

## 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: Unionville Community Fair  
 Address: PO Box 298, Unionville, PA 19375  
 Phone: 610-347-2087  
 Website: ucfair.org  
 Year Incorporated: 1934  
 FEIN:

ED/CEO Name:  
 ED/CEO E-mail:  
 Board Chair Name: Bonnie Musser  
 Board Chair Approval (check here):   
 Primary Contact Name: Bonnie Musser  
 Primary Contact E-mail: bonite@verizon.net

**Organization Information:**

**Field/s of Interest:**

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

**Mission:** "The Unionville Community Fair has as its purpose the promotion and education of Agriculture, Agribusiness, Homemaking, Handcrafts and the Arts. It strives to encourage and stimulate interest and involvement of the community in the growth, production, selection and exhibition of products through an educational community activity."

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

A tag line was added "Embracing all of Southern Chester County", this encompasses the Unionville, Kennett, Avon Grove, Oxford and Octoraro school districts and the Chester County Intermediate Unit, Pennock's Bridge Campus. By so doing we are reaching out to the more rural and agricultural areas to continue our mission of promoting Agriculture.

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

The above described area, estimate about 8-10,00 people attend over the 3 days

**Annual Budget** \$ \_\_\_\_\_ # of Full-Time Equivalent Paid Staff \_\_\_\_\_  
 \_\_\_\_\_ % of budget for program expenses      \_\_\_\_\_ # of Board Volunteers  
 \_\_\_\_\_ % of budget for administrative expenses      \_\_\_\_\_ # of Active Non-Board Volunteers  
 \_\_\_\_\_ % of budget for fundraising expenses      \_\_\_\_\_ 100's \_\_\_\_\_ # of Volunteer Hours  
 100 % total

**Top 3-5 funding sources:**

**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:** \$ 1,500- \$2,000 \_\_\_\_\_

**Proposal Summary:** Tents & other rentals are the biggest costs of the Fair, which we need.

## Funding Request

This organization being fully run by volunteers, our needs are people to volunteer and the money to pay for the necessary things to hold the Fair. We are fortunate that the Landhope Properties does not charge us for use of the grounds where the Fair is held. We do re-imburse for electric and some other incidentals.

Not able to have the Fair or fundraising events during the pandemic has impacted us the way it has so many organizations and businesses. The parking fee is nominal and no one is ever turned away if they don't have it. The Fair tries to keep expenses for the families down.

The biggest and most necessary expense is the rental for tents and porta-potties that total around \$16,000.00.

Funding for these is so very helpful in that the tents house the Dairy Show, the Goat Show, the Llamas these showcase the variety of animal "farming". The STEM & Robotic tent is expanding this year and we have tents for dining, the children's activities and antique farm tractors and machinery.

We are fortunate that there is a barn where the Exhibits are on display, away from the weather.

The Fair also pays out around \$6,000.00 in premiums in prize money plus the coveted ribbons to participants who enter their produce, flowers, projects & baked goods and other items.

Pinpointing the impact and demonstrating the results of these is harder to describe, but the best way is the visitors that turnout for the Fair, the smiles on kids' faces, especially when they see that they just received a ribbon for their entry. The fact that those families continue to come back each year is another result of what the Fair can mean to a community.