

## 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: 3/31/2021**

## Contact Information

Organization Name: Kennett Area Park Authority  
Address: PO Box 1121, Kennett Square, PA 19348  
Phone: (610) 444-1416  
Website: [www.AnsonBNixonPark.org](http://www.AnsonBNixonPark.org)  
Year Incorporated: 1988  
FEIN: 23-2548063

ED/CEO Name: n/a  
ED/CEO E-mail: n/a  
Board Chair Name: Richard Lyon  
Board Chair Approval (check here):   
Primary Contact Name: Sheila Tekavec  
E-mail: AnsonBNixonPark@gmail.com

## Organization Information:

### Field/s of Interest:

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

**Mission:** The preservation of Anson B. Nixon park with free access to the general public; the promotion of recreational interaction among the community's diverse population; and collaboration with other recreational organizations.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Anson B. Nixon Park serves the Borough of Kennett Square, Kennett Township and surrounding townships, southern Chester County, and northern New Castle County, DE.

**Describe Population Served & Annual Number of People Served:** The Park is open daily to residents and visitors of the area. It is difficult to be specific about exact numbers because guests of the park enter through several areas by car and on foot each day. It is estimated that approximately 170,000 people visit the park each year.

**Annual Budget** \$ 221,900      2 # of Full-Time Equivalent Paid Staff  
70 % of budget for program expenses      13 # of Board Volunteers  
27 % of budget for administrative expenses      190 # of Active Non-Board Volunteers  
3 % of budget for fundraising expenses      2700 # of Volunteer Hours  
100 % total      \*(The board is comprised of 11 voting members, and 2 members of honorary emeritus status.)

**Top 3-5 funding sources:** KAPA receives funding from Borough and Township contributions, grants, and cell tower rental income, The Trout Rodeo and Rock the Park Fundraisers, and individual donations.

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

**If Capacity Building Proposal, the focus is:** n/a

Mission, Vision & Strategy       Governance & Leadership       Partnerships & Collaborations  
 Fundraising, Development & Marketing       Technology      Other: \_\_\_\_\_

**Grant Amount Requested from the Community Foundation:** \$ 5,565

**Proposal Summary:** This will be the 13<sup>th</sup> anniversary of our FREE eight (8) week summer concert series. Neil Joines was one of the original funders of this program, to whom we are sincerely grateful!

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

The Kennett Area Park Authority (KAPA) was incorporated by the Commonwealth of Pennsylvania in December 1988, as a Joint Municipal Authority between Kennett Township and the Borough of Kennett Square. KAPA's stated purpose is to own and maintain the now 106-acre Anson B. Nixon Park, which straddles both the Borough and the Township. Currently, there are fourteen volunteer board members, appointed by their respective municipalities to serve as stewards of the Park.

Anson B. Nixon Park is unique in the fact that it is one of only two municipal parks in the state, that we know of, *not* under the full jurisdiction and tax-based financial support of a county, town, or borough. The volunteer board is responsible for the day-to-day as well as long-term operations of the Park.

The Park consists of rich natural habitats, including a beech grove containing a specimen estimated to be over 250 years old. Adjacent to the beech grove is a natural area abounding with native trees, shrubs, and wildflowers; included are specimens of umbrella magnolia, a rare plant for this area. Outstanding features include two ponds, totaling 6 acres, the Red Clay Creek and its tributaries. Of historical significance are the remnants of the Borough's waterworks facility which dates back to the early 1900s. There is also the site of the Chambers Family Homestead (Bloomfield, circa 1794 - early 1900s), where many native species of trees were planted, and a now-overgrown meadow is established.

The Park is open to the public every day of the year, sunrise to sunset, with free admission. It features over 2.5 miles of walking trails, six picnic pavilions, an entertainment stage, a top-rated 18-hole disc golf course, tennis and volleyball courts, and athletic fields. The Oreste "Tino" Leto athletic fields are leased to the Southern Chester County Soccer Association.

Since the Park opened in 1993, visitation has grown to over 170,000 annual guests from diverse cultural backgrounds representing the Borough of Kennett Square, neighboring townships, and visitors from the greater Brandywine Valley who enjoy the Park's facilities and events. The FREE Summer Concert Series, organized and presented by a volunteer corps and running for 8 weeks, is just one of the regular seasonal events that residents and visitors look forward to each year in the Park.

After the initial state and county funding to develop the park between 1988 and 1993, KAPA successfully raised the funds to build the entertainment pavilion, athletic fields, and consult for preparation of a master plan. The Park is continually improving, with the most recent additions of a safer entranceway and dog park. Currently, the board is hard at work with a stream restoration project and a new walking trail that will replace the old entrance to the park from the Borough. KAPA gratefully recognizes the generosity of the Chester County Community Foundation for allowing funds from the previous Neil Joines grant to be used toward that important trail project, which will allow safer, easier access and walkability to the Park for recreation and special events, including the Free Summer Concert Series.

The Park is maintained by two part-time seasonal staff who are assisted by an equipment mechanic, one part-time office manager, and is supported by volunteers and generous donations from the Borough of Kennett Square, Kennett Township, individuals, and companies.

## 2. Funding request

- **Description of key initiatives**

Neil Joines was the original funder of our FREE Summer Concert Series. With generous funding from the Chester County Community Foundation, individuals, and sponsorship from local businesses, the Kennett Area Park Authority is embarking on its 13<sup>th</sup> year of the FREE Summer Concert Series, providing outstanding musical performances. Because of this grant we are able to provide the outdoor summer concert series in the Park, free of charge to the community. KAPA board members also solicit local businesses for sponsorships to defray the costs of the summer concert series. Collaborating with the executive director of a local nonprofit, The Kennett Flash, KAPA is able to bring a wide array of musicians to the Park. He provides his services without a fee, to bring the best and most talented groups to perform within our budget.

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

We are requesting funds from the Neil Joines Fund. The very generous grant we receive each year makes up the largest portion of the FREE Summer Concert Series budget, and it is crucial to keeping it open and free to the public. The grant is used to help attract talented artists, and to offer quality lighting and sound that enhance performances. This year, the board is exploring virtual live-streaming options for the concert series if they decide it is not safe to have special events in the park. We are hopeful that cases of the virus will continue to decline, while the number of individuals who have been fully vaccinated will continue to increase.

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

The COVID-19 pandemic has had an adverse impact on Park operations with cancellation of all the usual special events including the Trout Rodeo and Rock the Park fundraisers. Income from use of the athletic fields and reservations for the pavilions and the stage is also down significantly – reservations for the pavilions and stage are still on hold. The Trout Rodeo has been cancelled again this year. Each year we see an increase in attendance of the FREE Summer Concert Series, and we anticipate that 2021 will follow that trend, especially as people look for more ways to safely get out and about in their community when restrictions from the COVID-19 pandemic are lifted. Bringing the community together in a safe, free, and natural setting will foster positivity and goodwill. Coming together as a community, local businesses will offer dinner and dessert for sale during the show. The concert draws all kinds of audiences, from families with young children, to seniors, to young adults - all coming together in the Park to enjoy and listen to music in an open-air, natural setting with plenty of space for social distancing.

- **How impact & results will be demonstrated**

The FREE Summer Concert Series has been successful in past years and continues to grow in attendance. A sense of community that extends beyond Kennett Square is apparent, with the added benefit of a shared culture - by way of music - for all who attend. Making the difficult decision to cancel the performances this year was obviously disappointing, but we anticipate larger than usual crowds next summer.

- *For capacity building grant proposals: n/a*

- *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.
- Use this form @ [www.chescof.org](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
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*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
- **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