

## GRANT PROPOSAL GUIDELINES

- We **connect people who care with causes that matter, so their philanthropy makes a difference now & forever.**
- We are a **collection of Field of Interest & Donor Advised Funds** with **@\$3.5M granted annually** to nonprofits in Chester County & beyond.
- **99%** of our grants are made by our generous Fund Advisors, who make grant decisions all year.

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

### Field of Interest & Donor Advised Funds (No Deadline)

- ◇ Grants **focus on Chester County** causes & issues, but are not limited to Chester County.
- ◇ Charitable nonprofits working **in all fields of interest** are considered for grant awards. (I.e. arts, culture, & humanities; education; community improvement; environment; religion; health; & human services)
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, & measurable outcomes.
- ◇ Proposals can be submitted **anytime all year.**
- ◇ Grant decisions are made **intermittently** all year, as Fund Advisors desire.
- ◇ Grant **awards** typically range from **\$500-\$7,500.**

### Fund for Chester County Capacity Building Grants (Due 9/15)

- ◇ For eligibility in this grant program, nonprofits must be **located in & serve Chester County.** NPO's with budgets of \$500,000 or less are given preference.
- ◇ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including:
  - Mission, Vision & Strategy
  - Governance & Leadership
  - Partnerships & Collaborations
  - Operations & Technology
  - Fundraising, Development & Marketing
- ◇ Proposals must be submitted by **September 15** to be eligible for consideration.
- ◇ Grant **awards** typically range from **\$500-\$5,000,** with monies distributed by **February.**

- Use this form @ [www.chescocf.org](http://www.chescocf.org) to apply online for grants from all Community Foundation Funds.
- **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 and online with Fund Advisors, Donors & Grant Panels.
- Per IRS Regulations, applicants **must be** charitable, tax exempt organizations with 501(c)(3) certification & **cannot** be individuals.

Please contact Grants 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

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

*Note: If Philanthropy Network's Common Grant Application is used, CCCF'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: Devon Horse Show and Country Fair Foundation

ED/CEO Name: Wayne W. Grafton

Address: P O Box 865, Devon, PA 19333

ED/CEO E-mail: wayne@devonhorseshow.org

Phone: 610-964-0500 ext 206

Website: www.devonhorseshow.com

Year Incorporated: 1994

FEIN: 23-2796777

Board Chair Name: Wayne W. Grafton

Board Chair Approval (check here):

Primary Contact Name: Wayne W. Grafton

Primary Contact E-mail: same as above

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

### Mission:

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): The show grounds are located in Chester County but service the entire United States as well as other countries.

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

**Annual Budget** \$ 769,191

0 # of Full-Time Equivalent Paid Staff

92.5 % of budget for program expenses

16 # of Board Volunteers

7.1 % of budget for administrative expenses

0 # of Active Non-Board Volunteers

.4 % of budget for fundraising expenses

2,250 per yr # of Volunteer Hours

*100 % total*

### Top 3-5 funding sources:

1. Donations from community members
2. Sponsors of horse show activities
3. Pledges from Board members
4. Rental payments from Horse Show

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

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

Mission, Vision & Strategy  Governance & Leadership  Partnerships & Collaborations

Fundraising, Development & Marketing  Technology Other: \_\_\_\_\_

**Grant Amount Requested from the Community Foundation:** \$ 18,000

**Proposal Summary:** We are requesting funding for hand sanitizer stations and supplies, and plastic shields for food booths to comply with COVID requirements set forth by state and equine association guidelines.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

**1. Nonprofit's history, goals, key achievements & distinctiveness** The Devon Horse Show and Country Fair has been in existence since 1896. Although Devon is now the oldest and largest outdoor multi-breed show in the country, it started with much more humble beginnings. The first show was a one-day event that consisted of approximately 30 classes, with at most 10 entries per class. The fenced ring was constructed on grass and the judges sat in a gazebo in the center of the ring. By 1914 the show had become the largest outdoor horse show in the entire country. A grandstand was erected for the comfort of spectators. In 1919, the Horse Show took on a new direction with the addition of the Country Fair and selected Bryn Mawr Hospital as its charitable beneficiary. As the show grew, so did its facilities. With hundreds of competitors now flocking to the grounds to compete, barns were built. By the end of the 1920s the eastern side of the grounds was completely lined with stalls and by 1938, Devon was able to provide stabling for 600 horses. The Second World War resulted in a cancellation of the show between 1943 and 1945, but the show resumed, right on schedule in 1946. Today the Devon Horse Show is internationally recognized as one of the premier equestrian events in the country. Although it draws top competitors from around the world, the show continues to reflect the local traditions and lifestyles of Chester County. While the show had to be cancelled in 2020 due to COVID-19, Devon is planning its 125<sup>th</sup> anniversary in 2021.

### **1. Strategic Plan:**

Prepare for the 125<sup>th</sup> Anniversary of the Devon Horse Show and Country Fair. With the challenges in front of us, the goal is to get the show up and running in a safe and comfortable setting for the spectators, exhibitors, vendors and sponsors.

### **2. Funding request**

#### **• Description of key initiatives**

The show, like many events in 2020, had to be cancelled due to COVID-19. The organization is planning to hold its 125<sup>th</sup> year show but anticipates that we will need to provide equipment/ supplies to protect exhibitors and spectators from the virus based on the current guidelines.

#### **• Specific needs & issues to be addressed**

As best we can determine, at a minimum we will need 50 or more hand sanitizer stations along with the sanitizer throughout the property as well as plastic shields for areas like food service and entrance ways where volunteers come in to contact with exhibitors and spectators.

#### **• Why it is important to fund this now**

Although there is promising news around vaccine supply, it is uncertain when it might be available and the organization needs to be prepared in case the vaccine won't be completed by the time of the show in late May, 2021. Over the course of the 11 day show there are 126,000 visitors and even if there is a vaccine, we want to be sensitive to the pandemic and groups of this size gathering. The volume of supplies needed will likely require significant manufacturing and delivery time. In addition, the horse show governing body has extended its required guidelines, including hand sanitization, through 2021.

#### **• How impact & results will be demonstrated**

These supplies will allow the show to go on (subject to regulatory or State restrictions) in a safe manner.

#### **• 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.
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(610) 696-8211 [grants@chescof.org](mailto:grants@chescof.org) with questions.



## 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
- **PARTNERSHIPS & COLLABORATIONS**  
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT & MARKETING**  
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development - Marketing, Branding & Communications
- **TECHNOLOGY & OPERATIONS**  
Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements