

# BOARD OF SUPERVISORS MEETING

PRESENTATION BY  
BOARD OF COMMUNITY ASSISTANCE (BCA)  
MARCH 9, 2023



## BOARD OF COMMUNITY ASSISTANCE

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Enhancing Life and Community  
in Upper Merion Township

# BCA MEMBERS

## Appointed Members

Brett Montich, Chairperson

Lydia Dan Sardiñas

David Karen

## Board of Supervisors Liaison

Greg Waks

## Staff Liaison

Gerri Vattimo

## VFCR Representatives

Ron Bailey

Donna Hogan, Vice Chairperson

# OVERVIEW

- Advise the Board of Supervisors on providing assistance and support with monies received from the Valley Forge Casino Resort.
- Non-profit and 501(c) organizations propose projects or plans which directly impact the community and residents of Upper Merion Township
- College scholarships to noteworthy Upper Merion Township High School Seniors, Public, Private, etc. who reside in Upper Merion Township
- To date, the BCA has awarded over \$1,500,000 in grants

# Number of Applicants

Year	Total	Organizations	Sports	Scholarships
2013	41	29	4	8
2014	95	53	9	33
2015	103	53	9	40
2016	95	52	10	33
2017	101	63	5	33
2018	94	53	6	35
2019	77	49	4	24
2020	78	44	5	29
2021	76	51	7	18
2022	61	37	1	23

# Number of Award Recipients

Year	Total Recipients	Organizations	Sports	Scholarships
2013	28	16	4	8
2014	59	26	5	28
2015	69	36	3	30
2016	65	33	7	25
2017	42	26	1	15
2018	59	28	4	27
2019	56	36	2	18
2020	56	29	3	24
2021	56	37	3	16
2022	47	30	1	16

# FUNDS – Awarded & Distributed

Year	Funds Available	Funds Awarded
2013	\$145,000	\$128,000
2014	\$160,000	\$155,000
2015	\$154,000	\$149,000
2016	\$153,000	\$152,273
2017	\$149,899	\$149,540
2018	\$152,567	\$151,705
2019	\$152,782	\$152,385
2020	\$193,106	\$177,790* <i>(two rounds)</i>
2021	\$180,050	\$155,050* <i>(two rounds)</i>
2022	\$160,755	\$135,500

# APPLICATION PROCESS

NON-PROFIT AND 501(C) ORGANIZATIONS AND GROUPS

# ORGANIZATION APPLICATION

- **Project Description**
- **Project Cost**
- **Organization Description**
- **Beneficiaries**



# ORGANIZATION APPLICATION & PROJECT REPORT

ORGANIZATION/AGENCY NAME: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

\_\_\_\_\_

TYPE OF ORGANIZATION:

NON-PROFIT TAX ID NUMBER: \_\_\_\_\_

GOVERNMENT

OTHER (PLEASE SPECIFY): \_\_\_\_\_

\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

COUNTY, STATE, ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

\_\_\_\_\_

PHYSICAL ADDRESS OF PROJECT: \_\_\_\_\_

COUNTY, STATE, ZIP CODE: \_\_\_\_\_

\_\_\_\_\_

2 BCA Organization Application 2023

## ORGANIZATION PROJECT COMPLETION REPORT

Brief SUMMARY of BCA project:

Organization name:
Project name:
Project objectives completed:
Project items not completed with reason:
Funds Used for the Project as compared to the Project Plan Funds
Comments
SIGNATURE/date:

**ATTACH RECEIPTS** of all BCA project-related expenditures (grant money fully covered by receipts)

Submit Project Report in any of these following ways:

o Email: [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org)

o Mail:  
Gerri Vattimo, BCA Staff Liaison  
175 W. Valley Forge Road  
King of Prussia, PA 19406

o Drop off c/o Gerri Vattimo: Upper Merion Township Cashier Window, 2nd Level Township Building

Contact Gerri Vattimo, BCA Staff Liaison: [gvattimo@umtownship.org](mailto:gvattimo@umtownship.org) or call 484-636-3899

BCA Organization Grant Award Project Report Template

# Organizations

All non-profit and/or 501(c) township-based organizations or organizations that benefit Upper Merion Township are eligible to apply for a BCA grant

Organization Awards range from \$1,000 - \$10,000

All applicants are required to submit a year-end summary to the BCA by November 30th, including copies of invoices/receipts, showing how approved BCA funds were used per the application request.

Fillable Applications for download are available on the BCA webpage at [www.umtownship.org](http://www.umtownship.org)

# **SCHOLARSHIP APPLICATION**

HIGH SCHOOL SENIOR UPPER MERION RESIDENTS

# SCHOLARSHIP WORKSHOP

Wednesday, February 8, 2023 – Meeting for Interested Students  
hosted by UMASD College & Career Counselor, Presented by BCA

- BCA presented a workshop to Upper Merion Township High School Seniors at the High School
- Provided an overview on the characteristics of a successful BCA scholarship application
  - Examples of top quality applications, acceptable, and unacceptable applications
- Q&A time for student participants

**The BCA encourages quality project proposals that will make a real difference to the Upper Merion Township community!\***

# SCHOLARSHIP APPLICATION

- **Academics**
- **Character/Leadership/Activities**
- **College/University Financial Aid Needs**
- **Community Service – Past and Future**
  - Quality Community Service Project

# SCHOLARSHIP APPLICATION (CONT)

## Application Inclusions

- Honors or Extracurricular Activities
- Special Circumstances
- Community Service Project Plan\*
- Transcripts
- Letter of Recommendation
- Copy of College/University Acceptance Letter
- Financial Aid Cover Letter

# SCHOLARSHIP PROJECT REQUIREMENTS

## Community Service Requirements

- Submit a project plan to include a minimum of 15 community service hours that will be performed as part of BCA scholarship grant. Project approval from non-profit required (see form).
- Past community service projects are not eligible as BCA project – develop a project with sufficient rigor and quality to ensure that it will bring value to a local non-profit / community
- Service Project must be performed starting June 1<sup>st</sup> and completed by November 30, 2023
- Service Project Report (including photos) and Verification Form (sign off of hours completed) (see forms). Due NLT Nov 30,2023.

*Note: The BCA will not issue the 2nd half of the scholarship award until the student's project is completed per signed agreement.*

# SCHOLARSHIP APPLICATION - PROJECT FORMS

**BOARD OF COMMUNITY ASSISTANCE**  
Enhancing Life and Community in Upper Merion Township

**SERVICE PROJECT PLAN APPROVAL FORM**

Your BCA Community Service Project Plan must be approved by the organization or sponsoring adult.

- **Service Project Name:** \_\_\_\_\_
- **Listing of specific service project elements:**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

- **What contribution to the organization will be made by your project?** \_\_\_\_\_

Project Sponsor: I approve this BCA SERVICE PROJECT: YES  NO

NO, please state reason: \_\_\_\_\_

Project Sponsor Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**COMMUNITY SERVICE PROJECT REPORT**

A Community Service Project Report must be submitted by **COB November 30<sup>th</sup>** of the scholarship year.

The following items must be included as part of the BCA Service Project Completion Report:

- **Verification/SignOff Form** from the organization that you served. The **signed Verification Form** is to be provided upon completion of service project, including **Total Hours of Service performed**.  
*(Note: If you did not perform your service project for a specific organization, you will need to secure the signed Verification Form from the supervising adult.)*
- **Describe your community service project** (summary narrative and key elements of the project): \_\_\_\_\_
- **How did your service project benefit the community? Explain:** \_\_\_\_\_
- **Provide project results and service hours:** \_\_\_\_\_
- **Create a Google Drive BCA Service Project Summary Folder** and upload all project-related items (flyers, lesson plans, presentations, screen recordings, forms, photos, the completed report).  
Photos of your service project: Provide a minimum of two (2) photos of your service project with captions explaining the activity.
- **Email [gsuzmo@uppermerion.org](mailto:gsuzmo@uppermerion.org) your report, and photos or provide the Google Drive <https://drive.google.com> link** (just copy link) to your BCA Service Project Summary Folder, and your service report file.

Questions? Contact Geeti Vorteno, Board of Community Assistance Staff Liaison via email at [gsuzmo@uppermerion.org](mailto:gsuzmo@uppermerion.org) or call 484-635-3899.

BCA Scholarship Award Service Project Report Template

**BOARD OF COMMUNITY ASSISTANCE**  
Enhancing Life and Community in Upper Merion Township

**SERVICE PROJECT REPORT – VERIFICATION LETTER**

This Service Project Verification Letter Form and the completed Service Project Report Form must be submitted by **COB November 30<sup>th</sup>** of the scholarship year.

This form is required to be completed and signed by the organization's sponsor or the individual sponsor for the student's Service Project.

Dear Upper Merion Township Board of Community Assistance,

I, \_\_\_\_\_ (Your Name), on behalf of the \_\_\_\_\_ (Your Organization) am writing this letter to express thanks to \_\_\_\_\_ (Student's Name) and to validate that this student completed the required hours of \_\_\_\_\_ (Hours per the BCA Grant/Project Approval Form) on their BCA Service Project: \_\_\_\_\_ (Project Title).

The Service Project work was performed from \_\_\_\_\_ (Start Month) To \_\_\_\_\_ (End Month), \_\_\_\_\_ (Year).

Brief description of service contribution to the organization (or the community): \_\_\_\_\_

Comments on student's performance: \_\_\_\_\_

If you have any questions or requests do not hesitate to contact me.  
Sincerely,

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



# VOLUNTEER SERVICE HOURS - AWARD LEVEL

## Award Value

## Vol Hours Req.

\$7,000 - \$10,000

50 hours

\$5,000 - \$6,999

40 hours

\$3,000 - \$4,999

30 hours

\$1,500 - \$2,999

20 hours

\$ 500 - \$1,499

15 hours

# SCHOLARSHIP (CONTINUED)

Scholarships Awards range from:

- \$500 to \$3,000
- Ronald G. Wagenmann Scholarship for \$5,000  
(multiple can be awarded)
- General Von Steuben Scholarship for \$10,000

## 2023 BCA Recommendations

- All Award Recommendations will be made to the Board of Supervisors at the Thursday, May 11, 2023 7:00 PM BOS Meeting. Attendance is not required. The meeting will be televised on UMGA-TV (Comcast –Channel 22 / Verizon – Channel 33)
- Award Recipients (following approval from Board of Supervisors) will be posted on the Upper Merion Township Website ([www.umtownship.org](http://www.umtownship.org))
- Letters will also be sent to ALL applicants regarding their application status.

# APPLICATION SUBMITTAL LOCATION

Upper Merion Township Building, Admin (2<sup>nd</sup> Level)

175 W. Valley Forge Road

King of Prussia, PA 19406

ATTN: BCA Liaison (Gerri Vattimo)

For complete information on the 2023 BCA

Application Process go to: [www.umtownship.org](http://www.umtownship.org) –  
[Township Info – Board of Community Assistance](#)

**APPLICATION  
DEADLINE  
APRIL 14, 2023  
AT 5:00 PM**



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