

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 9/11)

- ◇ 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

- 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@chescofc.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.chescofc.org

Date

August, 21, 2024

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

Phone: 484-544-5070

Website: kennettundergroundrr.org

Year Incorporated: 1998

FEIN: 23-2974306

richard.w.kittle@gmail.com

ED/CEO E-mail:

Board Chair Name: Crystal Crampton

Board Chair Approval (check here): CC

Primary Contact Name: Richard Kittle

Primary Contact E-mail:

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 PA, northern Delaware, and south New Jersey.

Describe Population Served & Annual Number of People Served: Tourists visiting the Kennett Heritage Center and our room at their home in Kennett Square. Groups and individuals who take our tours of sites in the area around Kennett Square. We also sponsored a speaker at Kennett's Library. Annual # of people served is approximately 2,500.

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

Top 3-5 funding sources: Annual Appeal in November and December, Grant from Hadley Fund of \$3,900 for travel expenses for tour buses and a speaker fee.

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

If **Capacity Building Proposal**, the focus is: Our current website is dated and does not provide the type of use that allows for easy access to information and programs that we offer to southeastern Pennsylvania. We hope to have a site that is thorough in presenting our story to the broad community that we serve and allows the user to find those programs that fit their needs related to the Underground Railroad.

Mission, Vision & Strategy Governance & Leadership Partnerships & Collaborations

Fundraising, Development & Marketing Technology Other:

Grant Amount Requested from the Community Foundation: \$5,000 .

Proposal Summary: As stated previously, our website is dated and in need of improvement. We are growing in the Kennett Square community and serve a broader community through our website. Our current site is in need of greater visual appeal. It also should be responsive to the user and run smoothly. We want to be able to keep our online visitors engaged as they find materials and content that support our mission.

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