

GRANT PROPOSAL GUIDELINES

- The Chester County Community Foundation **connects people who care with the causes that matter**, so their philanthropy makes a difference **now & forever**.
- We are **a collection of Field of Interest & Donor Advised Funds** with **\$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**.
- ◇ Nonprofits **budgets** must be **\$500,000 or less**.
- ◇ 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 to apply online for grants from all Community Foundation Funds.
- **Email proposals to 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** 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

Date

Contact Information

Organization Name: Barnard Station
Address: PO Box 63, Pocopson PA 19366
Phone: 610-299-8801
Website: BarnardStation.org
Year Incorporated: 2020
FEIN: 85-3760396

ED/CEO Name:
ED/CEO E-mail:
Board Chair Name: Harold Hoffman
Board Chair Approval (check here): ☒
Primary Contact Name: Carol Haaf
Primary Contact E-mail:
carolahaaf@verizon.net

Organization Information:

Field/s of Interest:

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

Mission: The mission of 'Friends of Barnard Station' is to begin the journey of creating a Heritage Center at the Barnard House, a recently recognized Underground Railroad Station by the National Park Service. The Heritage Center will educate visitors and honor our region's role on the abolitionist movement and local farming during the mid-1800 period with focus on the Barnard family and home. It is a story of heroism in a time of national strife.

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

We serve Chester County and the National Underground Railroad Routes, specifically the Harriett Tubman Byway. We have opened a visitor center and have been a part of the Chester County Town Tours and Village Walks.

Describe Population Served & Annual Number of People Served:

Chester County and the broader NPS UGRR Network to Freedom members and visitors. We opened our newly created visitor center in the fall of 2022 on Sunday afternoons. Dates were 8/14, 8/21, 8/28, 9/18 and 10/16. Approximately 20 to 30 visitors came each time. We plan to reopen on Sunday afternoons in the spring. We had a group of 25 administrators from Unionville Chadds Ford School District visit Barnard Station also to strategize on educational visits in the future.

Annual Budget \$ 5,000 0 # of Full-Time Equivalent Paid Staff
35 % of budget for program expenses 7 # of Board Volunteers
40 % of budget for administrative expenses 15 # of Active Non-Board Volunteers
25 % of budget for fundraising expenses --200 # of Volunteer Hours (non-board members)
100 % total

Top 3-5 funding sources:

Donors

Grants, currently Pennsylvania Historical and Museum Commission

Board Members

Social Media

Volunteer Work

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

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: \$ __7500_____

Proposal Summary:

Friends of Barnard Station is excited to create a Heritage Center at the Barnard House in Chester County. The Center will focus on the abolitionist movement and our local area history, while preserving the integrity of the historically recognized house. Our vision is to create a Heritage Center that will honor the bravery and dedication of abolitionists in Chester County, with specific focus on the Barnard family and activities within the house and farm.

Our current efforts include improving our visitor center, expanding on our educational materials, and communicating our project and funding needs to a broader audience. There will be many more planned initiatives once the Keystone Historic Preservation Study by Dan Campbell, AIA, Preservation Architect, is completed. This project is funded by a matching PHMC grant. FOBS' matching portion of the grant is \$25,000. This will be paid out the first half of 2023. Most of this amount has been raised by donations. We still need to raise \$2,500 for this financial commitment.

We have opened a Welcome Center connected to the Barnard House where we accommodate visitors and provide background information on Barnard Station, the Barnard Family, Abolitionist History and the purpose and expected result of the Preservation Study. We have held discussions with our local schools, including visits by school administrators, and they have expressed interest in pursuing classroom visits.

Details are provided under Section 2, Funding Request.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The value of this effort:

1. Historical – This will help protect and interpret the property as a cultural, historical and architectural asset. Recognized by The National Park Service Underground Railroad Network to Freedom, the Pennsylvania Harriett Tubman Scenic Byway, Chester County and Pocopson Township.
2. Educational - The house will be available for tours, school groups, presentations and scheduled events.
3. Community - This effort will help complete a campus for Pocopson Township residents that includes Barnard Station, the new township building, hiking trails, a picnic grove, parking and public restrooms.
4. National – The application to join the National Underground Railroad Network to Freedom Program was submitted and we were accepted on October 4, 2022.
5. Friends of Barnard Station is totally committed to the Heritage Center. Donations will only be used for this purpose.

History of Barnard Family Association:

1888

The Barnard Family Association, created in 1888, helped to initiate the Historic Barnard Station Project, to preserve and honor family ancestry and local activities important to several chapters in American History. The Historic Barnard Station Mission is to interpret, educate and foster appreciation for local history at this site. This is a human story of bravery and sacrifice in the face of potential misfortune. To assist those less fortunate was an extreme risk for all involved. There is cause to celebrate a community where neighbor helped neighbor and offered respect and dignity to all. Barnard Station is not just a house but a potential beacon of hope and source of positive inspiration for future visitors.

History and goals of Friends of Barnard Station (FOBS)

Recognized as a 510(c) (3) in November 2020

Friends of Barnard Station is a tax exempt organization. Donations are tax deductible to the full extent allowed by law.

Established in April 2021

Friends Of Barnard Station (FOBS) is a charitable non-profit 501 (c) (3) organization that actively supports the preservation of Barnard Station, a historic house and property. Additionally, FOBS plans to establish and staff the Barnard House as a public educational Heritage Center, focused on the abolition movement that relied upon that farm as a station on the Underground Railroad. The mission of FOBS is to help protect and interpret the property as a cultural, historical and architectural asset. The house would be available to tours, school groups, presentations and scheduled events.

FOBS is actively creating a scope of work for the restoration of the first floor of the historic building.

Partnership with Pocopson Township Board of Supervisors

June 21, 2021

Barnard Station has achieved an important milestone. June 21, 2021, the Friends of Barnard Station (FOBS) and Pocopson Township signed an agreement allowing the first floor of the historic Barnard House to be used in the creation of a Heritage Center. This milestone is the culmination of several years of work by many. Friends of Barnard Station is a tax exempt 501 (c)(3) organization and the new Heritage Center will be funded through donations, grants, and other contributions. It is envisioned to share the story of the Barnard family, its connection to the anti-slavery movement, formation of Pocopson Township, as well as other historical topics.

With the township, FOBS is planning an interpretive restoration of the existing structure on the site, which will include stabilization, restoration, preservation, provision of interpretive signage and other related activities, after which the township will allow public access to the site for community education. FOBS will raise money to restore and refurnish designated interior rooms and provide educational materials for public programs, displays and interpretations. Phase I plans are to work with the township to open and present to the public the first floor of the site as outlined in the code requirements occupancy report (7/31/2019). This work will be accomplished through the work of volunteers, paid contractors, financial donations, historical items, donations of goods, services and approved grants. We are currently raising funds for the PHMC Keystone matching grant. Current status is covered in the financial report.

Funds required to complete the Friends of Barnard Station Project

To begin restoration work on the house, it is highly recommended to develop a Preservation Plan for the project in advance of any actual construction work on the building. We received a bid from Dan Campbell, Architect, AIA, that was included in the application for a matching grant request. This application was submitted to the Pennsylvania Historical Museum and Commission in March of 2022 to help fund the Preservation Plan. The grant was awarded in June and the contracts have been signed. Dan Campbell is currently working on the comprehensive Preservation Plan. Completion should be sometime in the second quarter of 2023.

Phase I of our project is to preserve the first floor (currently four rooms) of the Barnard House and create the Heritage Center, which will be open to the public and especially schools for educational purposes. Our goal is to protect the historical features of the house and restore features that were present during the Underground Railroad Period of our history. This grant request will help fund development of the Preservation Plan by a professional architect with experience preserving historical buildings. Dan Campbell's final report will recommend projects to accomplish and estimates on the work. It will not cover the actual work, which will begin after the Preservation Plan is completed.

The Heritage Center will be funded through donations, grants and other contributions. It is envisioned to share the story of the Barnard family and their connection to the anti-slavery movement, local farming, as well as other historical topics of the era.

Additional costs include:

- Completing the final design and building improvements for the first floor, that includes lighting, electrical wiring, floor refinishing, closing off the second floor, plastering and painting.

- The upgrade of security systems will be addressed as part of the building restoration and preservation.

- Program costs for educational materials inside Barnard Station to create the Heritage Center.

- Organization costs, i.e. insurance, fundraising, post office box

Key Achievements

To preserve the legacy of those who bravely participated in the previously mentioned, the following is a brief timeline of recent milestones at **Barnard Station**.

- **2011**, The Pennsylvania Historical and Museum Commission placed a historical marker in front of the Barnard House in recognition of Eusebius Barnard (1802-1865) for operating an underground railroad station at the site.
- **November 2014**, Barnard House was recognized by the National Register of Historic Places.
- **November 2020**, Friends of Barnard Station (FOBS) is recognized as a tax exempt 501 (c)(3) organization.
- **June 21, 2021**, Friends of Barnard Station and Pocopson Township signed an agreement allowing the first floor of the historic Barnard House to be used in the creation of a new Heritage Center. This milestone is the culmination of several years of work by many dedicated persons. The new Heritage Center will be funded through donations, grants, and other contributions. It is envisioned to share the story of the Barnard family, its connection to the anti-slavery movement, the local farming community as well as other historical topics.
- **July 1, 3 and 4, 2021**, Barnard Station was included for the Chester County Town Tours and Village Walks. The theme for the year was 'Journeying Towards Freedom'.
- **August 2022**, Friends of Barnard Station created a new Welcome Center to allow visitors to experience what we envision for the exhibit spaces in the front section of the house, once restored. We held open houses in the fall of 2022 and will resume again in the spring of 2023.
- **October 2022**, with sponsorship from Pocopson Township, FOBS was approved for a matching grant from the Pennsylvania Historical and Museum Commission (PHMC) to complete a Preservation Plan. This plan will provide an accurate foundation to prioritize our steps for the restoration of the first floor of the house which will house the Heritage Center. This official report, by a recognized historical preservation architect, will help with future grants that we pursue.
- **October 4, 2022**, The National Park Service's National Underground Railroad Network to Freedom accepted the Eusebius Barnard House as one of 17 new listings from the 44th round of applications, representing sites and programs in 13 states across the U.S. These new listings, alongside more than 700 sites, facilities, and programs already in the Network, provide insight into the diverse experiences of freedom seekers who bravely escaped slavery and allies who assisted them.
- **December, 2022**, Dan Campbell started the preservation project. Demolition of 20th century additions have been accomplished, which has exposed important clues to the actual structure of the Barnard House during the Underground Railroad period.

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.*

Friends of Barnard Station is excited to create a Heritage Center at the Barnard House in Chester County. The Center will focus on the abolitionist movement and our local area history, while preserving the integrity of the house.

Our current efforts include improving our visitor center, expanding on our educational materials, and communicating our project and funding needs to a broader audience. There will be many more planned initiatives once the Keystone Historic Preservation Study by Dan Campbell, AIA, Preservation Architect, is completed, which is funded by the matching PHMC grant. FOBS' matching portion of the grant is \$25,000. This will be paid out the first half of 2023. Most of this amount has been raised by donations. We still need \$2,500 for this financial commitment.

We have opened a Welcome Center connected to the Barnard House where we accommodate visitors and provide background information on Barnard Station, the Barnard Family, Abolitionist History and the purpose and expected report of the Preservation Study. We have a digital display for educational purposes that was donated but has minimal capability. An upgraded system is needed. We have held discussions with our local schools and they have expressed interest in pursuing classroom visits. Additionally, we need display materials, informative pamphlets and furniture.

We plan to create a Kiosk outside the visitor center to make educational material available to visitors and residents who walk by the building as they enjoy the adjoining trails.

Our plan also includes adding a very small kitchen. This will be helpful when we hold educational and fundraising events at the house to provide beverages and light fare.

Finally, we need to create more educational and marketing materials for use within Barnard Station, for periodic mailings to Chester County residents and to fill the Kiosk outside.

Expanding awareness to honor the history of Barnard Station as an Underground Railroad Station and creating a Heritage Center, is the passion and goal of Friends of Barnard Station.

The improvements at the visitor center, that this grant will provide, will all be physically visible.

Expanded public awareness will result in more visitors, volunteers and contributions. We maintain records of all our visitors and financial supporters. As we grow, we will seek to add more volunteers to maintain and operate the Heritage Center. Donations will be spent on future projects that will help complete the first floor restoration of the house and provide materials to create a Heritage Center worthy of attracting visitors.

Requested Amount: \$7,500

Estimated Distribution of funds:

Education: 30%

Mini Kitchen, Kiosk, Digital Display Equipment: 40%

Broader Audience Communication: 30%

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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*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