

## GRANT PROPOSAL GUIDELINES

The Chester County Community Foundation *connects people who care with causes that matter, so their philanthropy makes a difference now & forever.* The Community Foundation is a collection of **Field of Interest & Donor Advised Funds** with **\$3.2+ million granted annually** to nonprofits in Chester County & beyond. **99%** of the grants issued by CCCF are made possible through the generosity of the Fund Advisors, who make grant decisions throughout the year.

### Proposals submitted by nonprofits are considered for 2 types of grants:

Field of Interest & Donor Advised Funds (No Deadline)	Fund for Chester County Capacity Building Grants (Due 9/15)
<ul style="list-style-type: none"> <li>◇ Grants <b>focus on Chester County</b> causes &amp; issues, <u>but</u> are not limited to Chester County.</li> <li>◇ Charitable nonprofits working <b>in all fields of interest</b> are considered for grant awards. (I.e. arts, culture, &amp; humanities; education; community improvement; environment; religion; health; &amp; human services)</li> <li>◇ <b>General operating</b> grants are encouraged. Nonprofits should be specific about their mission, goals, &amp; measurable outcomes.</li> <li>◇ Proposals can be submitted <b>anytime throughout the year.</b></li> <li>◇ Grant decisions are made <b>intermittently</b> throughout the year, as Fund Advisors desire.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$7,500.</b></li> </ul>	<ul style="list-style-type: none"> <li>◇ For eligibility in this grant program, nonprofits must be <b>located in &amp; serve Chester County.</b> NPO's with budgets of \$750,000 or less are preferred.</li> <li>◇ The goal of CCCF's capacity building grantmaking is to <b>strengthen the effectiveness of NPO's serving the Chester County region,</b> in areas including:               <ul style="list-style-type: none"> <li>○ Mission, Vision, &amp; Strategy</li> <li>○ Governance &amp; Leadership</li> <li>○ Strategic Relationships</li> <li>○ Operations &amp; Technology</li> <li>○ Fundraising &amp; Development</li> </ul> </li> <li>◇ Proposals must be submitted by <b>September 15</b> to be eligible for consideration.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$5,000,</b> with monies distributed by <b>February.</b></li> </ul>

- All Community Foundation Funds accept this grant application form. An electronic form is available at [www.chescocf.org](http://www.chescocf.org).
- **Email proposals to [grants@chescocf.org](mailto:grants@chescocf.org);** Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative, & Attachments.** Proposals are shared electronically with Fund Advisors, Donors, & Grants Committees.
- Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification & cannot be individuals.

Please contact Portfolio Administrator, **Kevin Baffa**, at **(610)-698-8211** or [grants@chescocf.org](mailto:grants@chescocf.org) with any questions.

# I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

Date

## Contact Information

Organization Name: Chenoa Manor  
Address: 733 Glen Willow Rd. Avondale, PA 19311  
Phone: 609-224-0711  
Website: chenoamanor.org  
Year Incorporated: 2002  
FEIN: 41-2076432

Executive Director/CEO Name: Rob Teti  
Executive email: veggievtdvm@aol.com  
Board of Directors Chair Name: M. Smock  
Primary Contact Name: Megan Smock  
Primary Contact E-mail: msmock@uarts.edu

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities       Environment/Animal Welfare       Education  
 Health       Human Services       Religion

### Mission:

Chenoa Manor's mission is three-fold: to offer farm and exotic animals lifetime sanctuary from situations where they have no alternative placement; to nurture and empower youth through educational programs that promote nature connectedness, communication and confidence; and to promote respect and compassion for nature and animals through workshops and events that engage the community and public at large. It is our hope that we are not only able to offer a permanent safe space for animals in need, but that our programming helps to instill a sense of compassion and respect towards the earth and those who share it, including one another.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served):  
Chester County and surrounding communities

### Describe Population Served & Annual Number of People Served:

Chenoa Manor is a nonprofit Animal Sanctuary and Learning Center, which is home to over 200 rescued animals and welcomes between 400-500 visitors per year. Chenoa Manor's Youth Programs include working with teens from local communities in an open environment where they feel safe, can thrive, and can tap into an inherent connection with animals. This youth component instills a sense of compassion and respect toward other individuals, achieved through positive interaction with animals and the environment. Educational programming includes annual Alternative Spring Break retreats, three-month Internship programs for university students, art lessons for youth ages 8-15, and Volunteer Days.

<b>Annual Budget</b> \$ _____	_____0_____ # of Full-Time Equivalent Paid Staff
_____ % of budget for program expenses	_____3_____ # of Board Volunteers
_____ % of budget for administrative expenses	_____4_____ # of Active Non-Board Volunteers
_____ % of budget for fundraising expenses	_____18-25_____ # of Volunteer Hours/week

100 % total

**Top 3-5 funding sources:** private donations, events, farm tours

**Is this grant proposal for:** Capacity Building \_\_\_\_\_ or General Operating  \_\_\_\_\_?

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

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

### 1. Nonprofit's history, goals, key achievements & distinctiveness

Chenoa Manor is an all-volunteer, non-profit Animal Sanctuary and Learning Center that serves as a safe home for animals with nowhere left to turn. Our sanctuary is home to over 200 farm and exotic animals, including those freed from factory farms, animals used in lab experiments, and various exotic species. Most of Chenoa Manor's residents were neglected, abused, or en route to slaughter prior to being given a second chance at the sanctuary. All animals accepted at Chenoa Manor become permanent residents of the sanctuary and are not adopted out to individuals. They are provided with a lifetime of care, safety, and compassion on Chenoa Manor's 25-acre farm, with daily needs and veterinary care provided by Dr. Rob Teti, Chenoa Manor's steward and licensed veterinarian.

In addition to serving our animal residents, we also work hard to support the youth who seek to be here. *"Disconnected from nature and our environment"* is a phrase often used today to describe the youth of America. Chenoa Manor's mission for the future is to provide the opportunity for these broken bonds to heal. We cherish the natural life and energy at Chenoa Manor – the trees, the grasses of the pastures, the 200 hundred-year-old barns, the waterways, the animal life, and the humans who donate their time to be a part of it all. Our work with young people includes passing along this love and appreciation, reconnecting them to the land and all of its inhabitants. Hands-on time in our teaching gardens gives students a clear understanding of where their food comes from. One-on-one relationship development with non-human animal residents helps to instill a deep respect for all living beings. And quiet time spent working, observing and reflecting outside can elevate one's understanding of the rhythm of life. The importance of the youth component is to instill a sense of compassion and respect toward other individuals through positive interaction with animals & the environment. If a young person can develop a relationship with an animal resident based upon mutual trust, patience, and understanding, then those same qualities may be carried over to the teen's relationships with other individuals.

As a safe haven for those in need, Chenoa Manor strives to create a space that encourages compassion and respect for all beings. We feel that art, in all of its various forms, is another way to show the inherent connection between our lives and that of the natural environment. We would like to invite one visiting artist each season to draw inspiration from Chenoa and create work during their allotted months on site. We welcome emerging and professional artists of all backgrounds, including poetry, painting, sculpture, fibers/textiles, illustration, video, photography, dance, and more. These artists will be working en plein-air, side by side with the animal residents of Chenoa. To apply, we ask that artists submit a cover letter including why they are interested and which season they would like to visit, samples of recent work, and a brief proposal of a project they might like to create on site. This, of course, is subject to change and we hope that spending time at Chenoa will influence the projects that are created. If selected, each artist will have full access to Chenoa Manor to create work throughout their allotted months. This includes a farm tour at the beginning of the season and access to space to store work and materials on site. By the end of the season, we ask that the visiting artist create at least one work that will live at Chenoa permanently. A reception for friends and family will be held at the end of each season.

### 2. Funding request

- **Description of key initiatives**
- **Specific needs & issues to be addressed**
- **Why it is important to fund this now**
- **How impact & results will be demonstrated**

We are requesting funding to support our Seasonal Visiting Artist Program at Chenoa Manor. Laura Frazure, a Philadelphia based artist and educator, has been chosen as the visiting artist for the Summer 2020 season. She has proposed a sculpture installation to be created on the grounds of the Chenoa Manor. The installation will consist of three life-sized animals modeled from welded steel armatures. The animals are the Polar Bear, Snow Leopard and Giant Panda and were chosen because they are the top three animals affected by climate change.

Climbing plants will be planted at the base of each animal armature, and the plant will grow up the armature “trellis” over time. The works will then be left to grow and change in the environment as a monument to educate the public about the effects of climate change on the animal kingdom. Along with Laura Frazure’s sculptures, she has enlisted the help of recent University of the Arts graduate Hannah Voley, who will create a mural to serve as a background to one of the three sculptures on the side of a horse run-in shed. This mural will match the theme of endangered animal advocacy and awareness.

The funding for this project will be used to purchase art materials for the three life-sized animal sculptures and mural. This includes steel rods, chicken wire, hardware, climbing plants, paint primer, outdoor paint, paint brushes, and paint rollers. Both Frazure and Voley have created proposals, sketches, and material lists to complete these projects. Because Chenoa Manor is entirely non-profit and volunteer run, our funding primarily goes toward animal food, shelter, and healthcare. Our goal is to incorporate art projects and community outreach without taking away funding from the animals who depend on it. To keep up with our goal of having a new artist visit Chenoa each season, we hope to get this project funded as soon as possible to allow Frazure and Voley to complete their work in the summer season (June 20<sup>th</sup>-September 19<sup>th</sup>), opening up a new spot for a new artist during the fall season. The impact of this project will be demonstrated toward the end of the summer season, when we hope to hold a reception for friends and family to celebrate the work of the artists. All donors and supporters of the project will be invited on site at Chenoa Manor to celebrate the work, as well.

- *For capacity building grant proposals:*

- *How will this capacity building initiative impact your nonprofit?*
- *How will this impact be measured?*
- *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 proposals if applicable.*

### 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 & financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year & 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](http://www.chescocf.org)*

- **E-mail proposals to [grants@chescocf.org](mailto:grants@chescocf.org).** Receipt will be confirmed by e-mail.
  - Please contact Portfolio Administrator Kevin Baffa at (610) 696-8211 [grants@chescocf.org](mailto:grants@chescocf.org) with questions.



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

## WHAT IS CAPACITY BUILDING?

**Capacity building helps bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively & efficiently fulfill its mission.**

Capacity building may include (but is not limited to) projects which address:

- **MISSION, VISION & STRATEGY**  
Organizational Assessment - Strategic Planning - Financial Planning
- **GOVERNANCE & LEADERSHIP**  
Board Development - Executive Transition/Succession Planning - Leadership Development - Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS**  
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT**  
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - 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:

- Strategic plan development
- Technology enhancements, including website design; donor tracking software; computer hardware
- Marketing plan & marketing materials development
- Financial management & internal control system improvements

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