

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.

Grant Amount Requested from the Community Foundation: \$ _____\$4500_____

Proposal Summary:

We would like to purchase a Vibe Board S1 55' for the library with the addition of the camera, stand and two stylus pens. The Vibe Board is an interactive white board that offers the ability to offer virtual meetings, interactive presentations, gaming, screen casting and watching videos. In order to use the Board, we would need to run a cable connection into the meeting room which will be an added expense.

The cost breakdown is this:

Board - \$3199

Smart Camera - \$199

Stand - \$399

Stylus (2) - \$80

Running the new cable connection - \$500 (estimate)

Thank you for your consideration.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

Oxford Library Summary of Services

In 1784 with 28 members and an equal number of books, a subscription library was established to "promise Knowledge and Literature in the Township of Oxford..." It became a free public library in 1939 but had no permanent home until December 1970 when a colonial style building was erected on Second Street through the bequest of Clyde Alexander in memory of his wife Katherine Bicking Alexander. Today, the library's goals remain true to this original purpose. Our service area includes Oxford Borough, Lower Oxford, Upper Oxford, East Nottingham, West Nottingham and Elk Townships. The mission of the Oxford Library Company is to provide welcoming spaces for community interaction, access to information, and lifelong learning. The Oxford Library is a resource that is available and free to every member of the public. The programs, services and collection are tailored to meet both broad global informational needs as well as specific local interests.

The Oxford Library has over 7000 registered users and a collection exceeding 50,000 items. There are 10 public use computers available and free Wi-Fi throughout the library. The Oxford Library serves as an access point for Chester County Library System shared resources including e-books, e-audiobooks, databases, digital magazines, streaming videos and inter-library loans. As a CCLS member, our users are given access to the collections, resources and programs at any of the 18 libraries in the County.

The Oxford Library benefits from strong partnerships with other local organizations and businesses. Some of the local organizations we have partnered with to offer learning opportunities and services are the Chester County Food Bank, Longwood Gardens, The Brandywine River Museum, Oxford Area Historical Association, Brandywine River Valley Hospice, the Oxford Senior Center, the Oxford Area Recreation Authority, and the Oxford Arts Alliance. We have also offered space in our facility to collect donation items for Afghan Refugees, Neighborhood Services and Toys for Tots. The Oxford Library also hosts several blood drives for the American Red Cross every year. This collaboration widens the reach and scope of the Oxford Library.

Current and Ongoing Projects

Summer Reading Programs

The Oxford Library participates in the Collaborative Summer Reading Program every summer. The Collaborative Summer Library Program (CSLP) is a nonprofit, charitable organization that supports literacy, education and science through summer reading events in public libraries across the United States. The theme for 2022 is Oceans of Possibility. Participants are asked to keep track of books they read or the time spent reading and are given incentives to share this information with the Oxford Library. We also offer a variety of themed in-person and make-and-take learning activities that match the annual theme. In the summer of 2021, we saw an increase in adult, teen and youth participation over the past 4 years.

PULL Stations

In the past year, the Oxford Library became involved with the PULL (Pop-UP Lending Library) campaign spearheaded by the organization Arts Holding Hand and Hearts. These are small handcrafted weather-proof libraries located throughout our service area where children can access free books at any time. Currently, there are three installations in our town, one at Neighborhood Services, one at the Oxford Arts Alliance and one at the Oxford Area Recreations Authority Park on Locust Street. In a short while, an additional one will be installed near the old Bell Tower on 5th Street in partnership with the Oxford Area School Administration. Our mission is to find people willing to build these stations, find suitable locations and keep the boxes stocked with books for the children of our community.

Book Walk

In May of 2023, the Oxford Library raised funds to install a 16 Bilingual Book Walk in Oxford Memorial Park. The library worked with the Borough of Oxford for permission to install the books at the park and with the Oxford Rotary Club to obtain a district grant to fund the first year of books. The Book Walk adapts a children's book to be displayed in a set of 16 large panels with each panel featuring a page of the story. This fun and educational activity promotes literacy and outdoor activity as the reader enjoys the story while strolling down a shady path in the park. Syncretic Press, a publisher of award-winning children's books in Spanish and English, was selected to provide the titles. The featured book will be changed out every 60 days, as funding allows and all books will have the text in both English and Spanish.

Digitization of Historic Resources

The Oxford Library remains one of two libraries in the Chester County Library System that offers a microfilm reader. This compliments our collection of the Oxford Press microfilm that dates back to 1866. We are currently working with the Cecil County Historic Association to digitize this collection for preservation and to make it a more searchable resource. The library also recently digitized our Oxford Area High School Yearbooks from 1950-2020 for the same reasons.

Development Committee

In 2019, the Oxford Library established its first Development Committee whose mission is to establish stable funding sources to sustain library operations. The first action taken by the committee was to create a Development Plan with a set of deliverables and a schedule for meeting the goals established. This committee has increased the donor base, established new fundraiser events, and purchased and set up a new donor management software and an email mailer service. The members of the committee are:

Jay Kennedy, Treasurer Oxford Library Board of Trustees

Karen Hovis, Secretary Oxford Library Board of Trustees

Maren Ketcham, Member Oxford Library Board of Trustees

Patricia Griffith, Member Oxford Library Board of Trustees

Carole Moody, PULL Station Ambassador and Friend of the Oxford Library

Carey Bresler, Director

Sarah Beyer-Doty, Children's Librarian

Nicole Richards, Development Director for the Chester County Library System

Our Development Committee has worked hard on establishing a multi-faceted approach to all areas of fundraising. Our successes include: working with five municipalities in our service area to increase local funding; establishing new fundraising events, and reaching more donors with a plan for greater donor engagement. Our Board members have led these efforts and are fully engaged.

Funding Request

The Oxford Library is requesting funding in the amount of \$4500 to purchase and install a smart whiteboard in our large meeting room.

Key Initiatives

The Oxford Library serves as a community hub where people are invited to explore and educate themselves. We serve this by providing physical and virtual spaces and essential tools and access to resources to support these pursuits. The addition of the Smart Whiteboard is a tool and a resource that would support this initiative.

Specific Needs and Issues

The Oxford Library has a large meeting space named the Katherine B. Alexander Room. This room is a multipurpose room where we host speakers, children's programs, blood drives, ESL classes, and more. This

room is also available for local individuals, businesses and organizations to rent. Currently, the room contains chairs, tables, whiteboards, a wall-mounted screen and a podium and can be configured in a variety of ways based on the needs of the user. The addition of a smart interactive whiteboard would provide the technological support for meetings and programs that the room currently lacks. A smart whiteboard serves as **large touchscreen that offers all the functionality of a conventional whiteboard in digital format**. It comes with its own operating system that allows the use of educational software and apps. Smartboard technology allows multiple people to access and use the board from other locations. Smart Interactive Whiteboards are excellent tools engage and improve learning.

We researched a variety of what is available on the market and have found that the best product for our needs is the Vibe Board S1 55". The reason for this selection is this one is very easy to use, offers ample storage, online support and tutorials, 100+ apps, a good value for the price and is very versatile.

When someone would like to give a presentation at our library, we have a screen, projector and laptop that can be used. While this is helpful to the presenter, the Smart Whiteboard would give the presenter the ability to do much more with their presentation. They would be able to cast or screenshare from their own device, allowing them the comfort of working with equipment that they have been able to use during practice. They could invite others to join in virtually during their presentation very easily and would be able to use a variety of applications during their presentation.

Another great application for this device is its ability to offer virtual collaboration and meetings. It works well with many of the virtual meeting platforms, including Zoom which is the application the library subscribes to and uses.

Finally, this particular product is very popular in classrooms and is used by over 6000 education institutions and educators. Our library offers a variety of interactive programs that feature hands-on learning for children of all ages. Our Children's Librarian, Sarah Beyer-Doty, quickly thought of the following uses for our library when asked if it would be a useful tool in children's programs:

- We could use that big screen for videos explaining science terms during STEM Squad to go along with our experiments/activities.
- I could show pictures of art for examples during Art Attack as to what type of art we're making that day.
- I could input information to make graphs during activities where we're gathering or comparing information.
- We could use it for games!
- I could use it to show a big timer for how much time kids have left to do certain activities
- We could do virtual visits to museums and historical sites

Why it is important to fund this now?

The addition of the Smart Whiteboard would enable us to fill a technology need in our community that our library isn't currently meeting. We lack the ability to provide a professional solution for those wanting to hold online meetings or give presentations. Not only would this provide the solution, it would enrich our education offerings which is inspiring. This would increase excitement to attend programs and meetings at our library.

How impact & results will be demonstrated

We fully expect that the impact of this new offering would be easy to identify through an increase in the use of our meeting room, the number of programs we are able to offer, and an increase in attendance at our programs.

Thank you so much for considering our funding request.