

## 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"> <li>◇ Grants <b>focus on Chester County</b> causes &amp; issues, but are not limited to Chester County.</li> <li>◇ Charitable nonprofits working <b>in all fields of interest</b> are considered for grant awards.               <ul style="list-style-type: none"> <li>- arts, culture &amp; heritage</li> <li>- community improvement</li> <li>- education</li> <li>- environment</li> <li>- health</li> <li>- human services</li> <li>- religion</li> </ul> </li> <li>◇ <b>General operating</b> grants are encouraged. Nonprofits should be specific about their mission, goals, &amp; measurable outcomes.</li> <li>◇ Proposals can be submitted <b>anytime all year</b>.</li> <li>◇ Grant decisions are made <b>intermittently</b> all year, as Fund Advisors desire.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$7,500</b>.</li> </ul>	<ul style="list-style-type: none"> <li>◇ For eligibility in this grant program, nonprofits must be <b>located in &amp; serve Chester County</b>.</li> <li>◇ Nonprofits <b>budgets</b> must be <b>\$500,000 or less</b>.</li> <li>◇ The goal of capacity building grantmaking is to <b>strengthen the effectiveness of NPO's serving the Chester County region</b>, in areas including:               <ul style="list-style-type: none"> <li>○ Mission, Vision &amp; Strategy</li> <li>○ Governance &amp; Leadership</li> <li>○ Partnerships &amp; Collaborations</li> <li>○ Operations &amp; Technology</li> <li>○ Fundraising, Development &amp; Marketing</li> </ul> </li> <li>◇ Proposals must be submitted by <b>September 15</b> to be eligible for consideration.</li> <li>◇ Grant <b>awards</b> typically range from <b>\$500-\$5,000</b>, with monies distributed by <b>February</b>.</li> </ul>

- 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)-696-8211** or [grants@chescocf.org](mailto:grants@chescocf.org) with any questions.



## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

The Kennett Area Park Authority was incorporated as a Municipal Authority by the Commonwealth of Pennsylvania in December 1988, with the sole purpose of owning and managing the approximately 106-acre Anson B. Nixon Park.

Anson B. Nixon Park is unique in the fact that it is one of very few parks in Pennsylvania that is operated as a Municipal Authority, *not* under the full jurisdiction and tax-based financial support of the state, a county, or local municipality. The volunteer Board of Trustees is responsible for the day-to-day operations in the Park.

The Park consists of rich natural habitats, including a beech grove – home to The Kennett Beech, a specimen estimated to be 300-400 years old. Adjacent to the beech grove is a natural area with an abundance of native trees, shrubs, and wildflowers - including Umbrella Magnolia and Kentucky Coffee trees. Outstanding features of the Park include two ponds totaling almost 6 acres and 4400 linear feet of the recently restored Red Clay Creek and its tributaries. Of historical significance are the remnants of the Borough's waterworks facility dating back to the early 1900s. A portion of the Park is located on the site of the former Chambers Family Estate (Bloomfield, circa 1794 - early 1900s), where many native species of trees were planted, and a now-overgrown meadow is established.

The Park is open to the public from dawn to dusk, every day of the year. Most of the amenities are available to Park guests free of charge on a first-come, first-serve basis. The Park features more than 2 & 1/2 miles of walking trails, six picnic pavilions, an entertainment stage, a top-rated 18-hole disc golf course, basketball, pickleball, tennis, and volleyball courts, and recently refurbished athletic fields.

Since the Park opened in 1993, visitation has grown over the years, and annual guests are now estimated at more than 200,000 from diverse cultural backgrounds representing the Borough of Kennett Square, neighboring boroughs and townships, and visitors from the greater Brandywine Valley who enjoy the Park's facilities and regularly scheduled special events. These include the Red Clay Valley Clean Up every March, the annual Trout Rodeo, the Free Summer Concert Series, Rock The Park, and other events organized by outside groups: The Kennett Run, Juneteenth Poetry Slam, and Hispanic Heritage Celebration.

After the initial state and county funding was used to develop and open the park between 1988 and 1993, KAPA successfully raised funds to build the entertainment pavilion, restrooms, athletic fields, and consult for preparation of a master plan. The Park is continually improving, with additions of a safer entranceway and dog park. More recently, a 2-phased stream restoration project was completed, along with refurbishment of 2 multi-purpose athletic fields, and a new walking trail that replaced the old vehicular entrance to the park from the Borough. Other forestry projects are underway with major grant funding from Chester County. A new playground will be installed with funding from the DCNR.

The Park is maintained by a full-time Office Manager, a full-time Facilities Manager, a part-time Groundskeeper, and a part-time Mechanic, with support from the volunteer Board of Trustees and engagement with local organizations like the Longwood Rotary Club and others who lend their time and talents.

In 2020, Friends of Anson B. Nixon Park, a 501(c)3 non-profit organization, was formed as a supporting organization to KAPA, in order to solicit charitable donations and grant funding from funds for which a Municipal Authority does not qualify.

## 2. Funding request

- **Description of key initiatives**

Neil Joines was among the original sponsors of KAPA's Free Summer Concert Series. With generous funding from the Chester County Community Foundation, individuals, and sponsorship from local businesses, the Kennett Area Park Authority is embarking on its 15<sup>th</sup> year of the FREE Summer Concert Series, providing a diverse array of musical performances. Because of this grant we are able to provide the outdoor summer concert series in the Park, free of charge to the community. KAPA board members also solicit local businesses for sponsorships to defray the costs of the summer concert series. It will begin with a celebration of the Park's 30<sup>th</sup> anniversary and run for 8 weeks. KAPA is collaborating with Kennett Area Community Service (KACS) for the 2<sup>nd</sup> year in a row to bring awareness to their organization and collect food and other non-perishable items on Wednesday nights in the Park.

- **Specific needs & issues to be addressed**

We are requesting a sponsorship from the Neil Joines Fund with a modest increase of 10% compared to past years. The very generous grant we receive each year from the Neil Joines Fund makes up the largest portion of the Free Summer Concert Series budget, and it is essential for KAPA to keep this program open and free to the public. The grant is used to help attract talented artists, and to offer quality lighting and sound that enhance performances. Obviously labor costs have increased in recent years, along with most everything, due to inflation. This year, the Free Summer Concert Series is being organized and presented by a volunteer committee. The contracts are already signed for 8 bands, beer vendors are lined up for each of the weeks, and food trucks are lined up for 6 of the concerts.

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

The Free Summer Concert Series begins on June 21<sup>st</sup>, and KAPA will be promoting the individual weekly events soon. Bringing the community together in a safe outdoor setting provides entertainment and cultural enrichment and fosters good will. KAPA strives to provide a service to the community while supporting local businesses that include the bands, the sound techs, local food trucks, and the local ice cream vendor. The concert series attracts a diverse audience, from families with young children, to seniors, to young adults - all coming together in the Park to enjoy live music in an open-air, natural setting.

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

The Free Summer Concert Series has been successful in past years and continues to grow in attendance. A sense of community that extends beyond Kennett Square is apparent, with the added benefit of a shared culture - by way of music - for all who attend. We count the (approximate) number of people in attendance each week. Last year, which was the first year we collaborated with KACS, they collected 95 pounds of food and \$254 in monetary donations during the concert series in addition to other non-perishable donations, including but not limited to diapers. We expect the impact will be greater this year.

- *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
  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](http://www.chescof.org) to apply online for grants from all Community Foundation Funds.
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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