

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.*

HOW ARE GRANT DECISIONS MADE AT THE COMMUNITY FOUNDATION?

The Chester County Community Foundation **connects people who care with causes that matter**, so philanthropy makes a difference **now & forever**. With **400+ charitable funds** housed under one umbrella, a single proposal provides multiple pathways for nonprofits to be considered for funding. Nonprofits are encouraged to submit proposals **throughout the year**. Grant funds are awarded from multiple funding pools:

1. GRANTS FROM CCCF DONOR ADVISED FUNDS (DAFS)

- **Families and individuals** establish Donor Advised Funds—endowed charitable funds invested to provide a perpetual stream of earnings to fund nonprofit grants.
- Most DAF grants support **direct service programs and general operations**.
- DAF grant decisions are made independently by donors, sometimes with guidance from Community Foundation staff, and are awarded on a **rolling basis throughout the year**.

2. GRANTS FROM CCCF DESIGNATED ENTRUSTED FUNDS

- CCCF Designated Entrusted Funds are stewarded by volunteer grant panels and Community Foundation staff.
- We accept **Operating & Program Grants proposals year-round**; and from time-to-time issue special, focused Calls for Proposals as new funding becomes available.
- We accept **Capacity Building Grant Proposals year-round**; and from time-to-time issue Calls for Capacity Building Proposals as new funding becomes available. Capacity building grants are intended to strengthen the long-term effectiveness and sustainability of nonprofits serving Chester County.
- Grant panels review proposals and deliberate **monthly**.

DUE DILIGENCE

The Community Foundation is committed to making thoughtful, informed grantmaking decisions. To do so, our staff, donors, and grant panel volunteers:

- Review organizational and financial data via **GuideStar** (<https://www.guidestar.org>) and IRS Form 990.
- Review all submitted proposals, which are **publicly available** at <https://chescof.org/receive/find-active-grants/>.
- Conduct site visits, community research, and online research to better understand mission and impact.

Please note: In compliance with IRS regulations, applicants must be charitable, tax-exempt 501(c)(3) organizations; funding cannot be awarded to individuals.

TO APPLY

- To learn more, visit www.chescof.org
- Proposals are only accepted electronically. The format is online at <https://chescof.org/receive/apply-for-grants/>
- **E-mail proposals to grants@chescof.org**
- Proposals are considered “complete” when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments**. Budgets and financials are important. Please include them.
- Proposals are shared electronically and on-line with Fund Advisors, Donors & Grant Panels.

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

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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 1 December 2025

Contact Information

Organization Name: Southern Chester County EMS, Inc
Address: 863 West Baltimore Pike West Grove PA 19390
Phone: 610.910.3180
Website: medic94.org
Year Incorporated: 1983
FEIN: 23-2256114

ED/CEO Name: Bob Hotchkiss
ED/CEO E-mail: chief@sccems.org
Board Chair Name: Charles Foy Sr
Board Chair Approval (check here): ☒
Primary Contact Name: Bob Hotchkiss
Primary Contact E-mail: chief@sccems.org

Organization Information:

Field/s of Interest:

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

Mission: The Mission of Southern Chester County Emergency Medical Services is the efficient delivery of exceptional emergency medical care to the communities we serve through quality, compassion, and innovation.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):

Avondale Borough, Oxford Borough, West Grove Boroughs and the townships of Elk, East Nottingham, Franklin, Londonderry, London Grove, London Britain, Lower Oxford, New Garden, New London, Penn, Upper Oxford, West Fallowfield, West Nottingham, and West Marlborough.

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

The agency covers approximately 75,000 residents in a service area of roughly 220–225 square miles. In CY 2025, SCCEMS responded to 3,989 9-1-1 responses for 3,776 incidents.

Annual Budget \$ 1,838,601

84 % of budget for program expenses

13 % of budget for administrative expenses

3 % of budget for fundraising expenses

100% = total

11 # of Full-Time Equivalent Paid Staff

17 # of Board Volunteers

0 # of Active Non-Board Volunteers

 # of Volunteer Hours

Top 3-5 funding sources:

Patients Service/ Insurance/ Municipal Funding/ Annual Fund Drive

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

If Capacity Building Proposal, the focus is:

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

Grant Amount Requested from the Community Foundation: \$5,000

Proposal Summary: *(a few sentences, please)* Southern Chester County EMS (MEDIC 94) respectfully requests grant funding to purchase an advanced airway training manikin, enabling our credentialed paramedics and pre-hospital RNs to build and maintain proficiency in advanced airway management and Rapid Sequence Intubation (RSI). This equipment will support initial skills training, ongoing competency verification, and recurring hands-on practice for our clinical staff.



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

Southern Chester County EMS (Medic 94) exists to deliver high-reliability, clinically advanced prehospital care across its service area while maintaining rapid response, workforce stability, and fiscal sustainability. The organization prioritizes patient outcomes, responder safety, and uninterrupted system availability through data-driven operations and regional collaboration.

Key Initiatives

- Clinical Advancement: Prehospital whole blood program; continuous protocol optimization; integration of modern ePCR platforms and quality improvement analytics.
- Operational Resilience: Fleet modernization, safety upgrades (including collision mitigation), and deployment optimization to reduce out-of-service time.
- Workforce Development: Competitive compensation, career pathways, and ongoing education to recruit and retain paramedics in a constrained labor market.
- Community & System Integration: Partnerships with municipalities, hospitals, and public safety agencies; expanded community outreach and prevention efforts.
- Financial Sustainability: Diversified revenue strategies, grant acquisition, and transparent municipal funding alignment.

Key Achievements

- Successful implementation and positive clinical impact of field blood transfusion program.
- 2014 and 2025 Chester County EMS Councils Service of Distinction
- 2017 Pennsylvania EMS Service of the Year
- Consistently strong response performance across a high-demand, mixed rural/suburban service area.
- Proven track record of municipal partnership, accountability, and effective use of public funds.

Distinctiveness

SCCEMS combines high-acuity clinical capability with a regionally integrated, municipally accountable model. Its willingness to adopt advanced interventions (e.g., prehospital blood), invest in data-driven decision-making, and proactively address operational risks (fleet safety, staffing, and readiness) differentiates it as a forward-leaning EMS provider focused on measurable outcomes and system reliability.

2. Funding request

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

Rapid sequence intubation (RSI) is a high-risk, low-frequency procedure where skill decay and limited exposure to difficult airways directly threaten patient safety. SCCEMS currently lacks the high-fidelity airway manikins needed to deliver realistic, hands-on RSI training, creating a gap in both initial paramedic RSI approval and ongoing competency verification.

This funding will provide high-fidelity airway training manikins required to support SCCEMS's RSI program, including:

- Initial RSI training and approval for paramedics seeking RSI credentialing
- Ongoing/recurring competency verification for currently credentialed paramedics
- Difficult and failed-airway management drills
- Objective, repeatable skills assessments at defined intervals

By equipping SCCEMS with the manikins necessary to deliver this training, the program will ensure paramedics achieve and maintain RSI competency, directly improving first-pass success and patient outcomes during airway emergencies.

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

The Pennsylvania Department of Health is set to approve RSI as an authorized paramedic procedure in 2027, and SCCEMS must have its training infrastructure in place before that approval takes effect. High-fidelity airway manikins are required to deliver the hands-on initial training paramedics need to become RSI-approved, as well as the ongoing competency verification required to maintain that credential once approved.

Funding this now allows SCCEMS to build and validate its RSI training program in advance, ensuring paramedics are fully trained and ready to be credentialed the moment Commonwealth approval takes effect in 2027 rather than scrambling to stand up training after the fact and delaying patient access to this critical, time-sensitive intervention. Early investment also allows time to run difficult-airway drills, refine competency assessments, and address any training gaps well before live implementation.

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

SCCEMS will track and report the following measures to demonstrate the impact of this training program:

- Number of paramedics achieving initial RSI approval through manikin-based training, in preparation for the Commonwealth's 2027 procedure approval
- Number of paramedics completing ongoing/recurring competency verification at defined intervals (e.g., quarterly or annually)
- First-pass intubation success rates, tracked through patient care reports once RSI is implemented in the field
- Performance on standardized skills assessments and difficult-airway simulation scenarios, including improvement over successive training sessions
- Any airway-related adverse events or complications, monitored as a quality indicator to confirm training effectiveness

These metrics will be reviewed by SCCEMS medical leadership/QI committee at SCCEMS and the County level on a regular basis to ensure the training program is meeting competency benchmarks and to identify areas for curriculum refinement. Results will be compiled into a summary report demonstrating training completion rates, competency outcomes, and (once RSI is live) field performance data, available to the funder upon request

- **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**.- **ATTACHED**
 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- **ATTACHED**
 6. If capacity building initiative, **itemized budget** - **NA**
 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**.
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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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