

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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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: Phoenixville Free Clinic (PFC)
Address: 143 Church Street, Phoenixville, PA 19460
Phone: 610-935-1134
Website: www.phoenixvillefreeclinic.org
Year Incorporated: 2002
FEIN: 23-30272363

ED/CEO Name: Shelley Meenan
ED/CEO E-mail: Smeenar@phoenixvillefreeclinic.org
Board Chair Name: Jeanne Franklin, MPH, PMP
Board Chair Approval (check here): X
Primary Contact Name: Sarah Toporski
Primary Contact E-mail: stoporski@phoenixvillefreeclinic.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: Phoenixville Free Clinic's mission is to provide quality healthcare to the uninsured and underserved with dignity and respect.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Chester County is PFC's primary region served, with nearly 70% of our patients residing within the county.

Describe Population Served & Annual Number of People Served. (Include Chester County # &/or % served.) PFC serves individuals who are uninsured and unable to pay for healthcare services. Annually, we provide over 5,500 patient visits to approximately 1,500 patients.

Annual Budget \$1.8m	14.5	# of Full-Time Equivalent Paid Staff
91 % of budget for program expenses	12	# of Board Volunteers
3 % of budget for administrative expenses	140	# of Active Non-Board Volunteers
6 % of budget for fundraising expenses	15,142	# of Volunteer Hours

100% = total

Top 3-5 funding sources:

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
☐	Mission, Vision, Strategy	☐	Board Engagement & Leadership	☐	Marketing, Communication
☐	Resource Development	☐	Operations	☐	Technology
☐	If other, please describe:				

Grant Amount Requested from the Community Foundation: \$ 7,500

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

PFC requests funding to provide critical medical care to our underserved neighbors; including primary care, specialty care, behavioral healthcare, lab testing, medications, and diagnostic testing.

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

Phoenixville Free Clinic's (PFC) primary aim is to provide accessible, high-quality healthcare to the uninsured and underserved individuals in the Greater Phoenixville area while reducing disparities in healthcare access and outcomes. We strive to provide comprehensive, coordinated care that helps patients improve their health and stability so they can work, care for their families, and live healthier lives.

PFC provides holistic, patient-centered care, empowering the individuals we serve to take control of their health in a warm, welcoming environment. In addition to primary and preventative care, our specialty services include pediatrics, cardiology, gynecology, rheumatology, gastroenterology, orthopedics, allergy, pulmonology, neurology, dietetics and nutrition, behavioral health and dermatology. As part of our comprehensive care, patients also receive lab testing and medications. Through a partnership with Main Line Health/Paoli Hospital, they receive diagnostic testing, consultations, and advanced procedures.

We also offer preventative screenings, school-mandated pediatric vaccinations, and an annual flu shot program, which provides flu vaccines to the community at no cost through a partnership with the Chester County Health Department. The program is part of a state initiative to provide surveillance for flu and flu-like illnesses during flu season.

At PFC, many of our patients work minimum wage jobs that don't offer health benefits. They often find themselves struggling to pay for housing and other basic essentials and have nothing left at the end of the month to pay for healthcare. Since many patients who first come to us have already delayed medical care because of their inability to pay, they often have multiple medical issues and require care from multiple specialists, in addition to primary and preventative care. Other factors that affect treatment are mental health issues, lack of social and family support, limited transportation, unemployment, and related hardships. In addition to providing comprehensive medical care, including access to behavioral healthcare, our providers refer patients to other nonprofits, community organizations, and programs that can address these other critical social determinants of health.

Our current key initiatives include continuing to provide and expand access to primary, specialty and preventive care coordination and chronic disease management; providing access to diagnostic testing, reducing barriers through telehealth and language services and expanding partnerships and volunteer capacity.

Over the past year, PFC increased patient visits by 15%, added a bilingual Community Health Worker, expanded volunteer medical capacity, increased telehealth visits, and strengthened care coordination. We are also adding a volunteer optometrist to our services. New partnerships have added a mammogram bus to our community on a monthly basis and dental referrals for our patients.

PFC provides more than access to a medical appointment. We bring primary and specialty care, diagnostics, preventive services, care coordination, behavioral health, prescription assistance and community resources in a trusted setting designed specifically for uninsured patients. Our relationship-based approach helps patients overcome the financial, language, transportation, and system barriers that can prevent them from successfully accessing and continuing care.

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?**
- **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.**

PFC is requesting general operating support to help sustain and expand access to healthcare for uninsured and underserved individuals in the Greater Phoenixville community. Our patients are among the region's most financially vulnerable, with 66% living below the Federal Poverty Level and more than 90% below 200% of the Federal Poverty Level.

General operating support is particularly important because the cost of providing care continues to increase as patients require more visits, diagnostic testing, care coordination, medications, and specialty services. Laboratory services are one of PFC's fastest-growing operational costs, driven in part by the increasing complexity of patient care and the need for more advanced diagnostic testing.

Funding will support the broad range of services that make PFC's model of care possible, including primary and behavioral healthcare, laboratory testing, medications and prescription assistance, specialty care, preventive services, care coordination, patient advocacy, and connections to additional diagnostic testing and consultations through the Main Line Health Financial Assistance Program.

During the current fiscal year, PFC expects to provide:

- 6,000–7,000 patient visits to approximately 1,500 uninsured individuals
- Approximately 1,000 behavioral healthcare visits
- 6,500–7,000 laboratory tests to support diagnosis and treatment
- Medications and prescription assistance to help patients obtain necessary medications
- Advanced diagnostic tests, procedures, and specialty consultations through the Main Line Health Financial Assistance Program
- Patient advocacy and care coordination through compassionate, culturally sensitive communication and support

Why Fund This Now?

The need for a strong healthcare safety net is especially important at a time when many financially vulnerable individuals and families face uncertainty around healthcare coverage, affordability, and access to care. Changes to Medicaid and other government-supported programs can leave individuals at risk of losing coverage or struggling to navigate available resources. The demand for services from organizations serving uninsured and underserved populations places additional pressure on free and charitable clinics.

At the same time, PFC is seeing continued demand for care and greater complexity among the patients we serve. More patient visits also mean increased laboratory, medication, diagnostic, and care coordination costs. General operating support provides the flexibility needed to respond to these changing needs while ensuring that resources remain focused on patient care.

Funding a free clinic is an investment in a critical community safety net. For our vulnerable neighbors, PFC can be the place they turn when cost or lack of insurance would otherwise prevent them from seeking care. Maintaining this access helps patients address health concerns earlier, manage chronic conditions, and remain connected to the care and resources they need.

How Results and Impact Will Be Demonstrated

PFC measures impact through both outputs and patient outcomes. We track the number of patients served, patient visits, behavioral health visits, laboratory tests, medications and prescription assistance provided, and advanced diagnostic tests, procedures, and consultations accessed through the Main Line Health Financial Assistance Program.

We also measure outcomes through progress toward individual patient healthcare goals and monitor through our electronic records system and our internal quality improvement measurements.

Ultimately, the impact of this funding will be demonstrated not only by the number of patients and services provided, but by PFC's ability to help uninsured patients access care, manage their health, and achieve better health outcomes despite financial and other barriers to care.

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 **URL:**
 - <https://www.phoenixvillefreeclinic.org/board-of-directors>
 3. Most recent **annual report URL:**
 - Attached
 4. Audited or reviewed recent **financial statement URL:**
 - 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** (including external consultant's proposal, if applicable)
 - N/A
 7. Current **strategic plan**. If your nonprofit does **not** have a current strategic plan, **explain why**.
 - 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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 - Per IRS Regulations, applicants must be charitable, tax-exempt organizations with 501(c)(3) certification & cannot be individuals.

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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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