BOARD OF SUPERVISORS MEETING

PRESENTATION BY
BOARD OF COMMUNITY ASSISTANCE (BCA)
FEBRUARY 8, 2024

BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township

BCA MEMBERS

Appointed Members

Brett Montich, BCA Chairperson

Lydia Dan Sardiñas

David Karen

Board of Supervisors Liaison

Greg Waks

Staff Liaison

Gerri Vattimo

VFCR Representatives

Ron Bailey, Vice President and General Manager VFCR

Donna Hogan, Vice President of HR VFCR, BCA Vice Chairperson

OVERVIEW

- Established in 2013 through a partnership between Upper Merion Township and The Valley Forge Casino Resort
- BCA serves to make recommendations to the Board of Supervisors on providing grants and scholarships with monies received from the Valley Forge Casino Resort.
- Non-profits and 501(c) organizations propose projects or plans which directly benefit the Upper Merion Township community and its residents
- Scholarships for Upper Merion Township High School Seniors and now Juniors (from any school) who reside in Upper Merion Township
- To date, the BCA has awarded over $1,650,000 in grants and scholarships

Number of Applicants Per Year/To Date

BCA Grants 2013-2023	Total Applications	Orgs	Sports	Scholarships
2013	41	29	4	8
2014	95	29	4	8
2015	103	53	9	40
2016	95	52	10	33
2017	101	63	5	33
2018	94	53	6	32
2019	77	49	4	24
2020	78	44	5	29
2021	76	51	7	18
2022	61	37	1	23
2023	65	42	3	20
TOTALS:	**886**	**502**	**58**	**268**

Total BCA Applicants	**886**	**560** **Total Orgs & Sports**	**268** **Total Scholarships**

Total Award Recipients Per Year

BCA Grants 2013-2023	Total Awards per year	Orgs	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
2023	50	27	3	20
TOTALS:	**587**	**324**	**36**	**227**
	Total BCA Awards	**Total Orgs Awarded**	**Total Sports Awarded**	**Total Scholarships Awarded**

FUNDS – Awarded

BCA Grants 2013-2023	Funds Awarded
2013	$128,000
2014	$155,000
2015	$149,000
2016	$152,273
2017	$149,540
2018	$151,705
2019	$152,385
2020	$177,790* two rounds
2021	$155,050* two rounds
2022	$135,500
2023	$144,231
Total BCA Funds Awarded	**$1,650,000.00**

BCA APPLICATION PROCESS

APPLICATIONS PROCESS

- **Early Review Period for Scholarships Nov. 20 to Mar. 11, 2024.**
- **Org/Sport Applicants Drop-In Meeting Monday Mar. 11 from 5:30pm-7:30pm** BCA members avail. for in-person session applicants with questions – Valley Forge Room, Twp. Bldg.
- Email the BCA at bca@umtownship.org with any inquiries.
- **Applications DUE April 1, 2024 at 5:00pm by MAIL or HAND DELIVERED** to Upper Merion Twp Bldg. *(No late Applications will be considered.)*
- Announcement of this year's BCA Award Recipients at **Board of Supervisors Business Meeting, May 9, 2024 at 7:00pm.**

ORGANIZATIONS AND SPORTS APPLICATION

NON-PROFIT AND 501C3 ORGS AND GROUPS

ORGANIZATION APPLICATION

- Project Description
- Project Cost
- Organization Description
- Project Benefits to Upper Merion/Upper Merion Residents

Organizations

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

Organization Awards range from $500 - $20,000 *(over $10k requires 2% match per BCA policy)*

Awardees must submit a year-end summary by November 30th, including copies of invoices/receipts to show how approved funds per stated project purpose.

Fillable Applications for download are available on the BCA webpage at www.umtownship.org.

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:

- **Email:** gvattimo@umtownship.org
- **Mail:**
  Gerri Vattimo, BCA Staff Liaison
  175 W. Valley Forge Road
  King of Prussia, PA 19406
- **Drop off c/o Gerri Vattimo:** Upper Merion Township Cashier Window, 2nd Level Township Building

  Contact Gerri Vattimo, BCA Staff Liaison: gvattimo@umtownship.org or call 484-636-3899

BCA Organization Grant Award Project Report Template

SCHOLARSHIP APPLICATION

HIGH SCHOOL SENIORS AND JUNIORS - UPPER MERION RESIDENTS

SCHOLARSHIP AWARDS

- **BCA Scholarships Range from $1,000 to $10,000**
  - General Von Steuben Scholarship $10,000
  - Ronald G. Wagenmann Scholarship $5,000 (multiple may be awarded in a grant year)
  - General Scholarships range between $1,000 - $4,000

SCHOLARSHIP ELIGIBILITY

- **High School Seniors and Juniors in good standing, residing in Upper Merion Township, and intending on post secondary education are eligible to apply**
  - Attending any high school - provided the student applicant is an Upper Merion Township resident
  - Any intended secondary education (college, trade, technical, vocational)

SCHOLARSHIP APPLICATION

- Community Service Project Plan
- Academics - Transcripts
- Honors, Extracurricular, Leadership Activities
- Letter of Recommendation
- Special Circumstances
- College/University Acceptance Letter
- Financial Aid Cover Letter
- Tuition Financial Aid Needs

SCHOLARSHIP PROJECT REQUIREMENTS

Submit a project plan which includes a minimum of 15 community service hours that will be performed as part of BCA scholarship grant

Develop a project with sufficient comprehensiveness and quality to ensure that it will bring value to a local organization/the general community *(Past community service projects are not eligible.)*

Service Project for Seniors must be performed between June 1st and December 2, 2024 (6 months to complete)

Service Project for Juniors must be performed between June 1, 2024 and April 1, 2025 of their Senior Year. (10 months to complete)

Note: One scholarship award payment will be issued to the college or post-secondary school and payment is contingent on the student's on-time submission of the Service Project Completion per signed agreement (Seniors in December of Freshman Year of College; Juniors in June following Senior Year of High School)

SCHOLARSHIP PROJECT REQUIREMENTS (CONT)

SERVICE PROJECT PLAN FORM – Signed approval from organization of the student's Project/Service proposal

SERVICE PROJECT REPORT – Project Summary Narrative (fillable form provided), Project Photos

SERVICE PROJECT VERIFICATION LETTER – Certification/Signoff from organization/adult supervisor that validates project and required hours were completed.

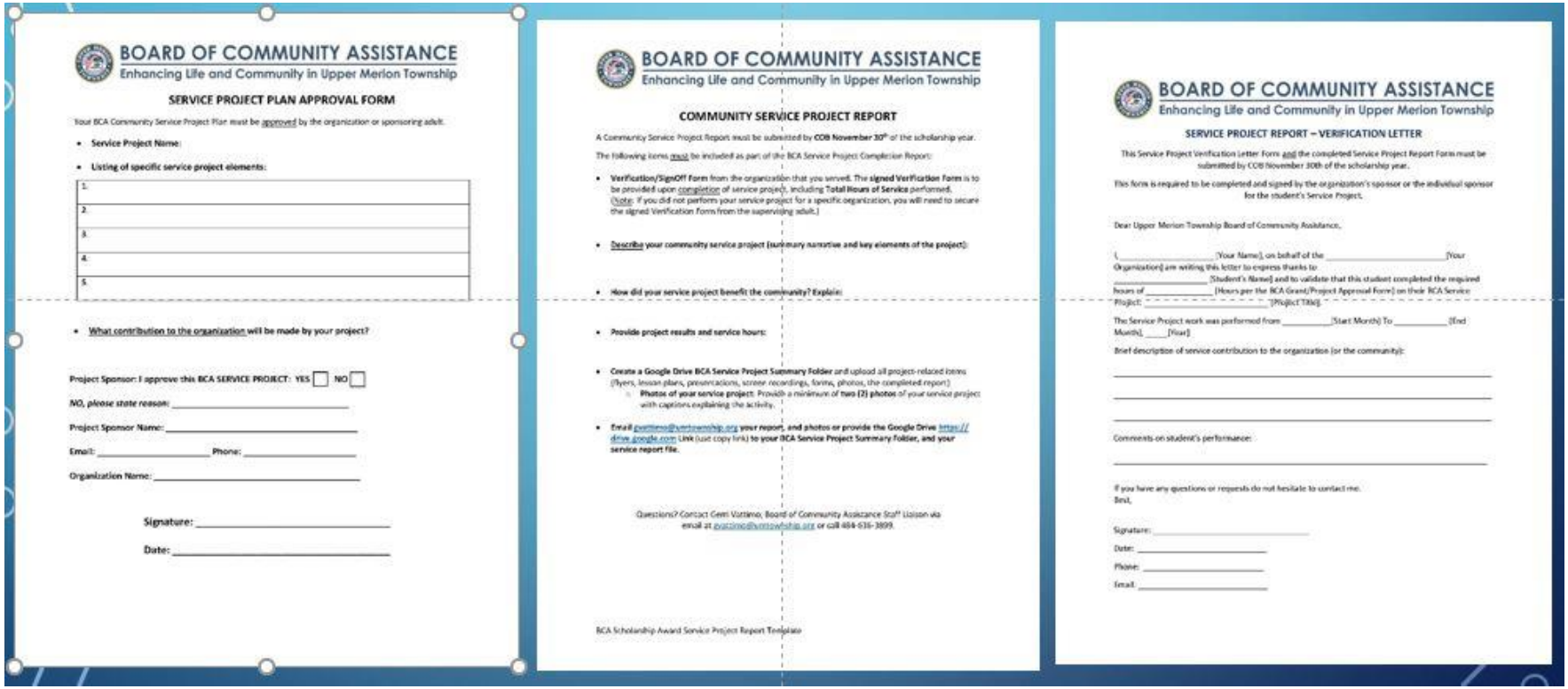
Senior's Service Project is Due NLT December 1, 2024 (same year that award is granted)

Junior's Service Project is Due NLT April 1, 2025 (following year that award was granted)

Submit a quality project proposal that will make a real difference to the Upper Merion Township community!*

Questions? Please email the BCA at bca@umtownship.org .

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: _____

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

COMMUNITY SERVICE PROJECT REPORT

A Community Service Project Report must be submitted by **COB November 30th** 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 gvattimo@upmerionship.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 Gerri Vattimo, Board of Community Assistance Staff Liaison via email at gvattimo@upmerionship.org or call 484-636-3899.

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 30th 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.
Best,

Signature: _____

Date: _____

Phone: _____

Email: _____

VOLUNTEER SERVICE HOURS - PER AWARD LEVEL

Award Value	Volunteer Hours Required
$7,000 - $10,000	50 hours
$5,000 - $6,999	40 hours
$3,000 - $4,999	30 hours
$1,500 - $2,999	20 hours
$1,000 - $1,499	15 hours

2024 BCA Award Recommendation Announcement

- **Presentation of Award Recommendations will be made to the Board of Supervisors at the Thursday, May 9, 2024 7:00PM Business Meeting.** Applicant attendance is not required. 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)**
- **Letters will be mailed to all applicants to inform each as to whether their application was awarded or not awarded.**

APPLICATION SUBMITTAL LOCATION

Upper Merion Township Building, Admin (2nd Level)

175 W. Valley Forge Road

King of Prussia, PA 19406

ATTN: BCA Staff Liaison (Gerri Vattimo)

For complete information on the 2024 BCA Application Process go to: www.umtownship.org – Township Info – Board of Community Assistance

APPLICATION DEADLINE APRIL 1, 2024 AT 5:00 PM

BOARD OF COMMUNITY ASSISTANCE

Enhancing Life and Community in Upper Merion Township