

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
at (610) 696-8211 or grants@chescof.org with questions.

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

The logo for the Chester County Community Foundation. It features a circular emblem with a stylized 'C' and 'F' inside. To the right of the emblem, the words 'CHESTER COUNTY' are written in a small, sans-serif font, followed by 'community' in a larger, green, lowercase sans-serif font, and 'FOUNDATION' in a smaller, green, uppercase sans-serif font below it.

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
at (610) 696-8211 or grants@chescocf.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 09/01/2026

Contact Information

Organization Name: Family Service of Chester County
Address: 310 N Matlack St. W. Chester, PA 19380
Phone: 610-696-4900
Website: www.familyservice.us
Year Incorporated: 1947
FEIN: 23-1726329
tchangaris@familyservice.us

ED/CEO Name: Mark Butler
ED/CEO E-mail: mbutler@familyservice.us
Board Chair Name: Beryl Goldman
Board Chair Approval (check here): ☒
Primary Contact Name: Tyler Changaris
Primary Contact E-mail:

Organization Information:

Field/s of Interest:

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

Mission: To provide life-changing individual and family support by removing barriers and providing access to counseling, case management, youth services, and family programs.

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

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

General Population, Low-income individuals, Spanish speaking, ALICE community, marginalized/underserved

Annual Budget \$ 5,086,479 _____ # of Full-Time Equivalent Paid Staff _____ 40 _____
____ 39 _____ % of budget for program expenses _____ 15 _____ # of Board Volunteers
____ 60 _____ % of budget for administrative expenses _____ 20 _____ # of Active Non-Board
Volunteers
____ 1 _____ % of budget for fundraising expenses _____ 300 _____ # of Volunteer Hours
100% = total

Top 3-5 funding sources:

Kennett Square Consolidated School District Contract: \$650,000
Supportive Housing Program Contract: \$605,000
HOPWA Contract: \$500,000

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

If Capacity Building Proposal, the focus is:

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

Grant Amount Requested from the Community Foundation: \$__5,000_____

Proposal Summary: *(a few sentences, please)*

Family Service of Chester County (FSCC) is seeking **\$5,000 to provide counseling scholarships to low-income individuals and families throughout Chester County**, helping an estimated 25–30 people access mental health services over the next 12 months.

Our counseling program is an essential part of our mission. Our professionally trained therapists provide compassionate, trauma-informed care to individuals, couples, children, and families within our county. We strive to reduce cultural, language, and financial barriers for those in our county who have no other means of receiving counseling.

For those who are struggling to afford everyday costs of living, the cost of mental health care seems insurmountable. Scholarship funding helps ensure that financial hardship does not prevent individuals from accessing professional, trauma-informed counseling that can strengthen coping skills, relationships, and overall well-being.

For more than 79 years, FSCC continues to serve our county, expanding access through multiple locations, telehealth, bilingual counseling, and community partnerships that connect individuals and families to care. **Your \$5,000 investment will directly remove a barrier to mental health care**, allowing individuals who may otherwise go without services to receive the support they need to build healthier, more stable futures.

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

FSCC is committed to removing barriers and creating access to services for all residents of Chester County, regardless of socioeconomic status. For nearly 80 years, FSCC has provided counseling, case management, youth services, family programs, and other community-based initiatives, all with the aim of strengthening our community.

FSCC's Counseling Program is a key component of our mission. We provide accessible, trauma-informed counseling to children, adults, and families experiencing trauma, substance use, relationship challenges, and other barriers to stability. Our Master's-level clinicians provide individualized care in English and Spanish through multiple locations and telehealth, helping reduce financial, geographic, and language barriers to treatment.

One of FSCC's greatest strengths is our ability to provide a **continuum of services under one organization**, allowing us to respond to the diverse and changing needs of the individuals and families we serve. When a client needs support beyond counseling, we can connect them directly with additional FSCC programs and resources, as well as trusted external community partners, helping ensure they receive comprehensive support rather than having to navigate the system alone.

What distinguishes FSCC is our longstanding commitment to meeting people where they are, always responding to the evolving needs of our community. Proudly serving Chester County for almost 80 years, we step in when others have stepped away. A vast majority of our programming comes at no cost to those we serve, and we never turn anyone away, even if they are unable to pay.

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?**

FSCC is seeking **\$5,000 to provide counseling scholarships for approximately 25 low-income individuals and families throughout Chester County over the next 12 months**. Funding will directly offset the cost of counseling for clients who cannot afford the full cost of care, allowing them to begin or continue treatment.

Specific Needs & Issues Being Addressed:

The need for affordable mental health services continues to grow, while cost remains one of the most significant barriers to accessing care. This includes ALICE (Asset Limited, Income Constrained, Employed) households—the working poor who may earn too much to qualify for assistance, but struggle to afford basic needs. For these families, counseling can become an expense they cannot prioritize, and thus it's the first to go, even when it's so desperately needed.

FSCC addresses these challenges through individual and family counseling, therapeutic consultations, telehealth, bilingual services, and a sliding fee scale. Counseling helps clients develop coping skills, manage

anxiety and other mental health concerns, strengthen relationships, navigate trauma and life transitions, and improve overall functioning. Addressing concerns early leads to strengthening individuals and families and ultimately makes way for a more resilient community.

Why Fund This Now:

Mental health challenges do not wait for a family's financial circumstances to improve. When individuals cannot access support early, emotional and family challenges can intensify and may ultimately require more costly or intensive interventions. At the same time, financial pressures, social isolation, language barriers, and limited access to bilingual providers continue to create obstacles to care.

Intensifying this need are the financial pressures and changes in the social and public-service landscape, which have reduced access to resources for individuals and families already facing hardship. As government assistance and community supports become more limited, many people are left with fewer options when they need mental health care most. At the same time, rising costs of housing, food, transportation, and other necessities leave working families with little room in their budgets for counseling. **Private support is increasingly essential to filling these gaps and ensuring that financial hardship does not become a barrier to mental health care.**

Funding now will allow FSCC to respond to these needs immediately by providing counseling to individuals who are ready for help but unable to afford it. A \$5,000 investment can turn an otherwise inaccessible service into a realistic option for dozens of Chester County residents.

Results & Impact:

FSCC measures success at the individual level because each client enters counseling with different needs and goals. Counselors develop individualized treatment plans with clients and regularly review progress toward identified goals. Clients also complete self-assessments, while clinicians use standardized assessment tools to monitor changes in functioning and overall progress.

Over the next 12 months, FSCC anticipates that 85% of clients receiving one to three therapeutic consultations will report progress toward their identified goals, and 80% of clients participating in four or more counseling sessions will demonstrate progress toward treatment goals and/or improvement in functional assessment scores.

In addition to measuring the number of individuals served and counseling sessions provided, FSCC will evaluate whether clients experience meaningful improvements in coping, relationships, emotional well-being, and daily functioning. Ultimately, the success of this investment will be reflected in individuals and families who are better equipped to manage challenges, maintain stability, and move forward with greater confidence. **A \$5,000 investment in FSCC's counseling scholarship program is an investment in accessible mental health care—and in healthier individuals, stronger families, and a more resilient Chester County community.**