



## I. GRANT PROPOSAL SUMMARY SHEET

To obtain an electronic version of this application, visit [www.chescocf.org](http://www.chescocf.org)

This page will be shared electronically with Grant Panel Members & Fund Advisors + posted online.

Date

### Contact Information

Organization Name: Kennett Library  
 Address: 320 E. State Street, Kennett Square, PA 19348  
 Phone: 484-730-8421  
 Website: KennettLibrary.org  
 Year Incorporated: 1896  
 FEIN: 23-1547585

ED/CEO Name: Chris Manna  
 ED/CEO E-mail: CManna@kennettlibrary.org  
 Board Chair Name: Collis Townsend  
 Board Chair Approval (check here):   
 Primary Contact Name: Shannon Morel  
 Primary Contact E-mail: smorel@kennettlibrary.org

### Organization Information:

#### Field/s of Interest:

<input type="checkbox"/>	Arts, Culture, Heritage	<input checked="" type="checkbox"/>	Education, Library	<input type="checkbox"/>	Environment, Animals
<input type="checkbox"/>	Health	<input type="checkbox"/>	Human Services	<input type="checkbox"/>	Social Justice, Civic Engagement
<input type="checkbox"/>	Religion	<input type="checkbox"/>	If other, please describe:		

#### Mission:

The mission of Kennett Library is to ignite imagination, enrich lives, and create community. We aim to be the catalyst for our community of lifelong learning and discovery.

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

Southern Chester County, 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. (Include Chester County # &/or % served.)

The community is diverse, with a significant immigrant population, our service area is about 45,000 people, and we see nearly 200,000 visitors annually.

Annual Budget \$1.973 M \_\_\_\_\_ 25 \_\_\_\_\_ # of Full-Time Equivalent Paid Staff  
 \_\_\_42\_\_\_ % of budget for program expenses \_\_\_\_\_19\_\_\_ # of Board Volunteers  
 \_\_\_46\_\_\_ % of budget for administrative expenses \_\_\_\_\_275\_\_\_ # of Active Non-Board Volunteers  
 \_\_\_12\_\_\_ % of budget for fundraising expenses \_\_\_\_\_5,380\_\_\_ # of Volunteer Hours

100% = total

#### Top 3-5 funding sources:

Municipalities, grants, individuals

This grant proposal is for:  X  Direct Service Programs & General Operating &/or \_\_\_\_\_ Capacity Building

#### If Capacity Building Proposal, the focus is:

<input type="checkbox"/>	Contingency Planning	<input type="checkbox"/>	Partnerships, Collaborations	<input type="checkbox"/>	Merger, Closure
<input type="checkbox"/>	Mission, Vision, Strategy	<input type="checkbox"/>	Board Engagement & Leadership	<input type="checkbox"/>	Marketing, Communication
<input type="checkbox"/>	Resource Development	<input type="checkbox"/>	Operations	<input type="checkbox"/>	Technology
<input type="checkbox"/>	If other, please describe:				

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

**Proposal Summary:** *(a few sentences, please)*

We are seeking funding for the addition of a new medium-format sublimation printer and heat press to our Makerspace. This equipment will enable patrons to print on full garments for fashion design and cosplay, create large-format signage for small businesses, and produce high-quality prints for photographers and artists.

Our goal is to foster dynamic, learner-centered environments that support a diverse community of participants—individuals of all ages, abilities, and learning styles. The new equipment will promote hands-on learning, increase technological fluency, and provide equitable access to advanced creative tools. Ultimately, this enhancement will allow us to better serve our community by deepening engagement and improving learning outcomes across all our programs.

## **II. GRANT PROPOSAL NARRATIVE**

*Provide clear, concise information in 1-3 pages. Please be brief.*

### **1. Nonprofit's overall aims, key initiatives, key achievements & distinctiveness**

Kennett Library aims to serve as an inclusive, innovative learning hub for the greater Kennett Square community. The Library is committed to:

- Providing free and equitable access to information, technology, and educational resources for individuals of all ages and backgrounds.
- Supporting lifelong learning through programming that fosters literacy, creativity, and personal growth.
- Strengthening community connections by offering spaces and services that encourage collaboration, exploration, and civic engagement.
- Empowering patrons with the digital and creative skills needed to participate fully in today's information- and technology-driven world.

Key initiatives include:

- **Expansion of the Makerspace:** Offering hands-on access to emerging technologies—such as 3D printing, laser engraving, digital design tools, multimedia equipment, and now sublimation printing—to nurture creativity, entrepreneurship, and STEAM learning.
- **Literacy and Education Programs:** Delivering early childhood literacy programs, ESL and citizenship classes, adult literacy tutoring, and academic support for K–12 learners.
- **Youth Enrichment:** Providing after-school programs, summer learning opportunities, and teen-driven activities that encourage exploration, leadership, and creative expression.

Key achievements include:

- **Growth of the Makerspace:** Since launching, the Makerspace has served a rapidly increasing number of patrons, enabling community members to prototype business ideas, create artwork, learn design skills, and complete school projects using high-quality tools previously unavailable in the region.

- **Robust Youth Programming:** The Library consistently delivers high-impact early literacy and youth enrichment programs that support school readiness, reduce summer learning loss, and promote academic success.

Distinctions:

- **Innovation in Public Library Services:** The Makerspace, digital creation labs, and STEAM-focused programming distinguish Kennett Library as a forward-thinking institution that actively responds to community needs.
- **Commitment to Accessibility and Equity:** The Library's programs are intentionally designed to serve diverse populations, including multilingual families, seniors, youth, and individuals seeking skills development or creative opportunities.
- **One of the Area's Most Comprehensive Adult Literacy Providers:** The Library is widely known for offering one of the most robust and accessible Adult Literacy programs in southern Chester County.

## 2. Funding request

- **What specific needs & issues are being addressed, via what programs and services?**

The Kennett Library is addressing several pressing community needs through its Makerspace programs and technology access services:

### **Need 1: Access to Advanced Creative and Digital Production Tools**

Many community members, especially youth, emerging artists, small business owners, and individuals without home access to specialized equipment, lack opportunities to work with modern digital fabrication tools.

#### **Programs/Services Addressing This Need:**

- Makerspace open hours, offering guided access to digital design software and fabrication tools
- Staff-led workshops in digital design, textile arts, garment creation, and product prototyping
- One-on-one support for patrons developing creative, academic, or entrepreneurial projects

The addition of a sublimation printer and heat press expands these services, enabling full-coverage garment printing, signage production, and high-quality art prints.

### **Need 2: Workforce and Entrepreneurship Support**

Small businesses, startups, and sole proprietors often struggle to access affordable, professional-grade production tools for branding, prototyping, and marketing.

#### **Programs/Services Addressing This Need:**

- Small business and entrepreneurship workshops
- Makerspace training sessions focused on product design, branded merchandise, and large-format printing
- Low-cost equipment access for creating signage, apparel, and promotional materials

The new equipment allows patrons to develop and test professional-quality products, increasing their competitiveness and lowering barriers to local entrepreneurship.

### **Need 3: STEAM Learning and Creative Skill Development**

Students and adult learners benefit from hands-on, project-based learning opportunities, yet local access to STEAM resources can be limited.

#### **Programs/Services Addressing This Need:**

- Youth and teen STEAM programs centered on design, technology, and creative problem-solving

- Intergenerational classes that teach digital literacy, graphic design, and fabrication
- School partnerships providing supplemental learning opportunities

The sublimation system supports larger, more ambitious projects that deepen participants' understanding of design processes and materials.

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

It is important to fund this project now because community demand for Makerspace services is rapidly increasing, and our current equipment limits the scale and quality of projects we can support. As more patrons, especially youth, small business owners, artists, and adult learners seek opportunities to develop digital design skills and create professional-level work, the library must expand its tools to meet that need.

The sublimation printer and heat press will allow us to immediately support emerging interests such as cosplay and fashion design, provide affordable branding and production options for local entrepreneurs, and enable artists and photographers to create high-quality prints without outsourcing. These capabilities are particularly timely as the region experiences continued growth in small businesses, creative industries, and STEAM learning initiatives.

Additionally, the community relies on the library as a primary access point for technology and hands-on learning. Without investment now, we risk falling behind in our ability to provide equitable access to modern creative tools, especially for patrons who cannot access them elsewhere. Funding at this moment ensures that the library can keep pace with community needs, deepen engagement, and support learners during a critical period of technological and economic change.

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

We will measure the impact and results of this program through both quantitative and qualitative methods to ensure a comprehensive understanding of its effectiveness.

**Quantitative Measures:**

Usage & Participation

- Number of users trained or certified on the equipment.
- Total print/heat press sessions per month or quarter, using machine-use logs or scheduling data.
- Growth in Makerspace membership or attendance after installation.
- Frequency of use by different demographic groups (e.g., youth, adults, seniors, small business owners, artists) to be approximated initially through voluntary user surveys and workshop registration data until a more systematic tracking method is established.
- Percentage increase in completed projects (garments, signage, art prints, etc.) compared to before the addition.

Learning & Skill Development

- Pre- and post-program surveys or quizzes measuring participants' confidence or knowledge of digital design, color management, or printing techniques.
- Number of workshops or training sessions offered and average attendance per session.
- Certification or completion rates for any structured learning modules.

## Community & Economic Impact

- Number of collaborative or entrepreneurial projects launched using the equipment (e.g., small business prototypes, student portfolios, art exhibits).
- Revenue or cost savings for participants who produce their own materials instead of outsourcing.
- Repeat usage rate (participants returning for multiple projects).

## Qualitative Measures:

### Participant Feedback

- Interviews or focus groups with users about their learning experience, creativity, or sense of empowerment.
- Open-ended survey responses about barriers removed, confidence gained, or skills transferred to other contexts.
- Testimonials highlighting personal or professional growth.

### Learning Environment & Engagement

- Observational data on collaboration, peer teaching, or experimentation within the Makerspace.
- Instructor or staff reflections on how the new tools have changed the types of projects or engagement levels.

### Community Impact Narratives

- Case studies of standout projects—like a youth fashion program, a local artist’s exhibition, or a small business that grew through in-house production.
- Partnership outcomes (e.g., schools, nonprofits, or local entrepreneurs collaborating with the Makerspace).

## Building Evaluation Capacity

We recognize that consistent user-level data collection (e.g., affiliation, purpose of use) is an ongoing challenge across library programs. As part of this project, we will pilot lightweight data collection tools — such as digital sign-ins, project logs, or short user surveys — to establish a more sustainable and privacy-conscious system for tracking participation and outcomes. These pilot methods will inform broader library efforts to improve metrics across all programs.

Together, these evaluation strategies will help us understand not only how frequently the equipment is used, but also how it contributes to deeper learning, greater inclusivity, and improved outcomes across all of our programs.

- **Additionally, for capacity building grant proposals:**
  - **How will this capacity building initiative impact your nonprofit?**
  - **How will this impact be demonstrated?**
  - **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 proposal/s if applicable.**

### III. ATTACHMENTS

*Email this support information. If it is on your website, please provide the URL.*

1. Copy of **501 (c) (3)** federal tax-exempt letter: **See attached document**
  2. List of **Board** of Directors, with their affiliations **URL: See attached document**
  3. Most recent **annual report** **URL: <https://kennettlibrary.org/finances/>**
  4. Audited or reviewed recent **financial statement** **URL: <https://kennettlibrary.org/finances/>**
  5. Itemized **organizational operating budget** with actual results for prior fiscal year & current fiscal year to date
  6. If capacity building initiative, **itemized budget** (including external consultant's proposal, if applicable)
  7. Current **strategic plan**. If your nonprofit does **not** have a current strategic plan, **explain why**.
- Visit our website to learn more at [www.chescocf.org](http://www.chescocf.org)
  - Proposals are only accepted electronically: <https://chescocf.org/receive/apply-for-grants/>
  - **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 Kevin Baffa, Grants Administrator or Stephenie Stevens, Grants Officer at **(610) 696-8211** or [grants@chescocf.org](mailto:grants@chescocf.org) with any questions.

*Connecting people who care with causes that matter,  
so their philanthropy makes a difference, now & forever.*



**CAPACITY BUILDING FOR NONPROFITS:**  
**Coping with Cutbacks**



Capacity building is about empowering nonprofits to do **more good, more effectively, and for the long term**. It strengthens an organization's ability to fulfill its mission, enhance sustainability, and better serve its community.

At its core, capacity building focuses on improving a nonprofit's internal systems, leadership, and resources so that impact can grow and endure.

Traditionally, capacity building has included efforts such as **board and staff leadership development, strategic planning, fundraising, and technology investments** to improve operations and organizational effectiveness.

Today, however, nonprofits face a rapidly changing environment. Shifts in federal policies have resulted in rapid changes at all levels and in new directions. Nonprofits must **"meet the moment" and cope with cutbacks— think differently, shift paradigms and transform how we understand and interact with the world around us...adapt how we plan, lead, fund, and collaborate.**

Capacity building can play a critical role in helping nonprofits adapt and innovate. This may include **funding scenario planning, exploring new revenue models, expanding partnerships, pursuing mergers or strategic alliances**, and other adaptive strategies that strengthen long-term resilience.

Capacity building support can take many forms, tailored to each organization's unique needs. Examples of projects that may be funded include:

- **CONTINGENCY & SCENARIO PLANNING**

Scenario Planning – Financial Modeling & Forecasting

- **PARTNERSHIPS, COLLABORATIONS**

Coalition Building – Collaboration - Mergers & Acquisitions

- **MERGER, CLOSURE**

These unprecedented times may present the need for a merger or closure of your organization.

**Contact [chaya@chescocf.org](mailto:chaya@chescocf.org) to confidentially discuss funding to assist in the planning or initial steps.**

- **MISSION, VISION, STRATEGY**

Organizational Assessment - Strategic Planning – Strategic Restructuring – Coping With Cutbacks

- **BOARD ENGAGEMENT, LEADERSHIP**

Board Recruitment – Board Engagement – Increasing Networks & Community Support - Leadership Development – Executive Transition & Succession Planning

- **MARKETING, COMMUNICATION**

Nonprofit Business Messaging & Storytelling – Re-branding – Marketing Planning & Re-Positioning – Crisis Communications Planning

- **RESOURCE DEVELOPMENT**

Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development

- **TECHNOLOGY, OPERATIONS**

Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements

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