

## 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](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)-698-8211** or [grants@chescocf.org](mailto: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](http://www.chescocf.org)*

**Date 9/08/2023**

## **Contact Information**

Organization Name: Brandywine Battlefield Park Associates  
Address: P. O. Box 202, Chadds Ford, PA 19317  
Phone: (610) 459-3342  
Website: [www.brandywinebattlefield.org](http://www.brandywinebattlefield.org)  
Year Incorporated: 1971  
FEIN: 23-2143174

ED/CEO Name: Linnell "Linn" E. Trimbell  
ED/CEO E-mail: [LKTrimbell@outlook.com](mailto:LKTrimbell@outlook.com)  
Board Chair Name: Linnell E. Trimbell  
Board Chair Approval (check here):   
Primary Contact Name: Linnell E. Trimbell  
Primary Contact E-mail:  
[bbpadevelopment@gmail.com](mailto:bbpadevelopment@gmail.com)

## **Organization Information:**

### **Field/s of Interest:**

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

**Mission:** The mission of the Brandywine Battlefield Park Associates (BBPA) is: *"To preserve, interpret, and share the impact of the enduring story of the Battle of the Brandywine, the largest and longest single day land battle of the American Revolution"*. BBPA fulfills this mission through the provision of our educational and historical programs.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): All of Chester County and surrounding areas in Southeastern Pennsylvania.

**Describe Population Served & Annual Number of People Served:** BBPA serves an average of 6,000 people annually. Children in grades K-12 attend the educational programs. We serve all individuals, families, school children, seniors, historians and those serving in the military regardless of background or economic status.

**Annual Budget** \$ 132,000      2.25 # of Full-Time Equivalent Paid Staff  
60 % of budget for program expenses      5-7 # of Board Volunteers  
33 % of budget for administrative expenses      30 # of Active Non-Board Volunteers  
7 % of budget for fundraising expenses      2015 # of Volunteer Hours-Annually  
100 % total

**Top 3-5 funding sources:** Americana Corner \$10,000; Longwood Foundation \$15,000; Chadds Ford Township \$10,000; Wyeth Foundation \$5,000; McLean Contributionship \$5,000.

**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:** \$ 1,437.00

**Proposal Summary:** The Capacity Building Project will provide the tools necessary to develop collaborative outreach opportunities which will enhance the organization's presence and improve program marketing as outlined in the current and future goals of the Strategic Plan.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

### BRANDYWINE BATTLEFIELD PARK ASSOCIATES CAPACITY BUILDING INITIATIVE

#### 1. Organization's history, goals, key achievements and distinctiveness

The Brandywine Battlefield Park Associates (BBPA) was founded in 1971 by a dedicated group of volunteers in support of the Brandywine Battlefield Park (Park). In 2009, funding from the Commonwealth of Pennsylvania was significantly reduced for the Park and the Park was temporarily closed as a result of this cost reduction. BBPA and the Pennsylvania Historical and Museum Commission (PHMC) established an Associates Agreement to accommodate site operations and the Park was reopened. This agreement remains in place to the present day. BBPA manages the administrative offices, and gift shop, provides visitor tours, museum oversight and all educational and historical programs. PHMC provides Site Administration for the Park, coordination of resources and facilities maintenance. BBPA does not receive any state or federal funding.

BBPA fulfills its mission through the provision of their keystone programs, Colonial Days for school students and Brandywine Battlefield History Camp. BBPA also provides many activities and events throughout the year including Remembrance Day, Patriots Day, Charter Day, Family Day and the "Revolutionary Lecture Series." Tours of the Battlefield and the two historic houses located at the Park are provided two days a week. Oversight is provided by the BBPA Board of Directors. A dedicated group of volunteers support the programs and staff at BBPA. The Battle of the Brandywine occurred in an area of ten square miles. The Park site maintains fifty-two (52) acres of the preserved battlefield land. BBPA strives to keep these 52 acres open and available for everyone to enjoy.

#### Goals:

1. Increase volunteer participation. The goals are to increase the number of volunteers to 35-50 and provide volunteers with training and historically correct materials. BBPA experienced the loss of many volunteers as a result of the prolonged Park closure and restrictions due to the pandemic. Volunteers provide support in many program areas by providing BBPA with their time and talent as guides for historic house tours, historical reenactors and demonstrators, participation on the Board of Directors and Advisory Counsel and technical support.
2. Provide interesting and relatable programming for all participants including involvement in community events and area outreach programs. Expand ability to attend both outdoor collaborative community functions, provide a professional presence at outreach programs, conferences and recruitment events, thereby improving marketing opportunities for new programs.

#### Achievements:

1. BBPA has expanded the number of staff to provide professional services for the organization. BBPA has hired a BBPA hired a part-time Volunteer Program Coordinator to assist with the development and recruitment of the Volunteer program. BBPA has hired a part-time Education Coordinator to provide development and implementation for the key programs "Colonial Days for "School Students" and "Brandywine Battlefield Summer Camp." These are both new positions for the organization.
2. BBPA has developed and implemented the "Living History Initiative" New events have been added including Harvest Day and Brews at the Battlefield.

The Brandywine Battlefield Park is the *Gateway to the Battle of the Brandywine and the Philadelphia Campaign of the American Revolution*. BBPA provides students and visitors with tours, programs and historical insights as they begin their *Revolutionary Adventure* at the Park where *History Lives!*

## 2. Funding request

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

The Capacity Building Initiative will address the needs for collaborative outreach activities and marketing as identified in BBPA's current Strategic Plan. The needs include a portable set-up, including tent, tablecloth and display board, for outreach and collaborative events and activities.

Addressing the organization's ability to participate in community collaborations and outreach programs will have a positive impact on operations both now and as BBPA addresses future goals. BBPA has successfully participated in collaborative community events with the township and other history organizations. These have included Chadds Ford Township, Birmingham Township, Chadds Ford Historical Society and Paoli Battlefield Preservation Program. These events are outside venues and BBPA staff are exposed to the elements (heat without shade, rain, etc.) and this limits staff and volunteer participation at some events. BBPA also conducts and attends a variety of outreach programs including those at senior living facilities and education venues.

This initiative will provide BBPA with a professional presence when attending outreach and community events and programs. BBPA will be able to attract new volunteers and market the organization's programs through increased participation and will reach a broader audience as the organization is able to attend events regardless of the weather.

*o How will this impact be measured?*

OUTCOME #1:

BBPA will seek new collaboration opportunities with mutual interest entities in the areas of education, history and related missions. The result will be a minimum of two new community partnerships.

OUTCOME #2:

BBPA will increase the provision of Community Outreach programming to nine programs per year.

OUTCOME #3:

There will be a 15% attendance/participation increase at BBPA programs and special events as the result of marketing information provide collaborative community events. Park attendance will be recorded and compared with the prior year's attendance.

*o Description of the expected activities; timeline & costs to implement the initiative.*

*Item procurement:*

BBPA will order/purchase the following items for the Capacity Building Initiative for use at community outdoor events. Items will also be used for outreach activities at a variety of venues including schools, senior programs and libraries.

Item will be ordered/purchased within ten (10) days of receipt of funding:

4imprint, [www.4imprint.com](http://www.4imprint.com)

- Dynamo Tabletop Display- 4' trifold, blue.

Proposed Date: January 15, 2024

Item #102022-B      **Cost: \$185.00**

- Serged Convertible Table Throw-6' to 8' royal blue, with imprint of Name and Logo.

Proposed Date: January 15, 2024

Item #5957      **Cost: \$285**

Displays2Go, [www.displays2go.com](http://www.displays2go.com)

- Outdoor and Indoor 10' x 10' Canopy Tent, Pop Up, Square-Custom Graphics  
Custom printed-full color dye-sub printing (polyester/steel)  
Proposed Date: January 15, 2024  
Item #KTNS10CP **Cost \$967.99**

*Outreach Program Scheduling:*

BBPA will contact existing and new program recipients and schedule Outreach programs. Scheduled programs will be recorded on the BBPA Calendar of Events.

Contacts will include public, private and special education schools, Area Senior Centers and Retirement Communities and Libraries. The portable setup will be used for all outreach programs.

Contacts will commence December 1, 2023 and continue throughout the year. BBPA will provide 4 additional Outreach programs by June 30, 2024 and an additional five Outreach programs by December 1, 2024.

*Community Collaboration:*

BBPA will build a collaborative relationship with other programs and build upon existing collaborations. BBPA will explore collaboration opportunities with Lafayette Bicentennial Brandywine Committee, area museums and land preservation programs. The portable setup will be used for all events.

Contacts are currently in progress and will continue throughout the year.

BBPA will form two new community partnerships by June 30, 2024.

Capacity Building Initiative **TOTAL COST=\$1437.99**

**BRANDYWINE BATTLEFIELD PARK ASSOCIATES  
CAPACITY BUILDING INITIATIVE  
BUDGET**

**INCOME**

Chester County Community Foundation	\$1,437
<b>TOTAL INCOME</b>	<b>\$1,437</b>

**EXPENSES**

Dynamo Tabletop Display	\$185.00
Serged Convertible Table Throw	285.00
Outdoor and Indoor 10' x 10' Canopy Tent	967.00
<b>TOTAL EXPENSES</b>	<b>\$1,437</b>

NOTE: Funding support for staff and the development and printing of marketing materials has been received.

### 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.
  - **Email proposals to [grants@chescof.org](mailto:grants@chescof.org)**
  - Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments**.
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