

I. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL SUMMARY SHEET

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

Date: September 13, 2022

Contact Information

Organization Name: Oxford Area Historical Association
Address: PO Box 355, Oxford PA
Phone: 610-932-3625
Website: https://oxfordhistorical.org
Year Incorporated: 2000
FEIN: 23-30445756

ED/CEO Name: Krystine Sipple (P/T contract)
ED/CEO E-mail: ksipple@oxfordhistorical.org
Board Chair Name: Gail Roberts
Board Chair Approval (check here): X
Primary Contact Name: Gail Roberts
Primary Contact E-mail: gailrobrts@aol.com

Organization Information:

Field/s of Interest:

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

Mission:

The mission of the Oxford Area Historical Association is to preserve and promote the historical significance of the Oxford area, educate the community on historical interests, and to encourage the economic vitality of the Oxford area through historic preservation.

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

Oxford, PA, and the surrounding townships in Southern Chester County

Describe Population Served & Annual Number of People Served:

The Oxford Area Historical Association (OAHA) is located in downtown Oxford, PA, and serves everyone in the Borough and the surrounding Townships (the entirety of the Oxford School District). In the Oxford area, US Census data from 2020 showed a 22.5% rate of poverty, and 62.5% of the Oxford Area School District's students qualify for the federal free/reduced lunch program. Average per capita income in Oxford is \$23,722. On average, OAHA serves nearly 1,000 people per year through our programs and archives access.

Annual Budget \$ <u>47,920</u>	<u>0</u>	# of Full-Time Equivalent Paid Staff
<u>84</u> % of budget for program expenses	<u>10</u>	# of Board Volunteers
<u>9</u> % of budget for administrative expenses	<u>7</u>	# of Active Non-Board Volunteers
<u>7</u> % of budget for fundraising expenses	<u>3,672</u>	# of Volunteer Hours
<u>100</u> % total		

Top 3-5 funding sources: Anonymous foundation - \$20,000; Various individual donors (from \$10 to \$3,500); Program sponsors and Book sales

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

If Capacity Building Proposal, the focus is:

___ Mission, Vision & Strategy ___ Governance & Leadership ___ Partnerships & Collaborations
___ Fundraising, Development & Marketing X Technology Other: _____

Grant Amount Requested from the Community Foundation: \$ 4,000

Proposal Summary: All of the organizational information – including the Archives database – for the Oxford Area Historical Association is currently located on the board president’s personal laptop. In order to ensure that the organization maintains institutional memory, and to allow more volunteers to work at one time, OAHA is requesting a grant of \$4,000 to purchase two computers, two monitors and two external hard drives to be located in our Archives building. We anticipate that these items will lessen the heavy workload currently being experienced by board leadership, and allow the organization to attract future volunteers with specific tasks.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Oxford Area Historical Association (OAHA) was founded in 2000. Our mission is to preserve and promote the historical significance of the Oxford area, educate the community on historical interests, and to encourage the economic vitality of the Oxford area through historic preservation. Our vision is to build a shared community legacy for the future by preserving our past. We are the only historical organization specifically dedicated to the Oxford area, and we work cooperatively with many smaller historical initiatives in Southern Chester County.

OAHA's board is passionately dedicated to the conservation of area history. We present monthly programs on a variety of historical topics, record oral histories of long time Oxford residents, and have organized walking tours, co-sponsored reenactor programs in the school district, and arranged trips to historical sites. We are currently partnering with Lincoln University staff and students to record oral histories of some of our oldest local residents, and look forward to an ongoing partnership with Lincoln. In 2014, an Archives Committee was created to acquire, process and house documents and objects related to the history of the Oxford Area. Our Archives Collection is now housed at 140-142 Locust St. in downtown Oxford, with additional items stored in two climate-controlled rental units.

Over the past couple of years, OAHA has been fortunate to receive two significant gifts – one from the Chester County Community Foundation and one from an anonymous donor – both for capacity building. Because of this funding, we were able to create our first strategic plan, and we have been able to hire a part-time, contract executive director to implement that plan. Part of that plan will include enticing more community members to get involved in our work. OAHA excels at doing a lot with a little, and we are able to do that because of the extraordinary support we receive from the community. Between gifts, grants, membership, and programs, a full 99% of our funding comes directly from people in our local area.

2. Funding request

• Description of key initiatives

1. Desktop computers: We plan to purchase two (2) Vostro Dell desktop computers to be used in our Archives building. Each computer contains a 12th generation Intel Core, Windows 11 pro, 8 GB of memory, a 256 GB hard drive with room to add more memory later, wifi compatibility and a keyboard. We will add a mouse for each computer.
2. Monitors: We plan to purchase two Dell monitors to accompany the desktop computers, both of which have videoconferencing capability and embedded speakers so that Archives visitors can watch recorded programs and living history interviews.
3. Security: Each computer includes a commercial-grade security chip installed on the motherboard that creates and stores passwords and encryption keys. It verifies that the computer has not been tampered with before booting up and protects data against external software attacks. A Kensington lock slot and padlock loops provide extra physical security for the equipment.
4. External hard drives: We plan to purchase two 4TB external hard drives to back up, store, and organize OAHA photos, videos, music, and documents. External hard drives would allow us to back up and store important documents off site in case of a fire or other emergency in the Archives building.

The anticipated investment in this initiative is \$4,000. Funding in this amount is respectfully requested from the Chester County Community Foundation.

• Specific needs & issues to be addressed

Currently, most of the information regarding the operation of the Oxford Area Historical Association, as well as the Archives database, is stored on the board president's personal laptop.

The organizational memory of OAHA needs to be stored in a centralized location, accessible to present and future board members and volunteers. In addition, having external hard drives will ensure that copies of all electronic records are safely stored offsite with members of the board (and/or future staff members). That way, even as individual board members rotate off the board, the organization will maintain continuity for both donors and for the general public.

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

The board has done work to examine strategic growth of the organization, including a plan to ensure that no matter which individuals are involved in the day-to-day operations of OAHA, records are kept so that future caretakers may easily take up the work. These records include oral histories, the Archives database of objects and information, the CRM/donor database, financial information, the strategic plan, policies and procedures, donor communications, and recordings of past programs. Having two computers on site, as well as two external hard drives for back up, will help to ensure this plan. In addition, as the organization grows, having one computer for the public to access will allow people to feel more connected to the history of their community.

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

One computer will be specifically for board and volunteer use, and one will be made accessible to the public for searches and for viewing past programs and oral histories. Having computer access at Archives will eliminate work duplication by allowing volunteers to electronically enter items in the database as they are being catalogued, rather than writing the descriptions on paper to be catalogued by board members later. We have recently received CRM software from TechSoup, so the computers at Archives could be utilized by volunteers for gift entry and generation of thank you notes. We anticipate that both functions will lessen the heavy workload currently being experienced by board leadership, and allow the organization to attract future volunteers with specific tasks.

- **For capacity building grant proposals:**

- **How will this capacity building initiative impact your nonprofit?**

The addition of two computers and external hard drives is anticipated to benefit OAHA in two distinct ways:

- Centralize and ensure backup of the organization's institutional memory
- Lessen the heavy workload currently being experienced by board leadership, and allow the organization to attract future volunteers with specific tasks

- **How will this impact be measured?**

This initiative will be considered a success with the successful migration of information from the board president's laptop, and with the successful training of volunteers on data entry and on helping the public access records and recorded programs.

- **Include a description of the expected activities; timeline & costs to implement the initiative.**

Implementation of this initiative is dependent on grant funding of \$4,000. Should OAHA receive funds from the Chester County Community Foundation, the equipment will be purchased and installed immediately following receipt of said funds. Data will then be transferred onto the new equipment and board members and volunteers will be trained on use of existing programs.

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.