

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)-698-8211** 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: Kennett Library
Address: 320 E. State St, Kennett Square, PA 19348
Phone: 610-444-2702
Website: kennettlibrary.org
Year Incorporated: 1895
FEIN: 23-1547585

ED/CEO Name: Christopher Manna
ED/CEO E-mail: cmanna@ccls.org
Board Chair Name: Collis Townsend
Board Chair Approval (check here):
Primary Contact Name: Chris Manna
Primary Contact E-mail: cmanna@ccls.org

Organization Information:

Field/s of Interest:

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

Mission:

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): The service area for the Kennett Library is the Borough of Kennett Square and the townships of East Marlborough, Kennett, New Garden, Newlin, Pennsbury, Pocopson and West Marlborough.

Describe Population Served & Annual Number of People Served: Our service area includes about 44,000 residents. While our service area's overall population is still largely white and affluent, today the population within walking distance of our facility (i.e. Kennett Square Borough) is currently nearly 50% Hispanic, many with minimal English fluency and some even without literacy in Spanish.

Annual Budget \$1,930,700 13 # of Full-Time Equivalent Paid Staff
58 % of budget for program expenses 16 # of Board Volunteers
32 % of budget for administrative expenses 200 # of Active Non-Board Volunteers
10 % of budget for fundraising expenses 1,620 # of Volunteer Hours
100 % total

Top 3-5 funding sources: Government, donations, fundraising, and grants.

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: We are applying for a grant for our arts and culture programs in Kennett Library & Resource Center.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The mission of the Kennett Library is to serve as the center for life-long learning, while igniting imagination and creating community.

- September 24, 1896: the first public library is dedicated in Kennett Square, named in honor of a local resident, Bayard Taylor, the 19th century poet and diplomat.
- 1962: A new library on State Street is dedicated.
- 2023: The new Kennett & Resource Center opens in June and visits nearly triple within the first three months to 1,000 people per day. The library now offers more than 1,000 free community programs that are attended by 12,637 children, 1,000 teens, and 11,563 adults.

The Kennett Library has served the Kennett community for 125 years and opened a new building in June 2023. It is a true community hub that is equally accessible and equitably beneficial to every individual, family, school, and business in the municipalities it serves – the Borough of Kennett Square, East Marlborough, Kennett, New Garden, Newlin, Pennsbury, Pocopson and West Marlborough townships.

The new Library was conceived to expand programming to the residents while also providing special focus to the underserved and low literacy individuals in our community. As these adult individuals seek better language skills, employment opportunities and a better quality of life, they look to an institution like a library to offer them the chance and tools to do that.

The Library now includes adult and children's maker spaces that focus on STEAM learning to better prepare our residents for the future. Robotic teams from the local school districts already utilize our maker spaces to further their skills and local business will use our maker space equipment to create marketing materials to better promote their businesses.

Since 1979, the Library has administered an Adult Literacy Program (ALP). The program has offered literacy services to more than 7,000 adult learners. ALP provides ESL, GED and adult literacy instruction through a unique blended model of classroom-based learning and one-to-one tutoring with trained volunteers.

The Kennett Library's new facility continues the mission of literacy but has redefined how the library serves in that capacity. To that end, the library now defines literacy through six pillars.

Basic Literacy is the services provided in both early and adult reading and writing.

Information Literacy provides access and education to technology.

Health Literacy works to bring health awareness and better health outcomes directly to the community through programming and outreach at the library.

***Financial Literacy** works to inform as well as help promote living wage employment.*

***Civic and Social Literacy** provides educational programming on civil and civic engagement.*

Environmental Literacy teaches the value of sustainable living, gardening, and the impact of our lives on the community around us.

Arts and Culture Literacy provides access to the benefits of the arts so that lives are enriched with multi-cultural programs, workshops, and live performances.

The Library is the only space in the region where resources are equitably accessible to all, regardless of age, income, race, or linguistic ability. The Library strengthens the community by providing opportunities to develop knowledge and skills, explore creativity, and ignite the imagination needed for a full and productive life.

2. Funding request

• Description of key initiatives

The new Kennett Library is a center for arts and culture. The building is increasing awareness and providing opportunities to showcase the rich arts, historic, and cultural heritage of the Kennett area to develop and inspire talent in arts, music, and other cultural initiatives.

The new facility has been structured to provide opportunities for artisan exhibits, music and performance arts, and a 110-seat auditorium for movies, theater, and other programs and productions.

Art functions as a bridge between cultures. It transcends language barriers, conveying emotions, ideas, and stories in a universally accessible manner. Art exhibitions, music festivals, and cultural exchanges bring people from different backgrounds together, fostering cross-cultural understanding and appreciation.

Regular arts and culture programming in the Kennett Library include monthly art exhibits on the gallery wall, concerts in the auditorium, classic movie nights, author readings, multicultural celebrations, and youth theater camps.

Programs planned for 2025 include: monthly art exhibits, Kennett Symphony small concerts, a Ted X series that will explore civil discourse best practices, art classes and small live theater shows. We are also partnering with the Garage Community & Youth Center on a theater camp for students age 10-18 to hone their skills on public speaking and stage presence. According to the program description, "Theater also allows us, at certain places and times, to step away from our daily routines and become something we never imagined or have always wanted to be. It opens a door to extroversion, overcoming fears, and bringing out the best in each person. Additionally, theater can strengthen our self-esteem and confidence."

We are applying for a grant from the Neil Joines Fund to continue Neil's passion for the arts in Kennett Square.

• Specific needs & issues to be addressed

Enriching the Kennett community by offering programs that promote the arts, history, religion, and heritage of the diverse cultures of our residents. It has been proven that arts and culture can serve as a force for social change in many ways. By highlighting important social issues, promoting diversity and inclusion, and fostering a sense of community, arts and culture can inspire individuals to take action and create positive change in their communities.

- **Why it is important to fund this now**

As the library ramps up their programming and operational budget, we would like to secure funds that will be dedicated to arts programming.

- **How impact & results will be demonstrated**

The library continually monitors the programs and events, including the number of attendees and outreach. The Kennett Library works to implement new programming that serves communities of color, the Spanish speaking communities, LGBTQA+ communities and other under-served communities. As of 2025 we have been able to increase this outreach by a large margin. *With funding from the Neil Joines Fund we will continue to create and host programs that bring arts and culture to our diverse community.*

Strategic Plan: The library is in the process of updating its strategic plan, with a goal to have it completed by September 2025.