

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://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.

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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

Contact Information

Organization Name: Immaculata University
Address: 1145 W. King Road, Immaculata, PA 19345
Phone: 484-323-3225
Website: <https://www.immaculata.edu/>
Year Incorporated: 1920
FEIN: 23-1352648

ED/CEO Name: Barbara Lettiere
ED/CEO E-mail: Blettieri@immaculata.edu
Board Chair Name: Peggy Behm
Board Chair Approval (check here): ☐
Primary Contact Name: Dylan Sander
Primary Contact E-mail: dsander@immaculata.edu

Organization Information:

Field/s of Interest:

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

Mission: Immaculata University, a Catholic academic community, founded and sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to scholarship, formation of the whole person for leadership and service, and empowerment of all to seek truth, promote justice and engage in dialogue between faith and culture.

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

Immaculata University is located in Chester County. For the 2025 school year, Chester County was the home of 717 of Immaculata's students, including under graduate, adult learners, and graduate students.

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

Immaculata University provides educational services to 717 students from Chester County.

Annual Budget \$47,821,868	257 # of Full-Time Equivalent Paid Staff
77 % of budget for program expenses	25 # of Board Volunteers
22 % of budget for administrative expenses	22 # of Active Non-Board Volunteers
1 % of budget for fundraising expenses	# of Volunteer Hours

100% = total

Top 3-5 funding sources:

Tuition, Auxiliary Enterprises, Gifts and Grants

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		Operations		Technology
	If other, please describe:				

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

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

This proposal will allow Immaculata University to give scholarships to Chester County residents who are attending nursing school. This will lead to increased student retention and increased graduation rates. Through increasing the graduation rates of nursing students in Chester County, the Chester County Community Foundation will be able to support addressing the local nursing shortage.

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

Immaculata University is a private University located in Chester County. Since the University (initially as Immaculata College) was founded by the Sisters, Servants of the Immaculate Heart of Mary in 1920, IU has worked to identify the needs of the local community and create programs that address those needs. This has led to Immaculata developing innovative programs to meet the needs of the local community, such as the creation of an evening program of continuing education for both men and women. As demand for advanced degrees grew, the College expanded its graduate offerings in high-demand fields. After an evaluation of local needs and programming in the early 2000s, the College took steps to become a University and began admitting male students to its traditional undergraduate program.

The University's overall aim is to provide students with a high-quality education that leads to alumni having marketable skills that meet the needs of Chester County. The University has also worked to build a unique educational experience for its students that emphasizes a personalized and well-supported educational experience. With a student to faculty ratio of 12:1, students build relationships with their professors that enhance their academic experience and enables professors to support students in need. This reputation, along with IU's focus on securing positive outcomes for its graduates, has resulted in rising enrollment rates, with two consecutive record-breaking freshman classes.

A major factor in Immaculata's success is the enduring success and popularity of its nursing program. With 26% of IU undergraduates pursuing a degree in nursing, it is Immaculata's single largest major. The program is also highly successful, with 90% of graduates passing their NCLEX licensure exam. Many of these graduates go on to work in Chester County facilities.

2. Funding request

- **What specific needs & issues are being addressed, via what programs and services?**
 - Chester County has not escaped the nursing workforce crisis that is affecting the entire state. With a major shortage of nurses, IU's nursing program is needed now more than ever. Many of the students who graduate from IU are Chester County residents and remain in the area to pursue employment. Chester County Hospital is a major employer of IU Nursing alum.
- **Why is it important to fund this now?**
 - By funding this project now, Immaculata will be able to distribute it at a key point in future recipients' academic journey. While IU's retention rate exceeds the national average, many students at the beginning of their academic career are forced to weigh the fiscal cost of a degree. Offering a scholarship that alleviates that concern can be pivotal in the student remaining enrolled. This will ensure that more nursing graduates are entering the Chester County workforce and providing their expertise to the population.
- **How will results & impact be demonstrated?**
 - Success of this program will be measured through student retention rates. Immaculata University will track the students that receive scholarships from this funding and support their efforts as they attempt to successfully complete their education.
- **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
 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
 - 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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CHESTER COUNTY
community
FOUNDATION

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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