

## GRANT PROPOSAL GUIDELINES

*The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.*

- The Community Foundation is a collection of Funds: Field of Interest Funds + Donor Advised Funds.
- All Community Foundation Funds accept this grant application form.

**Proposals submitted by nonprofits will be considered for 2 types of grants:**

### 1) FIELD OF INTEREST & DONOR ADVISED FUNDS

- ◇ Proposals received **any time throughout the year** are eligible for funding consideration from the Foundation's Field of Interest Funds & Donor Advised Funds.
- ◇ Grant **awards** typically range from **\$500 - \$7,500**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Proposals are **electronically shared** with Fund Advisors to assist them in making grant decisions.
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Grants **focus on Chester County** causes and issues, but **are not limited** to Chester County.
- ◇ Grants may be made to charitable nonprofits working in **all fields of interest** including arts, culture and humanities; education; community improvement; environment; religion; health; and human services.

### 2) FUND FOR CHESTER COUNTY CAPACITY BUILDING INITIATIVE

- ◇ The goal of the Community Foundation's capacity building grantmaking is to **strengthen the effectiveness of nonprofit organizations serving the Chester County region**.
- ◇ Capacity building proposals received by **September 15** annually will be eligible for this special grant initiative.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
  - Mission, Vision & Strategy
  - Governance & Leadership
  - Strategic Relationships
  - Fundraising & Development
- ◇ Grant **awards** range from **\$500-\$5,000**.
- ◇ NPO's with budgets \$ 750,000 or less preferred
- ◇ Grant monies are distributed by **February**.
- ◇ Nonprofits must be **located in and serve Chester County** to receive a grant from this special initiative.

- A proposal is considered "complete" when the Chester County Community Foundation has confirmed receipt of the **Grant Proposal Summary Sheet, Narrative and Attachments**.
  - Proposals are shared electronically online with Fund Advisors and the Grants Committee.
    - The electronic form is available at [www.chescocf.org](http://www.chescocf.org).

Per IRS regulations, applicants

- must be charitable, tax exempt organizations with 501(c)(3) certification
  - cannot be individuals
- **E-mail proposals are strongly encouraged to [grants@chescocf.org](mailto:grants@chescocf.org)**
  - Receipt will be confirmed by e-mail.

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or [grants@chescocf.org](mailto:grants@chescocf.org) if you have any questions. Thank you.

# I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

**One page only.** This page will be shared electronically with Grant Committee Members & Fund Advisors.

Note: If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's Summary Sheet MUST accompany application.

To obtain an electronic version of this application, visit [www.chescocf.org](http://www.chescocf.org)

Date

## Contact Information

Organization Name: Delaware Art Museum  
Address: 2301 Kentmere Parkway Wilmington, DE 19806

Phone: 302-571-9590

Website: [www.delart.org](http://www.delart.org)

Year Incorporated: 1912

Executive Director Name: Sam Sweet

Executive Director E-mail:

[ssweet@delart.org](mailto:ssweet@delart.org)

Board of Directors Chair Name:

Jack Garniewski

Primary Contact Name: Molly Giordano

Primary Contact E-mail:

[mgiordano@delart.org](mailto:mgiordano@delart.org)

Has your nonprofit ever applied to the Community Foundation? Yes \_\_\_ No  Not Sure \_\_\_

Has your nonprofit ever received funding from the Community Foundation? Yes \_\_\_ No  Not Sure \_\_\_

\_\_\_ Donor Advised Fund(s) \_\_\_ Fund for Chester County \_\_\_ Don't know/Not sure

## Field/s of Interest:

Arts, Culture & Humanities

\_\_\_ Environment/Animal Welfare

Education

\_\_\_ Health

\_\_\_ Human Services

\_\_\_ Religion

## Organization Information:

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): all of Chester County and New Castle County Delaware.

## **Describe Population Served and Annual Number of People Served:**

In 2017, the Delaware Art Museum served 80,405 people. 20% of those served come from low-resource areas and receive discounted or free programs which they rely on annually. About 53% of the Museum's visitors are between the ages of 45-70 years old but the Museum offers over 350 programs annually that serve ages 0-70+.

## **Mission:**

The Museum's mission is "to connect people to art, offering an inclusive and essential community resource that through its collections, exhibitions, and programs, generates creative energy that sustains, enriches, empowers, and inspires."

## **Proposal Summary:**

For more than 100 years, the Delaware Art Museum has served as a primary arts and cultural institution. Originally created in 1912 to honor the renowned illustrator, Howard Pyle, the Museum's collection has grown to over 12,000 works of art. A core part of the Museum's mission is to serve as a vital, educational resource. Each year it produces more than 350 public programs for families, youth, and adults for all ages and interest levels. The Museum relies on support from the community to keep its doors open and bring amazing art and artists to our region. We create strong relationships with our donors where they feel welcomed and acknowledged by our staff. Due to low turn-over and good management donors, like yourself, will clearly see the impact their support has.

**If Capacity Building Proposal, the focus is:**

\_\_\_ Mission, Vision & Strategy    \_\_\_ Governance & Leadership    \_\_\_ Strategic Relationships  
\_\_\_ Fundraising & Development    Other: \_\_\_\_\_

**Annual Budget** \$ \_\_5,000,000\_\_\_\_\_

\_\_62\_\_ % of budget for program expenses  
\_\_15\_\_ % of budget for administrative expenses  
\_\_8\_\_ % of budget for fundraising expenses  
*100 % total*

\_\_\_35\_\_\_ # of Full-Time Equivalent Paid Staff  
\_\_\_30\_\_\_ # of Board Volunteers  
\_\_\_200\_\_\_ # of Active Non-Board Volunteers  
\_\_9,655\_\_\_ # of Volunteer Hours

**Top 3-5 funding sources:**

Delaware Division of the Arts  
Institute of Museum and Library Services  
Bank of America

**Grant Amount Requested from the Community Foundation:** \_\_\_\$500+\_\_\_

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

### 1. Organization's history, goals, key achievements and distinctiveness

For over 100 years, the Delaware Art Museum has served as a primary arts and cultural institution in Delaware. Originally created in 1912 to honor the renowned illustrator, Howard Pyle, the Museum's collection has grown to over 12,000 works of art which reside inside a 100,000 sq. foot building. Our diverse collection represents Delaware's artistic heritage and the taste of local collectors, as well as world-famous artists such as John Sloan and Edward Hopper. In addition to its superb collection, a core part of the Museum's mission is to serve as a vital educational resource for the Brandywine Valley. Each year, it produces over 350 public programs for families, youth, and adults for all ages and interest levels. These activities include group tours of the exhibitions, formal studio classes, and various special events such as Storytelling for Kids, Concerts on Kentmere, Art is Tasty, Chinese New Year Festival, Sunday Studio Art Making Drop-in Activities, World Music Performances and Seasonal/Summer Art Camps. In 2017, the Museum welcomed and educated 80,405 adults, local youth and school children. 20% of those served come from low-resource areas and receive discounted or free programs which, they rely on annually. These include: early-literacy programs for Pre-Kindergarten kids, summer camps and more.

### 2. Funding request

#### • Description of key initiatives:

The Museum is looking for support in key areas like:

- Exhibition Support: the Museum spends around \$200,000 annually for exhibitions. This includes at least 4 major displays that last up to 3 months and draw around 15,000 people per show as well as numerous smaller community artist shows every year. The Museum rotates artworks in its permanent collection gallery and constantly performs updates to labels and online materials. To learn more about philanthropic opportunities and for an up to date list of upcoming exhibitions please contact Molly Giordano (information above).
- Program Support: every year the Museum delivers over 350 programs for audiences of all ages. The annual cost is around \$240,000 annually. These programs include: performances, festivals, art therapy, children's early literacy activities, summer camps for youths, adult art classes and more. To learn more about philanthropic opportunities and for an up to date list of programs please contact the Molly Giordano (information above).
- Capital Project: every year the Museum needs around \$120,000 for repairs and improvements to its 100,000 square foot facilities and 11 acre grounds which includes a sculpture garden. The Museum has three spacious floors and a west wing with dedicated studios for pottery, drawing/painting, metal work and more. The metal work studio is one of the few in the region. To learn more about philanthropic opportunities and for an up to date list of capital projects please contact the Molly Giordano (information above).

- **Specific needs and issues to be addressed**

Every year the Delaware Art Museum sets ambitious goals and drives strategic projects to completion. Towards the end of each calendar year the Museum reviews its strategic plan and may shift project focus. For an up to date list of specific needs, please consult the Director of Development Molly Giordano (information above).

- **Organizational impact if initiative is undertaken**

- **How will this grant enhance your organization's capacity?**

Every donation advances the Museum's capacity to fulfill its mission. In order to create the most impact with every donation the Museum makes sure it is running at top administrative effectiveness. The 35 member full-time staff work as a team, year round, to ensure the Museum is delivering amazing programs. More specific information on capacity enhancement is project based.

- **How will this increase in organizational capacity be measured?**

Every project undertaken by the Museum supports a strategic plan. As part of the planning process, measurement methods are evaluated and selected by staff to ensure proper tracking. This process ensures that the Museum can accurately report back to all donors and Members. Specific figures and measurements are project based.

- **Activities to implement the initiative. Please include a description of the expected activities; timeline and costs to implement the initiative. If external consulting services are required, include the anticipated costs and expertise of the consultants to be hired.**

The Museum is happy to provide activity descriptions, timelines and costs for any project. To learn more about the Museum's current projects please contact Molly Giordano (information above).

- **Why it is important to fund this now**

The Delaware Art Museum does not survive each year without community support. Generosity and philanthropic giving is what allows the Museum to have an impact in our area and enrich the lives of so many people from so many walks of life. An investment in the Delaware Art Museum is an investment in your community that drives up the social and educational value of its resident and ultimately, increases the wellbeing of everyone.

**3. How impact and results will be demonstrated**

The Delaware Art Museum abides by the highest standards of reporting and tracks progress on all of its exhibitions, programs and projects. The Museum uses qualitative and quantitative methods that include attendance tracking, income and expense tracking as well as written and verbal surveys. All aspects of the Museum's functions are tracked and recorded for grant writing purposes, audit purposes, donor reporting, Membership reporting and more.

### **III. ATTACHMENTS**

#### *E-mail or mail this support information*

1. Copy of 501 (c) (3) federal tax-exempt letter
2. List of Board of Directors, with their affiliations
3. Most recent annual report and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date
5. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable)
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.

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Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or [grants@chescocf.org](mailto:grants@chescocf.org)  
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*Chester County*  
**COMMUNITY FOUNDATION**  
*Connecting people who care with causes that matter,  
so their legacies make a difference.*

*Chester County*  
COMMUNITY FOUNDATION

**CAPACITY BUILDING GRANT PROPOSALS**

**“Capacity building is whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.”** *National Council of Nonprofits*

**Capacity building initiatives may include (but are not limited to) projects which address:**

- **MISSION, VISION & STRATEGY:** Organizational Assessment; Strategic & Business Planning
- **GOVERNANCE & LEADERSHIP:** Board Development; Executive Transition/Succession Planning; Leadership Development; Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS:** Coalition Building; Collaboration; Mergers & Acquisitions; Strategic Restructuring
- **DEVELOPMENT:** Donor Identification, Cultivation, Development & Stewardship; Development Campaigns (Annual, Capital, Planned Giving, Major Gifts); Earned Income Development; Social Enterprise Feasibility & Development; Marketing, Branding & Communications
- **OPERATIONS:** Business Continuity Planning; Financial Management; Human Resources; Volunteer Management; Industry Certification; Risk Management; Technology Improvements

**Capacity Building Grants have been used to fund the following initiatives:**

- **Strategic Analysis, Plan development and implementation**
- **Technology enhancements, including donor tracking and development software**
- **Website Design & Development**
- **Marketing Materials**
- **Development of Financial management and control systems**

**Please Note:** @99% of the grants issued by the Community Foundation are through the generosity of the Fund Advisors who created donor advised funds. @\$2+ million is granted annually to nonprofits in Chester County and beyond.

The Community Foundation has a small pool of unrestricted funding to support capacity building initiatives. A separate grant proposal (using the same application format) must be submitted to be considered for a capacity building grant.

To inform donors of grant proposals that have been received by the Foundation, the grant proposal cover sheet and narrative are posted on the Community Foundation’s website with a link to the nonprofit’s website. Quarterly, our donors are mailed a written list of all grant applications received, and directed to the grant proposal webpage so they can review active grant proposals. Community Foundation staff also discuss active grant proposals during donor meetings, when donors are interested in the causes served by the nonprofit.

E-mail completed proposals to [grants@chescof.org](mailto:grants@chescof.org)

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