

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@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://chescofcf.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.chescocf.org
- Proposals are only accepted electronically. The format is online at <https://chescofcf.org/receive/apply-for-grants/>
- **E-mail proposals to grants@chescofcf.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.

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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.

Contact Information

Date: 9/18/2026

Organization Name: SILO (Serving, Inspiring and Loving Others) ED/CEO Name: Melissa Pacella

Address: PO Box 22 Oxford, PA 19363

ED/CEO E-mail: Melissa@oxfordsilo.com

Phone: 610-715-9952

Board Chair Name: Ed Herr

Website: www.oxfordsilo.com

Board Chair Approval (check here): ☒

Year Incorporated: 2018

Primary Contact Name: Melissa Pacella

FEIN: 82- 2595175

Primary Contact E-mail: Melissa@oxfordsilo.com

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: SILO is a welcoming and diverse group of friends who come together to Serve, Inspire and Love Others in our community.

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

SILO's work focuses on the southern part of Chester County, primarily Oxford and the surrounding area.

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

Last year, SILO served 2,622 unduplicated people, including friends (clients) with mental illness, limited mobility, addictions, single parents, senior citizens, immigrants, unemployed and homeless individuals.

Annual Budget \$554,060 (2025/26)

3 Full-Time Equivalent Paid Staff

84% of budget for program expenses

6 Board Volunteers

9% of budget for administrative expenses

133 Active Non-Board Volunteers

7% of budget for fundraising expenses

2,370 Volunteer Hours

Top 3-5 funding sources: Oxford Area Foundation (15% of annual budget), James and Miriam Herr Family Fund (9%), Ed and Diane Herr (5%), United Way of Southern Chester County (5%), Connelly Foundation (5%)

This grant proposal is for: 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	☐	Operations	☒	Technology
☐	If other, please describe: Expanding and diversifying revenue streams, Financial Management				

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

Proposal Summary:

SILO is requesting general operating funds for four essential programs: Delivering Hope's food delivery service, Growing Together Community Garden where neighbors learn to grow their own food, Monthly Community Meals which provide food and social connection and Emergency Assistance that secures housing for those who are homeless or on the verge of losing their housing. These programs increase food and housing security for the most vulnerable people in southern Chester County.

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

SILO's Overall Aim

SILO's overall aim is to strengthen the stability and well-being of individuals and families facing hardship in southern Chester County by reducing barriers to essential resources and services, building meaningful relationships, and creating a community where people feel supported, connected, and valued.

SILO's Key Initiatives

Delivering Hope delivers fresh and shelf stable food directly to the front door of households facing food insecurity. Delivering Hope removes barriers to food access like not having transportation, limited mobility and working while traditional food banks are open. Last year, 2,010 people received convenient food delivery, a relief for households experiencing the stress of financial pressure.

Growing Together Community Garden and Orchard are places where friends and neighbors come together to grow food for themselves and others. Each week, volunteers come to the garden to plant, weed and harvest produce. Last year, 1,649 pounds of produce were grown and distributed on the Free Produce Stand. Educational workshops build community, while teaching both critical and fun skills.

SILO's **Monthly Community Meals** bring together an average of 208 people each month to enjoy a free, nutritious meal in a welcoming environment. In addition to providing food, the meals reduce social isolation while creating a space where neighbors from different backgrounds can meet, connect, and build community across a shared table.

SILO's **Emergency Assistance** program helps individuals and families achieve housing stability through two primary approaches: providing short-term rental assistance to prevent homelessness, and working directly with people experiencing homelessness to help them secure safe, stable housing. Support is tailored to each household and may include case management, landlord advocacy, transportation, and connections to additional supportive resources.

SILO's Key Achievements

While SILO has helped many people in life-transforming ways, the more subtle accomplishments lay the foundation for the success of our efforts including:

- Innovative programming that quickly adapts to the evolving needs we observe in the community
- Fostering a playful, hard-working, resourceful and collaborative volunteer culture
- Creating a sense of community and belonging for all participants. Our volunteers and meal attendees often refer to SILO as an extended family.
- Blurring the lines between those who are helping and those who are helped, resulting in empowerment for recipients

SILO's Distinctiveness

SILO operates in a uniquely relational and proactive way, building trust through consistent presence in the lives of the people we serve. These relationships allow us to identify otherwise “silent” needs in our community and connect people with resources they may not have sought out on their own. Rather than expecting people to come to us, SILO reaches out and meets people where they are—at home, on the street, or wherever they feel most comfortable. While this approach is more time- and labor-intensive than traditional service delivery, it allows us to reach people who might otherwise remain disconnected from support and creates opportunities for meaningful, lasting change.

2. Funding request

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

Critical needs in southern Chester County that SILO addresses include food insecurity, housing instability and homelessness, social isolation, and limited access to fresh food and environmental education.

Delivering Hope addresses food insecurity, especially for those with limited transportation or employment, by bringing groceries directly to households facing barriers to traditional food assistance.

Emergency Assistance works to prevent homelessness through rental assistance while helping people already experiencing homelessness secure stable housing. **Monthly Community Meals** address food insecurity and social isolation by bringing neighbors together around a shared meal. SILO's **Growing Together Community Garden and Orchard** increase access to fresh, locally grown food while providing hands-on environmental education.

Why is it important to fund this now?

Over the past several years, SILO has seen a steady increase in the number of people needing assistance. Rising costs are stretching household budgets, and families who were previously financially stable are increasingly turning to SILO for help. Simultaneously, shifts and cutbacks in traditional funding sources are creating greater financial uncertainty for SILO. We are facing the challenge of meeting growing needs while ensuring our organization has the financial resilience to continue providing critical services.

Support at this pivotal moment will help SILO adapt to a changing funding environment while remaining reliable for the families who depend on us. By strengthening the organization behind our programs now, we can better weather future cutbacks and remain a stable, responsive resource for our community.

How will results & impact be demonstrated?

Strengthening SILO's fundraising capacity will ultimately allow us to sustain and expand the services our community relies upon. SILO consistently collects program data to evaluate our reach and impact, including:

- Number and demographics of individuals and households receiving food delivery
- Number of grocery bags and meals distributed
- Number of individuals and families receiving rental and utility assistance
- Number of people experiencing homelessness who are helped to secure stable housing
- Pounds of produce grown and distributed through the Growing Together Community Garden
- Number of people participating in educational workshops and garden activities

- Estimated number of community garden visits
- Number of volunteers engaged and volunteer hours contributed

Together, these measures demonstrate SILO's ability to meet immediate needs throughout southern Chester County.

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
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