

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 9/11)

- ◇ 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. 11** 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

Date

Contact Information

Organization Name: AbbeyFest Ministries, Inc.
Address: PO Box 190, Berwyn, PA 19312
Phone: 610-639-3816
Website: www.theabbeyfest.com
Year Incorporated: 2013
FEIN:47-3626415

ED/CEO Name: David Wilbur
ED/CEO E-mail: dwilbur51@aol.com
Board Chair Name: David Wilbur
Board Chair Approval (check here):
Primary Contact Name: Nicky Verna
Primary Contact E-mail:nverna06@gmail.com

Organization Information:

Field/s of Interest:

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

Mission: AbbeyFest Ministries is an evangelization effort to celebrate our Catholic faith through music and family. Our mission is to innovatively evangelize the unchurched, the lapsed and the faithful to a personal encounter with Jesus Christ by linking contemporary Catholic/Christian artists and their music messages with a beautiful liturgy, sound catechesis and the Domestic Church (family) through programs which feature our faith presented by acknowledged leaders faithful to the Magisterium of the Catholic Church.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):

Chester County, Delaware County, Montgomery County and those of the patrons who attend

Describe Population Served & Annual Number of People Served:

We serve all who attend of all ages, races, ethnicities and religions. We focus our evangelization efforts on all who attend our event.

Annual Budget \$258,000

86 % of budget for program expenses

7.5 % of budget for administrative expenses

6.5 % of budget for fundraising expenses

100 % total

0 # of Full-Time Equivalent Paid Staff

10 # of Board Volunteers

200+ # of Active Non-Board Volunteers

3200 # of Volunteer Hours

Top 3-5 funding sources: Approximately 14% of our event is paid through ticketing; the remainder is funded through personal donations and sponsorships which are solicited yearly.

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: \$7500.00 or the max allowable

Proposal Summary:

AbbeyFest is the premiere Catholic musical event in the Archdiocese of Philadelphia. It is an event which promotes and celebrates the Catholic faith. The day consists of hundreds of volunteers who work tirelessly to provide a day to celebrate faith, family and music. Our event features Catholic/Christian musical artists who perform on our stage and who facilitate a personal encounter with Jesus Christ for each person who attends. 2024 will mark our tenth AbbeyFest event and we have been blessed to showcase some of the finest talent in the business. Our event transforms the event grounds into a festival atmosphere which welcomes families, youth, adults, priests, religious and all who wish to enjoy a beautiful day in community with one another. We feature food trucks who provide delicious fare; vendors who provide crafts, information, articles of faith, artwork and a variety of ministries to promote our faith; the opportunity for the Sacrament of Reconciliation; meet and greets with the artists; a dedicated Kid's Zone for safe and entertaining activities for the children; a mother/baby dedicated area; first aid center; the celebration of the Holy Sacrifice of the Mass, prayer teams and so much more.

Part of our ministry also includes youth outreach to local high schools as we bring our artists to the students for an intimate time of music and a witness to the faith. We also promote our event to youth groups and offer special group rates to encourage attendance by groups and families. Our event is live-streamed through ShalomWorld.org who provides live coverage, interviews and worldwide coverage. We welcome priests, seminarians and religious orders to join us without charge. We welcome those who cannot afford to pay the entrance fee and will work to negotiate an affordable price or provide scholarships when requested.

Our event is a fully volunteer effort! We have 200+ volunteers annually who assist in bringing our event to life. These efforts include ticketing, parking, security, hospitality, board membership, event set up/clean up, grounds preparation, transportation and numerous committees who work to make AbbeyFest a professional and amazing event. We are also in compliance with all Chester County Police and Fire/Rescue requirements as well as provide ample security for the safety of all in attendance. Each year, our costs rise and we continue to do our best to solicit the necessary funds through sponsorships, donations and in-kind services. Our ticket sales provide only approximately 15% of the total cost to make our event possible. We would be most grateful and extremely blessed to receive a grant in any amount in order to continue to produce such a high-quality and highly attended event. Our attendance has been 3500 annually and we hope to continue to provide this beautiful event for many years to come.

We are requesting this grant in order to continue to promote AbbeyFest as the premiere Catholic Music Festival in the Philadelphia and surrounding area. We have seen the reaction of the people in attendance, heard their stories of heartfelt encounters and draw hope from the faith that we see come alive. We see so many who come year after year in order to enjoy such an amazing day to celebrate faith, renew hope and come together in unity. It is an event which must be encountered to fully understand and appreciate its contribution to the faith community.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

2024 is our 10th year for AbbeyFest

Our goal is simple – to continue to provide a quality event with top artists and an opportunity to encounter Jesus through worship and music.

We have been successful each year in fund-raising enough to cover our costs and all money received is put right back into the ministry. There are no profits made, no money invested and no salaries paid. We are 100% volunteer run and we are the premiere Catholic music event in the Archdiocese of Philadelphia.

2. Funding request

- **Description of key initiatives** – Our initiative is to continue to provide a professionally produced day of music, faith and family in order to create an opportunity to encounter Christ. We have a very successful formula for this event and we just need to be able to provide the continued funds.
- **Specific needs & issues to be addressed** – Our needs are simply to raise enough money through sponsorships, donations and ticket sales to cover our rising expenses associated with the professional event we provide.
- **Why it is important to fund this now** – We have provided this event annually since 2014, and with rising costs across the board, it becomes more challenging each year to bring the quality event that has been our trademark. With so much division and conflict in the world right now, it is important to AbbeyFest Ministries and our mission to be able to provide a day to celebrate our faith and to come together as one to honor God and uplift and affirm our dignity as brothers and sisters in Christ.
- **How impact & results will be demonstrated** – We will see the impact through increased ticket sales, increased fundraising totals and our ability to invest donations and sponsorship money back into our event and the ministry as a whole. Our bottom line is not to profit financially, but to cover our expenses and bring a faith-filled, beautiful event to those in attendance. This is not only measureable through ticket sales, but more importantly, through the comments, stories and experiences shared with us of lives changes, hearts opened and faith renewed!
- *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 - ATTACHED
2. List of Board of Directors, with their affiliations - ATTACHED
3. Most recent annual report & financial statement, audited if available - ATTACHED
4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date – 2023 ATTACHED
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.

The AbbeyFest Ministries strategic plan has always been to bring more people into an authentic and genuine encounter with Jesus Christ through faith, worship and music. Our strategic plan each year is to raise enough funds to be able to offer an additional evening of music and faith just for the youth and to be able to bring it free of charge to all. This would be in addition to our one-day event. It would be focused on bringing the youth into a genuine relationship with Jesus through witness talks, music and a more personal encounter with the musical artists. Another goal and strategy is to expand our Outreach Program which brings our artists into the local high schools to evangelize and encourage through their witness and music. We hope to expand our current program to include more schools for Outreach.

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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