

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.
- 99% of the grants issued by the Community Foundation are made possible through the generosity of the Fund Advisors who created donor advised funds. \$2.2+ million is granted annually to nonprofits in Chester County and beyond.
- 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
 - Operations and Technology
 - 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**.

Per IRS regulations, applicants: must be charitable, tax exempt organizations with 501(c)(3) certification and cannot be individuals

- **E-mail proposals to 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** 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

Date

Contact Information

Organization Name: Jenkins Arboretum & Gardens
Address: 631 Berwyn Baptist Road Devon, PA 19333

Phone: 610-647-8870

Website: www.jenkinsarboretum.org

Year Incorporated: 1976

Executive Director Name: Harold E. Sweetman

Executive Director E-mail:

harold@jenkinsarboretum.org

Board of Directors Chair Name: Ted Morse

Primary Contact Name: Janet Bauman

Primary Contact E-mail:

janet.bauman9@gmail.com

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):

Describe Population Served and Annual Number of People Served:

We serve all people, all ages, and from all walks of life free of charge 365 day a year from 8am to sunset.

Mission:

The mission of Jenkins Arboretum & Gardens is to preserve natural tranquil woodlands for community enjoyment, to showcase native plants and a world class collection of rhododendrons and azaleas, and to promote environmental horticulture through learning, research, and conservation.

Proposal Summary:

Jenkins Arboretum & Gardens, now celebrating 42 years as a public botanical garden is embarking on a long range plan that will include some redesign of the gardens. A landscape architect has been hired and committee visionaries are now meeting to conceptualize the plans. This redesign will require great funding. Additionally, Jenkins has a long list of projects looking for funding. We are also always in need of general operating support.

Jenkins Arboretum & Gardens

PROJECTS LOOKING FOR FUNDING

Document updated on June 28, 2018

1. GENERAL OPERATING SUPPORT (Ongoing)

Many grants submitted

2. SITE MASTER PLAN (2 Year Project)

• Landscape Architect	\$45,000	
• Property Boundary Survey with Elevation Contour Lines		\$11,000
• Civil Engineering to establish contour lines and existing conditions of 15 acre public garden & Drawings		\$15,000
TOTAL		\$71,000

3. HORTICULTURAL SUPPLIES & BOTANICAL PURCHASES \$5,000

4. SUMMER HORTICULTURAL INTERNS 2019

Grant submitted to Lawrence Saunders Fund for \$5,000

5. CAPITAL REPLACEMENT FUND (Goal is \$100,000)

John J. Willaman Education Center is approaching 10 years of age. Fund needs to be established in anticipation of equipment replacement, carpeting, and roofing

6. VIDEO SURVEILLANCE SYSTEM \$7024 estimate

This system will be very important for security and public safety. The gardens are open from 8am to sunset 365 days a year. The building is attended from 8am – 4pm 7 days a week. This leaves a large windows of unattended time, especially in the summer when sunset doesn't come until 8pm or 9pm. Jenkins hosts many art exhibitions with valuable artwork. Also we have no admission fees so the gardens are open to everyone at all times. We think it wise to protect our building, the gardens, and the public safety of visitors.

4 Grants Pending: Binswanger Foundation \$6,500, Allerton Foundation \$8,500, Dolfinger McMahon Foundation \$3,000, Herman O. West Foundation \$6,000

7. DEER EXCLUSION FENCING FOR CONSERVATION WOODLANDS \$125,000 estimate

\$25,000 Granted by McLean Contributionship toward this project on June 5, 2018. We need matching grant(s) to bring this project to fruition.

8. REMOVAL OF IN GROUND OIL TANKS \$2500 each estimate
\$10,000 TOTAL

We have three (4) abandoned, and completely drained underground oil tanks that need to be removed for both environmental and long term safety reasons.

9. RIPARIAN RESTORATION

\$17,000 estimate

Severe erosion of the stream bank next to the Research Plant Nursery is in urgent need of remediation by placing four (4) truckloads of large rip rap stone to prevent any further erosion.

10. PROFESSIONAL TREE CARE

\$35K - \$50K per year

This is a perpetual need at an arboretum, which is really a living museum of trees. Even without natural disasters or storm damage, routine maintenance over 48 acres of wooded property requires an annual budget of \$35K every year. When there is extra storm damage, the costs are higher.

11. BACK UP GENERATOR FOR THE GREENHOUSE

\$1000 estimate

The generator is essential to the operation of our greenhouse as a back-up to provide electricity to operate the propane furnaces which supply heat in the case of a power outage. We have propane tanks and two furnaces and the greenhouse is wired for a back-up generator. The purchase of this equipment is critical to our mission. The greenhouse is full of thousands propagated plants and growing seedlings. These new plants are the lifeblood of the future of the gardens. Crop losses could be devastating without heat.

12. LABEL MAKING MACHINE

\$15,000

Jenkins Arboretum & Gardens labels every plant with both the common and Latin name. We are in need of a new label making machine as our current machine is now inoperable. The new machine, including botanical label supplies is essential to maintain the scientific plant collections as well as being used for interpretive labelling to help expand the visitor educational experience.

13. POND AERATORS

Equipment

\$ 3,463

Installation of

Electrical connection

\$ 600

TOTAL

\$ 4,063

The pond aerators would be very beneficial for improving the ecology of the pond. The aerators will keep the pond waters clean and healthy. Many plants grow along the pond edge and in the bog garden and there are fish, frogs, and turtles in our pond. Plants and wildlife in and around the pond are in need of a clean and healthy environment in which to grow and thrive.

14. NEW WEBSITE DEVELOPMENT

\$15,000

The Jenkins website platform has not been upgraded for at least a decade. More and more people are using the internet for information about potential visits and for education. Although the current website has abundant information, it is not mobile device enabled. This is an essential upgrade as mobile devices account for greater than 50% of all internet activity.

15. JENKINS HOUSE KITCHEN UPGRADES

\$ 50,000

The Jenkins House had a devastating fire in 1988 and was boarded up and vacant for 10 years. To save expense during renovations after the fire, a very inexpensive kitchen remodel resulted in lower quality materials and a design that was not in keeping with the 1928 original house design. The current kitchen is not up to today's building codes and has inadequate electrical service.

12. JENKINS HOUSE CENTRAL AIR CONDITIONING \$ 25, 000

Built in 1928, the Jenkins House was never designed for air conditioning. The current heating system is hot water radiator with oil fired boiler. High velocity air conditioning would be the only way to retrofit the Jenkins House with air conditioning. Aside from the human comfort, the most important aspect of air conditioning is dehumidification which is important for the long-term architectural preservation of the Jenkins House as it approaches 100 years of age.

13. PLANTS & BOTANICAL SUPPLIES \$10,000

For greenhouse propagation and plant nursery production

Focusing our efforts on significant wild plant discoveries, the Arboretum is hoping to build on its nationally accredited collections of azaleas, rhododendrons, and mountain laurels using both cutting and seed-propagation of known-provenance plants. Growing these plants requires a great deal of resources including various soil mixes, fertilizers, pots and containers and especially nursery space.

14. TWO (2) PART –TIME POSITIONS

We need funding for the salaries of two essential part-time positions:

1. Greenhouse Nursery Manager \$15,000

The Greenhouse and Nursery Manager is currently a yearly, grant-funded position that oversees all of the Arboretum’s plant production operations. This includes maintaining a greenhouse and all of the plants held within, following a production schedule for all propagation efforts using seeds, cuttings and purchased plugs, and maintaining a seasonal Plant Shop. In addition, this person keeps nursery areas organized and weed-free and coordinates a group of weekly volunteers who assist with all the various tasks that keep things going.

2. Digital Mapping Assistant \$15,000

The Digital Mapping Assistant is currently a yearly, grant-funded position that oversees the conversion of our outdated paper mapping system to a digital format using professional surveying equipment and software designed for use by botanic gardens. This person also assists in many other curatorial tasks such as creating accession labels and maintaining a database of plant records.

15. PARKING LOT & PATH LIGHTING \$ 10,000

Public safety for visitors to night time events requires adequate parking lot and path lighting. The current lighting system has minimal coverage and needs to be significantly expanded for public safety.

\$5,000 Granted by Huston Foundation May 22, 2018 We need a matching grant.

16. TREDYFFRIN LIBRARY / JENKINS ARBORETUM & GARDENS COLLECTION BOOK FUND \$1,000

17. ROOF RESEALING FOR 3 HISTORIC BUILDINGS WITH CEDAR ROOFS \$6,000
For preservation of property.

If Capacity Building Proposal, the focus is:

X Mission, Vision & Strategy Governance & Leadership Strategic Relationships
 Fundraising & Development Technology Other: _____

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Jenkins Arboretum & Gardens is a carefully planned botanical garden established in 1968 through a bequest from H. Lawrence Jenkins to preserve the property as a public park to be used for horticulture and scientific study. The Arboretum, a 501 (c) (3) not-for-profit organization, is committed to conserving 48 acres of the once bountiful Pennsylvania woodland and nurtures one of the state's major horticultural showcases of native trees, shrubs, rhododendrons, azaleas, laurel, blueberries, ferns, and wildflowers. Without places where people can establish relationships with the natural world, each successive generation loses another opportunity to learn appreciation for and the stewardship skills necessary to protect the resources that sustain their physical and emotional well-being. At Jenkins, members and visitors alike form a close relationship with the Arboretum. Many express a feeling of immediate "ownership". Gardens are always a partnership, sometimes simply with nature, but more often with other people as well.

The Arboretum serves as a public open-air recreational, educational and environmental model for the appreciation and stewardship of nature. A visit to Jenkins Arboretum & Gardens convinces residents and visitors alike of its increasing value as a natural sanctuary in the midst of a densely populated, heavily trafficked suburban area.

The Arboretum's preservation of natural habitats and a watershed presents a compelling model for others to follow.

2. Funding request

- **Description of key initiatives**

(see Projects Looking for Funding under proposal summary)

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

Jenkins Arboretum & Gardens is providing a great community resource and open space in Chester County for the enjoyment and education of all. With close proximity to the sprawling King of Prussia Mall, Jenkins is an oasis of tranquility and beauty, offering much, free of charge for all. We work diligently to maintain our gardens and our liberal admission policy.

- **For capacity building grant proposals:**

- **How will this capacity building initiative impact your organization?**
- **How will this impact be measured?**
- **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. Include external consultant proposals if applicable.**

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

Our projects in need of funding as well as our general operating costs are always imminent.

2. How impact and results will be demonstrated

The impact and results will be measured by fulfillment of funding and seeing projects brought to fruition. The results will also be self-evident in the health of our thriving gardens.

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.

If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's Summary Sheet MUST accompany application. Available at www.chescocf.org

E-mail completed proposals to grants@chescocf.org

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

Chester County
COMMUNITY FOUNDATION
*Connecting people who care with causes that matter,
so their legacies make a difference.*

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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 website design and development; donor tracking and development software**
- **Marketing Materials**
- **Development of Financial management and control systems**

Please note the following regarding the grant process at the Chester County Community Foundation:

Donor Advised Funds: Approximately 99% of the grants issued by the Community Foundation are through the generosity of the Fund Advisors who created donor advised funds. Approximately \$2.2 + million is granted annually to nonprofits in Chester County and beyond.

Capacity Building Grants: The Community Foundation has a 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. Periodically, 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@chescofc.org
Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescofc.org
if you have any questions. Thank you.