



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 9/13)

- ◇ 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 grants is to **strengthen the effectiveness of NPO's serving the region**, see page 4 for more details on the areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Partnerships & Collaborations
 - Operations & Technology
 - Fundraising, Development & Marketing
- ◇ Proposals submitted between **July 1 - Sept. 13** are 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

Contact Information

Date 9/13/2023

Organization Name: Kennett Area Park Authority/
Friends of Anson B. Nixon Park

ED/CEO Name: Sheila Tekavec

Address: PO Box 1121, Kennett Square, PA 19348

ED/CEO E-mail: AnsonBNixonPark@gmail.co

Phone: 610-444-1416

Board Chair Name: Richard Lyon/John Gaadt

Website: AnsonBNixonPark.org

Board Chair Approval (check here):

Year Incorporated: 1988 / 2020

Primary Contact Name: Sheila Tekavec

FEIN: 23-2548063 (KAPA)

Primary Contact: Email: AnsonBNixonPark@gmail.com

Employer ID number: 23-2548063 (Friends)

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Mission:

The Kennett Area Park Authority (KAPA) is guided by the following principles:

- Preservation of an open, natural, and largely passive environment that lends itself to both tranquil and rigorous pursuits, with free access to the general public.
 - Promotion of recreational interaction among the community's diverse ethnic, social, age, and economic groups by providing a safe outdoor venue that offers facilities compatible with a multitude of social, cultural, spiritual, and sporting endeavors;
 - Collaboration with other established community educational, cultural, civic, and recreational organizations and institutions to further the principles of this mission statement;
- Establishment of an endowment that will ensure the financial stability of the park for generations to come.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Anson B. Nixon Park serves the Borough of Kennett Square, Kennett Township and surrounding municipalities in southern Chester County, and northern New Castle County, DE.

Describe Population Served & Annual Number of People Served: It is difficult to determine the number of visitors to the park since there are numerous entries to the park, both vehicular and pedestrian. The park is open to the public from sunrise to sunset daily, with free admission. There is only one full time KAPA employee in the park during the day, and 1 part-time employee evenings and weekends. KAPA estimates the number of annual visitors exceed 200,000.

Annual Budget \$ 294,500.000 3 # of Full-Time Equivalent Paid Staff
70 % of budget for program expenses 19 # of Board Volunteers
27 % of budget for administrative expenses 200 # of Active Non-Board Volunteers
3 % of budget for fundraising expenses 3000+ # of Volunteer Hours

100 % total *KAPA is currently seeking to fill one vacant space on the 11-member board. There are currently 9members of the Friends board.

Top 3-5 funding sources: The majority of KAPA's income is from contributions made by the Borough of Kennett Square and Kennett Township. KAPA receives a portion of income from cell tower rental income for 3 telecommunication leases with AT&T, T-Mobile, and Verizon that are managed by the Borough of Kennett Square. KAPA and Friends of Anson B. Nixon Park apply to various grant programs to cover expenses for special projects. Other income is received from individual donations during an annual fundraising appeal, and the annual Trout Rodeo.

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: Operations & Administration

Grant Amount Requested from the Community Foundation: \$ 1,500

Proposal Summary: The Kennett Area Park Authority and Friends of Anson B. Nixon Park seek funding to cover the costs of a replacement office printer, a physical desk phone for use by KAPA's Office Manager, and an android cellular phone for use by KAPA's new full-time facilities manager in Anson B. Nixon Park

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 operating 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, 2 dog parks, 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, Kennett Library's Juneteenth Poetry Slam, and Casa Guanajuato's 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 parks (one for large dogs and one for small dogs). 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. Several forestry projects are underway with major grant funding from Chester County and matching funds from the Brandywine Conservancy, PECO's Green Region/Natural Lands Trust, and Giant Food Stores' Keep PA Beautiful funds. 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
 - KAPA is seeking funding to assist with technology improvements to facilitate efficient daily administration and operation needs.
- Specific needs & issues to be addressed
 - KAPA requires a physical office phone, a printer/scanner, and a cellular phone for the Facilities Manager since there is no office or phone service in Anson B. Nixon Park.
- Why it is important to fund this now
 - KAPA does not currently have these office and facilities essentials.
- How impact & results will be demonstrated
 - The impact of these technology improvements will be immediate savings of time and money.
- *For capacity building grant proposals:*
 - *How will this capacity building initiative impact your nonprofit?*
 - In the past, before KAPA employed a full-time Office Manager, a remote voicemail service with Verizon was utilized. Now it is important to have a physical office phone to answer calls as they are received, rather than checking voicemail each day and returning calls from a personal cell phone. In the past, KAPA's office manager used a hand-me-down personal printer, but it is more than 4 years old, was a model intended for occasional use, and inadequate to meet the needs of KAPA and Friends of Anson B. Nixon Park. As of this week, the printer is no longer working, and a replacement printer is required. KAPA's new Facilities Manager is working independently in the 106-acre park, which does not have an office or wi-fi. Since he is often in communication with volunteers, vendors, and board members – and for personal safety, it is important that he have a dedicated work phone.

- *How will this impact be measured?*
Currently, KAPA's Office Manager is sending *all* print jobs to Kennett Copy & More, which is costly and inefficient. In the past, Kennett Copy & More was used only for larger jobs that the personal printer couldn't handle. Printing everything in-house result in not only cost savings, but all more efficient use staff time. The new Verizon One Talk business service has a monthly fee which is about half the cost of the current Verizon Digital Voice business line, but a new desk phone is required. Providing the Facilities Manager with a smart phone will allow him to scan and email time sheets on a bi-weekly basis (rather than requiring the Office Manager to drive to the park and retrieve them). He will also be able to take pictures and videos in the park to document storm damage and vandalism required for insurance claims and police reports (which previously required a visit from the Office Manager), in addition to assisting with photos and videos for social media. A new phone will also provide more effective communication with vendors, volunteers, and board members.
- *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.*
The cost of a desk phone for the office Verizon One Talk (transferring the current phone number) is estimated to be \$320 plus activation fees and one-time charges. A new printer that will scan and print double-sided in b&w and color with wi-fi connectivity is estimated at \$300. An android phone (Samsung Galaxy) is currently \$860 plus new line activation and one-time fees. KAPA and Friends of Anson B. Nixon Park need these technical upgrades for daily operations immediately in order to efficiently manage administrative and facility tasks. We are sincerely grateful for the support of the funds of the Chester County Community Foundation, and respectfully request \$1,500.00 to cover these necessary expenses.

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**.
- Proposals are shard 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 grants@chescof.org with questions.



CHESTER COUNTY
community
FOUNDATION

*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