



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) 696-8211** 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 2/26/2024

Organization Name: Kennett Area Park Authority (KAPA).
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.com

Phone: 610-444-1416

Board Chair Name: Richard Lyon

Website: www.AnsonBNixonPark.org

Board Chair Approval (check here):

Year Incorporated: 1988, 2020

Primary Contact Name: Sheila Tekavec

FEIN: 23-2548063 (KAPA)

Primary Contact E-mail: AnsonBNixonPark@gmail.com

Employer ID number: 84-4382641 (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. We are aware that people travel from as far away as Philadelphia, New Jersey, and Maryland to attend the Free Summer Concert Series.

Describe Population Served & Annual Number of People Served: Calculating an accurate number of people served in Anson B. Nixon Park is not possible. The park is open to the public, free of charge, 365 days of the year. There are multiple pedestrian entrances and 3 vehicular entrances. KAPA is working to quantify the number of program participants for KAPA sponsored events, as well as events that outside organizations host in the park.

Annual Budget \$320,750.00 _____ # of Full-Time Equivalent Paid Staff
_____3_____ # of Board Volunteers*
_____70_____ % of budget for program expenses _____21_____ # of Active Non-Board Volunteers
_____27_____ % of budget for administrative expenses _____200_____ # of Volunteer Hours
_____3_____ % of budget for fundraising expenses _____3000+_____ # of Volunteer Hours
100 % total

*KAPA has 9 current board members and an appointed secretary to the board, and there are 11 board members for Friends of Anson B. Nixon Park

Top 3-5 funding sources: KAPA's income comes from voluntary contributions made by the Borough of Kennett Square and Kennett Township. KAPA also receives a portion of income from cell tower leases with AT&T, T-Mobile, and Verizon that are managed by the Borough of Kennett Square. Those 3 streams of income make up less than half of the annual operating expenses in Anson B. Nixon Park. 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 nominal fees for plot rental in the Community Garden, athletic facilities use fees from outside groups, and private pavilion reservation fees. A new signature fundraising event is planned to replace Rock the Park.

Is this grant proposal for: Capacity Building ___ or General Operating ___X_?

If Capacity Building Proposal, the focus is: n/a

___ Mission, Vision & Strategy ___ Governance & Leadership ___ Partnerships & Collaborations
___ Fundraising, Development & Marketing ___ Technology Other: _____

Grant Amount Requested from the Community Foundation: \$5,500.00 _____

Proposal Summary: KAPA is requesting \$5,500 toward the expenses of a 9-week free concert series that will support local musicians and provide collaborative opportunities with 3 local food & beverage vendors each week. The weekly line-up of bands includes diverse performances of original music and cover tunes including classic rock, blues, soul, and Latino styles - in a safe, family-friendly, outdoor setting.

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 managing the almost 110-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. A 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 water works facility dating back to the late 1800s. 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.

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, a dog park, and 2 multi-purpose 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, Kennett Township, neighboring municipalities, 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 with the Brandywine Red Clay Alliance every March, the annual Trout Rodeo (also in collaboration with the BRC), the Free Summer Concert Series, and other events organized by outside groups: The Kennett Run, Juneteenth Poetry Slam, and 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 develop a master plan and strategic goals. The Park is continually improving, with additions of a safer entranceway and dog park, a complete 2-phased stream restoration project, refurbishment of 2 multi-purpose athletic fields, and a new walking trail that replaced the old vehicular entrance to the park from the Borough. Two forestry projects are underway with major grant funding from Chester County, the Brandywine Conservancy, Giant Food Stores Keep PA Beautiful and PECO Green Region grant programs. KAPA will begin installation of a new playground this spring, funded by a grant 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, PECO, Constellation, Chatham Financial, and other individuals who lend their time and talents.

In 2020, Friends of Anson B. Nixon Park, a 501(c)3 non-profit organization, was formed to support KAPAs strategic goals and fundraising efforts.

2. Funding request

• Description of key initiatives

Neil Joines was among the original sponsors of KAPA's Free Summer Concert Series. With generous funding from the Chester County Community Foundation, individuals, and sponsorship from local businesses, the Kennett Area Park Authority is celebrating and building upon last year's very successful Concert Series, that provided a diverse array of musical performances and saw record numbers of attendees. Because of this grant, which covers the cost of the bands, we are able to provide the outdoor summer concert series in the Park, free of charge to the community. KAPA board members also solicit local businesses for sponsorships to defray other expenses, that include the sound technician, music licensing fees, and staffing for the summer concert series. Once again, KAPA is collaborating with Kennett Area Community Service (KACS) – the 3rd year in a row - to bring awareness to their organization and collect food and other non-perishable items on Wednesday nights during the concert series in the Park.

• Specific needs & issues to be addressed

The Free Summer Concert Series begins on June 19th, and we are working to book a black artist/band and work with a black-owned business for food truck service that night, in honor of the Juneteenth holiday. KAPA has also successfully integrated Latin music into the regular concert series. Bringing the community together in a safe outdoor setting provides entertainment and cultural enrichment and fosters good will. KAPA strives to provide a service to the community while supporting local businesses that include the bands, the sound techs, local food trucks, and the local ice cream vendor. The concert series attracts a diverse audience, from families with young children, to seniors, to young adults - all coming together in the Park to enjoy live music in an open-air, natural setting.

• Why it is important to fund this now

KAPA will be promoting the individual weekly events as soon as we have signed performance agreements, and the band line-up is final. Bringing the community together in a safe outdoor setting provides entertainment and cultural enrichment and fosters good will. KAPA strives to provide a service to the community while supporting local businesses that include the bands, the sound techs, local food trucks, and the local ice cream vendor. The concert series attracts a diverse audience, from families with young children, to seniors, to young adults - all coming together in the Park to enjoy live music in an open-air, natural setting.

• How impact & results will be demonstrated

The Free Summer Concert Series has been a popular summer tradition for more than 15 years. Last year's concert series was considered to be the most successful in the history of the park – with record attendance and positive feedback from participants. A sense of community that extends beyond Kennett Square is apparent, with the added benefit of a shared culture - by way of music - for all who attend. Last year, weekly attendance averaged around 325 people each week – about twice that in recent years since the concert series was canceled in 2020. Food, non-perishable, and monetary donations to KACS during the concert series were down last year compared to 2022, so we will be coordinating more with KACS to cross-promote this important, impactful program.

• For capacity building grant proposals: N/A

- *How will this capacity building initiative impact your nonprofit?*
- *How will this impact be measured?*
- *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.*

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 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) 696-8211 grants@chescof.org with questions.





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