cd02de74940c50fd82441/t/68f69769df86772c433eb487/1760991081121/CTC ANNUAL REPORT 2025 PAGES.pdf](https://static1.squarespace.com/static/5c4cd02de74940c50fd82441/t/68f69769df86772c433eb487/1760991081121/CTC+ANNUAL+REPORT+2025+PAGES.pdf)
4. Audited or reviewed recent financial statement URL: Attached
5. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date: Attached
6. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable): Attached
7. Current strategic plan: 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.