

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.

Nonprofits can submit proposals for 2 types of grants:

Field of Interest & Donor Advised Funds (No Deadline)	Fund for Chester County Capacity Building Grants (Due 9/15)
<ul style="list-style-type: none"> ◇ 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. <ul style="list-style-type: none"> - arts, culture & heritage - community improvement - education - environment - health - human services - religion ◇ 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. 	<ul style="list-style-type: none"> ◇ 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: <ul style="list-style-type: none"> ○ 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)-696-8211** 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: Kennett Heritage Center
Address: 120 N Union St. Kennett Square, PA
Phone: 302.559.0923
Website: KennettHeritageCenter.org
Year Incorporated: 2019
FEIN: 84-3908497

ED/CEO Name: Lynn Sinclair
ED/CEO E-mail: SunsetFarm480@gmail.com
Board Chair Name: Lynn Sinclair
Board Chair Approval (check here):
Primary Contact Name: Same ^
Primary Contact E-mail:

Organization Information:

Field/s of Interest:

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

Mission: The mission of the Kennett Heritage Center is to research and document, and to celebrate Kennett's unique history, through tours, special events and a permanent exhibit. The Center will foster a greater understanding and appreciation for the development of our community and its contributions to the history of Pennsylvania and the United States.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Kennett Square and southeastern Chester County.

Describe Population Served & Annual Number of People Served: Residents of and visitors to the Kennett area. Annual number of people to our Center and our activities- approximately 500.

Annual Budget \$ 7500.00

0 # of Full-Time Equivalent Paid Staff
67 % of budget for program expenses 4 # of Board Volunteers
29 % of budget for administrative expenses 8 # of Active Non-Board Volunteers
4 % of budget for fundraising expenses 391 # of Volunteer Hours
100 % total

Top 3-5 funding sources: Hadley Fund grant (submitted), Mushroom Festival grant (submitted) and donations.

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: \$ 1,100.00

Proposal Summary: Kennett Square celebrating Juneteenth in 2018. The first year, it was a small event, held on Historic East Linden Street. Among the impressive speakers and performers were Dr. Cheryl Gooch, author of *Hinsonville Heroes*, and reenactors from Company B, 54th Massachusetts Infantry Regiment (remember the movie *Glory*).

This year we plan to invite Dr. Cheryl Gooch and Company B re-enactors to return. Dr. Gooch's presentation is informative and engaging. Members of the 54th bring artifacts, books, and years of knowledge to share with the audience. This year we hope to utilize the auditorium in the new Kennett Library. With access to technology available at the library, Dr. Gooch can make her presentation interactive.

We are requesting \$1,100 for this worthwhile program.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

2019 Kennett Heritage Center was organized as a history based non-profit.

2020 we began fund raising for a 4-room permanent exhibit that would relate key elements of Kennett history. We were able to raise \$ 27,000 for the professionally designed exhibit which was completed in June 2021. We welcomed Ken Johnston at the PA/DE line as he completed his walk from Poplar Neck, MD. To Kennett Square. His walk followed the route Harriet Tubman took in 1854 when she rescued her brothers from slavery.

The Center opened for visitors during the COVID lull in June 2021 and was open sporadically for the rest of the year. We hosted several activities for the Juneteenth celebration, participated in Chester County Town Tours and Village Walks, commemorated the day in 1777 when British Crown Forces took over Kennett village (Kennett Occupation Day) and held an ice cream social. New KHC board member, Ken Johnston held a Lantern Making Workshop with participants walking in the Kennett Holiday Light Parade.

In 2022 we were able to staff the Center on weekends with our awesome docents, from April through December. We participated in the same events and activities as in the previous year.

Our goal for 2023 is to continue with these events and to add a Speakers Series. We have 4 speakers lined up to talk about various historic subjects. We produced rack cards and window clings to increase awareness of what we have to offer residents of and visitors to the Kennett area.

Our overall goal is to continue to expand our programs with engaging and fun activities and increase the Center's days and hours of operation.

Kennett Heritage Center is distinctive because there is no other organization in Kennett Square Borough dedicated to preserving and sharing its rich history. Kennett Square Historical Commission was decommissioned by Borough Council in 2015.

2. Funding request

Description of key initiatives

• Specific needs & issues to be addressed

- Commemorating the emancipation of the last slaves in Texas is important in the history of Juneteenth. Without understanding the history, the celebration is weak and without significance in the purview of the civil rights movement from 1865 to the present.

• Why it is important to fund this now

- Plans for Juneteenth in Kennett Square are underway as we speak. Scheduling for times and places are filling up quickly.

• How impact & results will be demonstrated

- We will set a reservation page on Event Brite for attendees (no charge- just to know what to expect for attendance.) We will do a head count at the event.
- *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. 2022 P&L AND 2021 990
 4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date: 2023 projected Operating Budget
 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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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