

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: West Chester Film Festival
Address: PO Box 3542, West Chester, PA 19381
Phone: 484-452-3456

ED/CEO Name: President: Sarah Beck
ED/CEO E-mail: sarah@westchesterfilmfestival.com
Board Chair Name: Sarah Beck

Website: WestChesterFilmFestival.com
Year Incorporated: 2003
FEIN: 68-0579214

Board Chair Approval (check here):
Primary Contact Name: Victoria Rose
Primary Contact E-mail: info@westchesterfilmfestival.com

Organization Information:

Field/s of Interest:

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

Mission: The mission of the West Chester Film Festival is to Entertain, Enlighten, and Educate the public through the presentation of global independent and innovative short films and interactive workshops at an annual international short film festival. Our goal is to provide filmmakers from around the world with the opportunity to showcase their work as well as provide programming to support current and future filmmakers.

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

Describe Population Served & Annual Number of People Served: Filmmakers, film students, and attendees of the Festival include over 1,400 annually during the Festival Weekend alone. We also host Pop-Up Film Blocks, filmmaker education, and other events throughout the year with partner organizations to support community outreach efforts.

Annual Budget \$ <u>28,000</u>	<u>0</u> # of Full-Time Equivalent Paid Staff
<u>85</u> % of budget for program expenses	<u>12</u> # of Board Volunteers
<u>10</u> % of budget for administrative expenses	<u>40</u> # of Active Non-Board Volunteers
<u>5</u> % of budget for fundraising expenses	<u>4,000+ Annually</u> # of Volunteer Hours

100 % total

Top 3-5 funding sources: Individual giving, corporate sponsorships, and West Chester community organizations.

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: \$ 5,000

Proposal Summary:

The West Chester Film Festival presents an annual festival in West Chester, PA showing short films (30 minutes or less). These films come from filmmakers around the world, showcasing stories from diverse cultures, backgrounds, genres, and points of view. The West Chester Film Festival aims to celebrate the filmmaking experience as well as cultivate a festival that encourages a love of short film for all ages. We present a wide range of events, from a Young Filmmaker Festival to Filmmaking Workshops, Pop-Up Themed Blocks to Press Red Carpets, and much more during our three-day festival.

As an entirely volunteer, nonprofit organization, we depend on our community to continue presenting this world-class celebration of independent short films. With an investment from the Chester County Community Foundation, we would be able to expand our outreach to the community, including supporting young filmmakers, expanding access to a more diverse audience, and further engaging the businesses and organizations of Downtown West Chester.

Funds would be used for operating expenses such as upgrading equipment, marketing and advertising, facility rentals, annual membership dues, promotional materials, and engaging with the community.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

For over 20 years, the West Chester Film Festival has presented a world-class celebration of independent short film. The Festival has steadily grown, and now partners with our beautiful theater venue, the Uptown! Knauer Performing Arts Center, as well as other venues and businesses in our community.

Since bringing back the Festival after the Covid pandemic, the WCFF has seen steady growth in terms of attendance, submissions, and community participation. We are proud to be known as a festival that celebrates all filmmakers and the filmmaking experience, with events throughout the Festival to encourage filmmakers to network, learn, share knowledge, and collaborate. Many filmmakers make connections which lead to new partnerships, including new short films. With widespread community support, the festival attracts filmmakers and attendees from the region, as well as worldwide audiences.

With multiple venues and events held throughout the weekend, filmmakers and attendees enjoy being able to not only watch the Film Blocks, but also connect with fellow film lovers to celebrate the spirit of independent filmmaking and the stories told. The passion of the Board of Directors, the community, local organizations, filmmakers, and our guests shines through and is evident in the people who return annually to our Festival.

2. Funding request

• Description of key initiatives

- The West Chester Film Festival continues to build on twenty years of successful, self-sustaining festivals, a major accomplishment for a short film fest. The Board of Directors has been working toward greater community involvement and outreach, which would be supported by this grant.

• Specific needs & issues to be addressed

- Direct marketing, outreach, and integration with community organizations, Chester County Businesses, and other groups would help to expand audiences, as well as increase funding for diversity, equity, and inclusion efforts both during the festival and throughout the year.

• Why it is important to fund this now

- The WCFF has restructured over the past year to better serve our audiences and community. By receiving this grant, our capacity for outreach and marketing efforts will be greatly expanded.

• How impact & results will be demonstrated

- Increased attendance, added community outreach events throughout the year, and higher numbers of submissions from local professional, independent, and young filmmakers.

- *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
- See Attachment in Email
 2. List of Board of Directors, with their affiliations
Sarah Beck, President
Renee McGusty, Vice President & Young Filmmaker Coordinator
Victoria Rose, Treasurer & Sponsorship Director
Dani Reed, Secretary & Project Manager
Melissa Bullitt, Judging Coordinator
Olivia Carzo, Social Media Coordinator
Scott Derby, Graphic Designer
Kevin Fitzpatrick, At Large
Victoria Helmke, Volunteer Coordinator
Armin Jahromi, Director of Technology
Amy Theorin, Filmmaker Liaison
Wes Weisser, Photographer
 3. Most recent annual report & financial statement, audited if available
- See Financial Statement, Attached in Email
 4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date
- See Financial Statement, Attached in Email
 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 West Chester Film Festival is in the midst of restructuring our organization and documentation to create a cohesive strategic plan. These documents will be available in late 2024.
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CHESTER COUNTY
community
FOUNDATION

*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