

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

Date

Contact Information

Organization Name: The Oxford Area Foundation
 Address: PO Box 341, Oxford, PA 19363
 Phone: 610-932-4627
 Website: www.oxfordareafoundation.org
 Year Incorporated: 2004
 FEIN: 20-1060782

ED/CEO Name:
 ED/CEO E-mail:
 Board Chair Name: Nancy Ware Sapp
 Board Chair Approval (check here):
 Primary Contact Name: Chelsea Hughes
 Primary Contact E-mail: chelsea@oxfordareafoundation.org

Organization Information:

Field/s of Interest:

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

Mission:

The mission of the Oxford Area Foundation is to protect and restore critical natural areas and waterways for public benefit, and to educate the community to create a legacy of a healthy, sustainable environment for future generations.

In addition, the Oxford Area Foundation provides funding to non-profit organizations that offer services and programs in the Oxford, Pennsylvania, area.

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

Chester County, PA- specifically, Oxford, PA and surrounding areas

Describe Population Served & Annual Number of People Served:

The Glenroy Preserve will benefit a widespread population. A public park does not require admission, allowing access for people of all financial thresholds. The Preserve will have something to offer everyone. Adults can enjoy the beautiful open space while walking the trails; scavenger hunts will allow children to explore and learn about nature. The Preserve will also have handicap accessible trails and restrooms, enabling those with physical disabilities to visit safely. In addition, the Preserve will collaborate with schools, programs, and groups for educational programs and research.

Annual Budget \$ <u>842,584.00</u>	<u>2</u> # of Full-Time Equivalent Paid Staff
<u>50</u> % of budget for program expenses	<u>7</u> # of Board Volunteers
<u>40</u> % of budget for administrative expenses	<u>?</u> # of Active Non-Board Volunteers
<u>10</u> % of budget for fundraising expenses	<u>?</u> # of Volunteer Hours
<small>100 % total</small>	

***Please note, this is the budgeted amount for both OAF & Glenroy Preserve. Since the Preserve has not yet opened, this is just a projected amount.**

Top 3-5 funding sources:

DCNR, Brandywine Conservancy, Giant/Keep PA Beautiful

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: \$2,550.00

Proposal Summary:

The Oxford Area Foundation is applying for the Chester County Capacity Building Grant for fundraising, development and marketing. OAF is requesting funds for an online course for grant writing, to purchase promotional, advertising and marketing materials for the Glenroy Preserve and to purchase trail signs for the property.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

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

- *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.~~

- Use this form @ www.chescof.org to apply online for grants from all Community Foundation Funds.
- **Email proposals to grants@chescof.org**
- Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments**.



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



OXFORD AREA FOUNDATION

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Founded in 2004 by John H. Ware, IV, The Oxford Area Foundation (OAF) is a philanthropic family foundation. OAF has provided funding and supported numerous organizations from local to international for programming, operational and capital expenses. In 2019, the Foundation began focusing primarily on funding local nonprofits that benefit the Oxford community more directly. At the end of December 2020, OAF acquired 577 acres, known as the Glenroy Preserve. Upon this ownership, OAF's mission was slightly transitioned from funding educational and natural land to owning and maintaining it, allowing us to provide an open space for all to visit, learn, and enjoy.

Since acquiring Glenroy Preserve, OAF has obtained necessary insurances, purchased equipment, hired a project manager, met with contractors, installed property signs, and created a logo. Due to ever changing COVID restrictions, our greatest challenge has been coordinating with contractors and obtaining necessary permits to have work completed before the Preserve can open to the public. These challenges are delaying our fulfillment of a DCNR grant; the clearing of trails, parking lot installation, and obtaining a Highway Occupancy Permit from PennDOT. It has also pushed back our initial opening date.

The Oxford Area Foundation is applying for the Chester County Capacity Building Grant for fundraising, development and marketing. Our desire is to have our current Administrative Assistant, Chelsea Hughes, take an online course for grant writing, to strength the skills required to seek and explore ongoing funding for the Preserve. The Preserve's logo has been created and we would now like to design and print advertising and marketing materials; business cards, t-shirts, hats, pens, etc. to begin handing out in the community and to distribute to our volunteers, once we can safely have them on the property. Prior to opening, printed maps of the property will need designed and printed and hiking trails will need installed.

Annual Reporting

In the past, OAF was solely a donor. Therefore, we do not have an annual report. Before the DCNR grant, at the end of 2020, OAF had not previously solicited funds or been required to produce an annual report. The Foundation's audited 2019 financial statements are attached. Due to the nature of our organization, our 2020 taxes will not be finalized until November 2021.

Strategic Plan

The Oxford Area Foundation does not have a strategic plan in place at this time. However, the below list is ideas and goals we would like to accomplish on the Preserve. A strategic Plan will likely be implemented once the initial restoration process is complete and the Preserve opens. Glenroy Preserve will, ultimately, become a public park, consisting of hiking and biking trails and offering many outdoor activities, while providing habitat for wildlife, development of numerous types of pollination fields, and protecting a natural water source. The primary goals are outlined below, in order of significance.

Step 1:

- *Meet specific requirements complying with grant guideline- installation of parking, trail mapping*
- *Urgent safety issues- such as excavation of deteriorating buildings and maintenance of overgrown trails and greenery*
- *Identification of rare or protected species*

Step 2:

- *Renovation of existing building to provide a Visitor Center and restrooms*
- *Planting of pollinator fields*
- *Beautification of overall land*
- *Development of community engagement and awareness*
- *Control invasive species*
- *Hire Park Ranger and Administrative Personnel*

Step 3:

- *Provide area for environmental groups or students to study wildlife, test water, and identify vegetation*
- *Collaborate with Lancaster Conservancy School to replicate and offer a similar summer camp*
- *Create scavenger hunts and species identifier activities*
- *Construct pavilions for picnic use*