

## 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.

### 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

- 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***

**Contact Information**

Organization Name: Kennett Underground Railroad Center

ED/CEO Name:

Address: 120 North Union St, Kennett Square, PA 19348  
or PO Box 202, Kennett Square, PA 19348

ED/CEO E-mail:

Phone: 484-544-5070

Board Chair Name: Crystal Crampton

Website: kennettundergroundrr.org

Board Chair Approval (check here)  x

Year Incorporated: 1998

Primary Contact Name: Richard Kittle

FEIN: 23-2974306

Primary Contact E-mail:

[richard.w.kittle@gmail.com](mailto:richard.w.kittle@gmail.com)

**Organization Information:**

**Field/s of Interest:**

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

**Mission:** The mission of the Kennett Underground Railroad Center (KURC) is to preserve and celebrate the heritage and engage the public about historic abolitionists, Underground Railroad agents, and freedom seekers from this area and beyond.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served):  
The area served by KURC includes all of Chester County, southeastern Pennsylvania, northern Delaware, and south New Jersey.

**Describe Population Served & Annual Number of People Served:** Tourists visiting the Kennett Heritage Center and our room at this location. Groups and individuals who take our tours of sites in the area around Kennett Square. People attending various programs, and visitors to our website. Annual # of people served would be approximately 1,800.

**Annual Budget** \$ 24,500 \_\_\_\_\_ # of Full-Time Equivalent Paid Staff 0 \_\_\_\_\_  
70 \_\_\_\_\_ % of budget for program expenses    9 \_\_\_\_\_ # of Board Volunteers  
25 \_\_\_\_\_ % of budget for administrative expenses    5 \_\_\_\_\_ # of Active Non-Board  
Volunteers  
5 \_\_\_\_\_ % of budget for fundraising expenses    2,000 # of Volunteer Hours  
*100 % total*

**Top 3-5 funding sources:** Annual Appeal in November and December. Mushroom Festival Grant in 2023 for \$2,000.

**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:

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**Grant Amount Requested from the Community Foundation:**    \$ \$7,500

**Proposal Summary:** We are requesting funds to help support the tours that we provide in the area around Kennett Square. In the current year we have provided 19 tours. Our transportation costs have doubled in the past two years. (from \$225 to \$450 per tour) This has made the cost of tours prohibitive. With the support of the Chester County Community Foundation we hope to provide tours that are affordable to the regional community. The tours allow us to share sites in and around Kennett Square that were significant to the work of the Underground Railroad in Chester County. The sites include Longwood Progressive Friends Meeting House, the Cox residence, the Fussell residence, East Linden Street, and Marlborough Meeting House.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

### 2. Funding request

- Description of key initiatives
- Specific needs & issues to be addressed
- Why it is important to fund this now
- How impact & results will be demonstrated
  
- *For capacity building grant proposals:*
  - *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.

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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