

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.
To obtain an electronic version of this application, visit www.chescocf.org*

Date: September 1, 2023

Contact Information

Organization Name: Historical Society Phoenixville Area
Address: 204 Church St., Phoenixville, PA 19460
Phone: 610-935-7646
Website: www.hspa-pa.org
Year Incorporated: 1977
FEIN: 23-2125059

ED/CEO Name:
ED/CEO E-mail:
Board Chair Name: John Keenan
Board Chair Approval (check here):
Primary Contact Name: Paul Kusko
Contact Email: paulkusko@verizon.net
610-256-1706

Organization Information:

Field/s of Interest:

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

Mission: The Mission of the Historical Society of the Phoenixville Area is to identify, collect, preserve, interpret, and disseminate materials and information pertaining to Phoenixville Area history in order to assist and educate the public in understanding and appreciating their Phoenixville Area heritage and how it relates to their lives.

Geographic Area Served: North –East Chester County. Borough of Phoenixville and adjacent surrounding Townships of Schuylkill, Charlestown, East Pikeland, and a large portion of Upper Providence, Montgomery County.

Describe Population Served & Annual Number of People Served: HSPA serves the greater Phoenixville area (the Borough and four adjacent townships) with a combined estimated US 2022 Census population of 67,438 . We have a enrolled membership of 484 families and individuals and permit free museum visits to the general public; HSPA is also a participating partner with the Phoenixville Area School District as well as area parochial and charter schools hosting annual grade school class visits. We are the primary source of historical education and keeper of documents and photographs for residents, businesses, government agencies and organizations needing historical information.

Annual Budget \$ 62,970.00 _____ 0 _____ # of Full-Time Equivalent Paid Staff
_____ 72 _____ % of budget for program expenses _____ 15 _____ # of Board Volunteers
_____ 24 _____ % of budget for administrative expenses _____ 51 _____ # of Active Non-Board Volunteers
_____ 4 _____ % of budget for fundraising expenses _____ 7240 _____ # of Volunteer Hours
100 % total

Top 3-5 funding sources: Annual Membership Dues; Annual Appeal, Fund Raising Events (On Line Auction, Yard Sales, and Festivals), Rental income from our parsonage house.

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: Increasing our capacity for public access through ADA Infrastructure improvement: ADA Accessibility to our entire building & campus.**

Grant Amount Requested from the Community Foundation: \$ 5,000 – 10,000

Proposal Summary: Consistent with its Strategic Plan, in 2018, the Historical Society of the Phoenixville Area (HSPA) Board of Directors initiated a Capital Improvement Plan to preserve and renovate the Society's historic 1873 Gothic Revival style gray stone church building situated in the historic district of the Borough of Phoenixville. The primary objectives of Phase I of the church building renovations are to:

- Make our building and property ADA Accessible to the general public by installing an interior elevator and staircase to connect the lower and upper levels of the building. *(The upper and lower levels of the historic church building are not connected internally.)*
- Make our building and church yard ADA Accessible to the general public by installing an ADA ramp and doorway to connect the church and churchyard. *(The church yard is our primary outdoor program space for meetings, events, festivals, and outdoor exhibits.)*
- Upgrade the main electrical power supply to the building to operate the above mentioned improvements and amend an aged electrical system.

In addition to expanding our capacity to engage a larger and more diverse population, the above renovation improvements pave the way to a future Phase II renovation plan allowing for an improved and expanded museum space and research library, volunteer work spaces, program presentation areas, and improved artifact storage spaces. These improvements will enable HSPA to expand its capacity to engage a broader scope of the public in accomplishing HSPA's mission.

NOTE: Grant money awarded for this request will be applied to costs associated with the installation of an ADA ramp to connect the church and church yard and associated permit fees. *(ADA Yard Ramp project cost estimate: \$10,000 (\$9,000 construction & \$1,000 construction management).*

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Phoenixville Area is situated in the French, Pickering, Perkiomen, and Valley Creek watersheds of the Schuylkill River. With its involvement in the American Revolution and the encampment at Valley Forge, the area has a unique and storied past. This area was well-known to the native Lenape Indians who first made use of the area's resources, establishing paths and river fords. With the dawn of the Historic Period and a William Penn land grant to Charles Pickering, the Phoenixville Area was first settled by Europeans in the early 18th Century. The mostly agricultural population grew slowly until the industrial revolution of the 19th Century. Manufacturing of iron (and later steel) products as well as textiles and pottery brought diverse groups of people into what was largely an area first settled by English and German people. The Phoenixville Community, by the late 19th and early 20th centuries, had an ethnic make-up of English, German, Irish, Italian, Polish, Hungarians, Slavic immigrants and African-Americans.

The Historical Society has provided focus on this ethnic background and community history. The peoples and industries which made Phoenixville an important manufacturing center have now changed and a new, more diverse Phoenixville Area exists. Changes over the past 25 years to the community have been dramatic. Manufacturing has been replaced by health-related services as the primary focus of business activity and local artisans and restaurants have transformed the face of the community. Our population has gotten younger, and more diverse, with many new residents and housing. However, the historic character remains. The Society will continue to focus on Phoenixville's historic past and will inform and enlighten residents who have recently joined our community.

The Historical Society of the Phoenixville Area was founded in 1977 to promote an interest in the area's history, and to preserve records and artifacts pertaining to Phoenixville and the surrounding areas. In 1980, the Society acquired the former Central Lutheran Church building which was built in 1873. Constructed of gray stone, the Gothic Revival style building presents a visual sense of formality and prominence occupying a corner in the heart of Phoenixville. Safely preserved behind those gray stone walls are thousands of documents, photos, artifacts, deeds, records, family genealogies.

The Society has grown over the past 46 years since its founding into a highly rated regional History Center and Museum with over 40,000 items entered into its archives. Along with the revitalization of Phoenixville, the Society is experiencing increased demand for research inquiries, museum visits, history programs, and informative speakers. Simply stated, in order to meet the increasing demand, we need more space. The Society's Board of Directors decided in 2018 to preserve and renovate our 1873 building to increase our capacity meet the Society's present and future needs to "Preserve The Past... Enrich The Future."

2. Funding request

• Description of key initiatives

Our HSPA Board of Directors has a strong vision for HSPA's future: renovating our historic building to improve our capacity for public access (specifically ADA accessibility) and to accommodate a larger and more comprehensive museum and research library. Repurposing spaces will also improve our capacity to create more programming and much needed climate controlled archival storage space.

• Specific needs & issues to be addressed

Creating ADA accessibility and pedestrian movement within our historic church building and our campus. We propose to address this need through the installation of a two stop elevator, interior staircase, and an exterior ADA ramp connecting our indoor and outdoor program spaces.

Why it is important to fund this now

In 2022 The HSPA Board of Directors initiated a Capitol Fund Campaign to fund **Phase I** of the building renovation plan. Fundraising to date is at **76%** of the \$750,000 goal. The ADA Ramp portion of the plan can be completed independently of the plan's elevator and power upgrade segments. Funding the ADA Ramp now will enable HSPA to implement construction in the 1st quarter of 2024.

- **How impact & results will be demonstrated?** The impact, should this grant be awarded, will be demonstrated via the initiation of a project bidding process and construction time line with a completion goal of June 2024
- **How will this capacity building initiative impact your nonprofit?** It will have a significant impact. Improving connectivity and ADA accessibility within and between our historic building and outdoor spaces is the “keystone” of our Phase I renovation project and the gateway to future expansion of our museum, research library, archival storage space and volunteer work spaces.
- **How will this impact be measured?** The Historical Society utilizes attendance counts and participant satisfaction surveys to gauge the success and satisfaction of its programs and events. The Society's volunteer workers provide continuous feedback.
- **Describe the expected activities; timeline& costs to implement the initiative. Are external consultants required?** Expected activities are: initiating a project bidding process, contractor selection, and the establishment of a three month construction time line. Costs estimate are: \$10,000 (\$9,000 construction & \$1,000 construction management.) No external consultants are required as the ADA Ramp design work is already completed. (See attachments #5a &5b)

III. ATTACHMENTS (FILE NAMES)

E-mail or mail this support information

1. Copy of 501 (c) (3) federal tax-exempt letter ([HSPA 501\(c\)\(3\) letter in 1982](#))
2. List of Board of Directors, with their affiliations ([HSPA Board-affiliations](#))
3. Most recent annual report & financial statement, audited if available ([Report_Financial Statement for 2021-22 fiscal year](#))
4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date. ([August 2023 & Fiscal Year End 2022-23](#)) + ([Adopted Budget for 2023-24 Fiscal Year](#))
5. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable) ([ADA Ramp Cost Estimates_2023](#)) + ([ADA Ramp to Yard-Plan View](#))
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why. ([HSPA Strategic Plan 5-4-2022](#))

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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