



## I. GRANT PROPOSAL SUMMARY SHEET

To obtain an electronic version of this application, visit [www.chescocf.org](http://www.chescocf.org)

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

**Date 4/13/2026**

### Contact Information

Organization Name: Sisters, Servants of the Immaculate Heart of Mary ED/CEO Name: Sister Mary Ellen Tennity, IHM	ED/CEO E-mail: s.maryellen.tennity@ihmimm.org
Address: 1 Our Lady Circle, Malvern PA 19355	Board Chair Name: IHM
Phone: 610-647-2160	Board Chair Approval (check here): <input type="checkbox"/> yes
Website: <a href="https://ihmimmaculata.org/">https://ihmimmaculata.org/</a>	Primary Contact Name: Dan O’Neill
Year Incorporated: 1892	Primary Contact E-mail: dan.oneill@ihmimm.org
FEIN: 23-1352569	

### Organization Information:

#### Field/s of Interest:

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

**Mission:** Animated by our charism of love, creative hope, and fidelity, and in imitation of Mary, we, the Sisters, Servants of the Immaculate Heart of Mary of Immaculata, Pennsylvania, proclaim the Gospel message in the spirit of Jesus the Redeemer. Strengthened by a life of vowed consecration, nurtured by prayer and the Eucharist, and sustained by community living, we radiate joyful service and promote Gospel values, offering compassion to all God’s people though our mission to evangelize, to catechize, and to teach.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): **They serve all of Chester County as there are sisters who are on mission all throughout the county, as well as other counties, states and countries.**

**Describe Population Served & Annual Number of People Served.** (Include Chester County # &/or % served.) **The IHM’s serve more than 15,000 people annually across educational, spiritual, pastoral, and social-service ministries. Their service population includes children and youth in Catholic schools, university students, immigrant adults seeking English-language instruction, parents and educators, older adults, and community members engaged in spiritual development. Within Chester County alone, the IHM Sisters directly serve an estimated 4,500–6,000 individuals each year through Immaculata University, Camilla Hall, local school communities, and parish-based ministries.**

Annual Budget \$14,543,176.00	106 Full-Time Equivalent Paid Staff
92.23% of budget for program expenses	5 Board Volunteers
2.49% of budget for administrative expenses	102 Active Non-Board Volunteers
0.19% of budget for fundraising expenses	816 Volunteer Hours

100% = total

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

**This grant proposal is for:** x Direct Service Programs & General Operating &/or \_\_\_ Capacity Building

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

<input type="checkbox"/> Contingency Planning	<input type="checkbox"/> Partnerships, Collaborations	<input type="checkbox"/> Merger, Closure
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<input type="checkbox"/>	Mission, Vision, Strategy	<input type="checkbox"/>	Board Engagement & Leadership	<input type="checkbox"/>	Marketing, Communication
<input type="checkbox"/>	Resource Development	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Technology
<input type="checkbox"/>	If other, please describe:				

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

**Proposal Summary:** *This project proposes a full modernization of the existing elevator at the Villa Maria House of Studies to improve safety, reliability, and long-term operational efficiency. The upgrade will replace outdated mechanical and electrical components with modern, code-compliant systems designed to enhance performance, reduce maintenance needs, and ensure dependable accessibility for residents, staff, and visitors. By investing in this modernization, the facility will extend the elevator’s service life, improve energy efficiency, and provide a smoother, safer experience aligned with current standards for institutional environments.*



**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**

Our organization is dedicated to advancing its mission through programs that promote service, education, and compassionate support for the communities we serve. Our overarching aim is to create physical, spiritual, and programmatic environments that enable individuals to thrive, ensuring that our facilities remain accessible, safe, and aligned with our mission. Key initiatives include delivering high-quality programs, maintaining facilities that support resident well-being, and investing in infrastructure that strengthens long-term sustainability.

In recent years, we have expanded program reach, improved operational efficiency, and completed several capital improvements that enhance safety and accessibility. What distinguishes our organization is our deep commitment to stewardship, our long-standing presence in the community, and our ability to combine mission-driven service with responsible management. We consistently prioritize the well-being of those we serve and ensure that our facilities reflect the dignity and care central to our mission.

**2. Funding Request**

This funding request supports critical improvements to aging infrastructure to ensure continued safety, accessibility, and operational reliability. The project directly addresses identified needs within our facility, specifically, the modernization of essential systems that support daily operations and resident mobility. Through this initiative, we will enhance safety, reduce maintenance disruptions, and ensure that our programs and services remain fully accessible to all who rely on them.

Timely investment is essential to prevent escalating repair costs, avoid service interruptions, and maintain compliance with current safety standards. Delaying this work risks increased operational challenges and potential safety concerns. Funding this project now ensures continuity of service, protects the long-term viability of the facility, and supports the well-being of residents, staff, and visitors. Impact will be measured

through improved system reliability, reduced maintenance incidents, enhanced accessibility, and feedback from residents and staff. We will track operational performance before and after the project, document reductions in downtime, and report on the improved user experience.

This initiative also strengthens organizational capacity by ensuring that our physical infrastructure can support current and future programming. Modernizing essential systems reduces operational strain, frees staff time previously spent managing maintenance issues, and positions the organization for long-term sustainability by reducing unexpected costs and improving energy efficiency.

### 3. How Impact Will Be Demonstrated and Reported

Impact will be evaluated through operational metrics, financial savings, and program continuity indicators. Key measures include reduced emergency repairs, lower maintenance costs, improved accessibility, and increased staff efficiency. These data points will be incorporated into annual reporting and shared with funders to demonstrate the lasting benefits of this capacity-building investment.

The Villa Maria House of Studies seeks support to modernize Passenger Elevator #PE3, an essential accessibility feature for the sisters, staff, and visitors who rely on safe and reliable mobility throughout the facility. The existing elevator equipment has reached the end of its service life, resulting in increased maintenance needs and outdated safety systems. Code Elevator, Inc. will replace all major mechanical and electrical components—including a new ESI controller, a Hollister-Whitney GT31 geared hoist machine, new hoist ropes, a new rope gripper, new governor equipment, and a new G.A.L. MOVFR II door operator—while retaining components that remain structurally sound. As noted in the proposal, Code Elevator will “remove the existing controller and install new ESI controller” and “install new Hollister-Whitney GT31 geared machine with drum brakes,” ensuring the elevator meets current ANSI safety codes and provides long-term operational reliability.

The total cost of the modernization is **\$277,960**, with an additional **\$35,000** cab allowance and a **\$24,000** expedited schedule option if selected. The project includes all permitting and coordination of the state inspection, as well as a one-year warranty valued at **\$3,960**. Implementation will occur over **28–31 weeks**, including 6–8 weeks for field surveys and drawings, 13–14 weeks for material fabrication and delivery, and 9 weeks for installation. Code Elevator serves as the sole external contractor, providing all required expertise in elevator modernization, safety-code compliance, and non-proprietary system installation. Additional external trades may be engaged separately for items listed as “Work by Others,” such as cab flooring, sump pump installation, or hoist way ventilation, but these are not required for the core modernization. The project’s impact will be demonstrated through improved reliability, reduced emergency repairs, enhanced accessibility, and safer daily operation—ensuring that the Villa Maria House of Studies can continue its mission without disruption.

### 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
2. List of **Board** of Directors, with their affiliations [URL](#):
3. Most recent **annual report** [URL](#):
4. Audited or reviewed recent **financial statement** [URL](#):
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)
7. Current **strategic plan**. If your nonprofit does **not** have a current strategic plan, **explain why**.

- Visit our website to learn more at [www.chescocf.org](http://www.chescocf.org)
- Proposals are only accepted electronically: <https://chescocf.org/receive/apply-for-grants/>
- **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 Kevin Baffa, Grants Administrator or Stephenie Stevens, Grants Officer at **(610) 696-8211** or [grants@chescocf.org](mailto:grants@chescocf.org) with any questions.