

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**.

- 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

Date

Contact Information

Organization Name: Kennett Symphony of Chester County General Manager Name: April Evans
Address: P.O. Box 72, Kennett Square, PA 19348 General Manager E-mail: aevans36@me.com
Phone: 610-444-6363 Board Chair Name: Dr. Timothy V. Blair
Website: www.KennettSymphony.org Board Chair Approval (check here):
Year Incorporated: 1940 Primary Contact Name: April Evans
FEIN: 23-2017980 Primary Contact E-mail: aevans36@me.com

Organization Information:

Field/s of Interest:

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

Mission: The Kennett Symphony's mission is to present a wide range of symphonic music at an affordable price to entertain and enrich the lives of our audience; educate young audiences; and provide opportunities for young artists and capable musicians to perform.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): All concerts are held in the Chester County area with audience members coming from Southeastern Pennsylvania, Northern Delaware, Northern Maryland, and New Jersey.

Describe Population Served & Annual Number of People Served:

Annual Budget \$ 326,000 ___ 0 # of Full-Time Equivalent Paid Staff
70 % of budget for program expenses ___ 16 # of Board Volunteers
20 % of budget for administrative expenses ___ 2 # of Active Non-Board Volunteers
10 % of budget for fundraising expenses ___ 1500 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Annual Fund support \$52,000; Event Fund Raising \$27,000; Foundation Support \$10,000; PA Council of the Arts \$13,000; Corporate Sponsorships \$10,000

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: \$ 5000

Proposal Summary: The 2023-2024 season will stretch the Symphony in several new directions as it continues to navigate a slower than anticipated return of audiences. The administrative staff has determined, the current cloud-based system needs to be upgraded to increase productivity and give board members greater accessibility to vital documentation such as reports, board meeting minutes, and email distribution. This grant will allow the Symphony to not only upgrade to a shared digital drive, but also update access to website domain, archive important documents throughout the Symphony's 83 seasons and provide training for staff and board.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Founded in 1940, Kennett Symphony of Chester County (KSCC) has provided services to the people of Chester County for 83 years. KSCC is the only professional symphony orchestra in Chester County, PA. Its base in Kennett Square, PA is one of the smallest communities in the nation to support a professional symphony orchestra (Source: League of American Orchestras), ensuring our rural and suburban communities have access to the orchestral art form. As a professional symphony orchestra, KSCC hires only professional musicians each season to perform orchestral concerts. The musicians hired to perform the KSCC's concerts are union musicians associated with Local 21 of the American Federation of Musicians. KSCC serves all of Chester County and beyond. In addition to Chester County, KSCC provides a destination for audiences to travel into Chester County to participate in KSCC programming including audiences from Delaware County, Montgomery County, and Lancaster County, Pennsylvania; New Castle County, Delaware; and Cecil County, Maryland.

- **WE PERFORM:** KSCC historically offers 6 concerts and 3 community events throughout the year. Keeping with our mission of providing a wide range of symphonic music, programming intentionally includes the spectrum of the symphonic art form to appeal to many musical tastes- from the great masterworks to pops music, and family and children's concerts. Since the KSCC does not have its own performance space, we partner with leading venues in Chester County including: Longwood Gardens Exhibition Hall and Open Air Theatre, West Chester University, Winterthur, Rustin High School in the West Chester Area School District, Unionville High School in the Unionville- Chadds Ford School District, and Mendenhall Inn.

- **WE ENGAGE:** KSCC is committed to bringing the art of music to all. We present events that engage audiences in ways that suit their interests including our annual Classic Car Show at Brantwyn with music and our Spring event, where we partner and collaborate with larger budget symphony orchestras - The Philadelphia Orchestra, for example - to bring expanded musical experiences to our community. We further extend our reach by partnering with regional arts and civic organizations including, Arts+Business Council of Greater Philadelphia, The Curtis Institute of Music, Philadanco, Academy of Vocal Arts, Southern Chester County Chamber of Commerce, Kennett Collaborative, and Longwood Rotary.

- **WE EDUCATE & ENRICH:** KSCC is committed to our educational programs including our partnership with the West Chester Area School District where we present family and children's concerts, and Kennett Symphony Children's Chorus in residence at West Chester University comprising nearly 100 students. We partner with senior communities to provide discounted tickets and access to programming, including Kendal Crosslands, Jenner's Pond, Arbour Square, Hershey's Mill, Maris Grove, and Brandywine Senior Living. We present two competitions- composition and instrumental - for emerging artists providing winners with their first opportunity to perform with a professional symphony orchestra. Music Director Michael Hall shares his love of music and knowledge with the audience during concerts, and at pre- and post-concert talks. One of our most popular offerings - Reimagined Symphony Experience - breaks down the barriers between audience and orchestra by presenting the orchestra in a unique way: seated in the round, the orchestra presents a relaxed, one-hour performance that includes fascinating insights by Michael Hall. With a fun and accessible approach, Hall's presentations weave together commentary about the composer and the

composition accompanied by musical examples performed by the orchestra. This approach broadens the audience's understanding of the intricacies of the composition that make it a notable work of art. The composition is then performed in its entirety providing a full concert experience.

2. Funding request

- **Description of key initiatives:** To open an inclusive, cloud based, shared drive license with email accessibility like G Suite. Upload digital and original documents onto shared drive to communicate and distribute internal documentation with board members and vendors, as well as set up email accounts for new staff members and access to virtual meeting platforms at no additional cost. Working with a professional service to connect this system to the KennettSymphony.org domain will be necessary to ensure a smooth transition.
- **Specific needs & issues to be addressed:** Currently there is not a system or process in place where pertinent documents, video, and photos can be accessed remotely by staff and board members. Additionally, the current email system prevents the organization to be able to onboard new employees appropriately. These upgrades are essential to properly market, fundraise for the organization and to communicate with patrons and donors.
- **Why it is important to fund this now:** Without the funds to move forward with this transition now, the organization will continue to fall behind in delays costing the Symphony money needed for other vital initiatives.
- **How impact & results will be demonstrated:** The limited staff and dedicated volunteer board will be able to access organization documents from anywhere autonomously.
- *For capacity building grant proposals:*
 - **How will this capacity building initiative impact your nonprofit?** Upgrading to user friendly and inclusive service, will save time and money to better serve our constituency and wonderful concert programming the Symphony offers.
 - **How will this impact be measured?** Updating data bases, digitizing records and archives will be measured by the continued growth of the organization Digitizing records aids in functionality beyond the current administrators and board mitigating risk to operations.
 - *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.*

A description of expected activities and costs associated are provided below. Anticipated timeline to implement this initiative will be within six (6) months of receiving funding.

Description of Activities	Costs
G Suite cloud Service and storage for Business	\$ 1,200.00
Professional Service to upgrade web domain and set up cloud service, emails, update website links	\$ 3,000.00
Staff costs	\$ 2,500.00
TOTAL	\$ 6,700.00