



I. GRANT PROPOSAL SUMMARY SHEET

To obtain an electronic version of this application, visit www.chescocf.org

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

Date

Contact Information

Organization Name: Unionville Community Fair
Address: P.O. Box 298, Unionville, PA 19375
Phone:
Website: ucfair.org
Year Incorporated: 1934
FEIN:

ED/CEO Name:
ED/CEO E-mail:
Board Chair Name: Sue White
Board Chair Approval (check here): ☐
Primary Contact Name:
Primary Contact E-mail:

Organization Information:

Field/s of Interest:

☒	Arts, Culture, Heritage	☐	Education, Library	☒	Environment, Animals
☐	Health	☐	Human Services	☐	Social Justice, Civic Engagement
☐	Religion	☐	If other, please describe:		

Mission:

Geographic Area Served Unionville Chadds Ford area and all of Southern Chester County, meaning the areas covered by the Kennett, Avon Grove, Oxford and Octorara school districts. (If not all of Chester County, specify primary Chester County regions served):

Describe Population Served & Annual Number of People Served. Estimated between 6-8,000 visitors (Include Chester County # &/or % served.)

Annual Budget \$ _92,000.00_____ # of Full-Time Equivalent Paid Staff _____
_____1/5_____ % of budget for program expenses _____15_____ # of Board Volunteers
_____1_____ % of budget for administrative expenses _____40_____ # of Active Non-Board Volunteers
_____1_____ % of budget for fundraising expenses _____100's_____ # of Volunteer Hours
100% = total

Top 3-5 funding sources: Sponsorships, Patrons and Grants

This grant proposal is for: __X__ Direct Service Programs & General Operating &/or _____ Capacity Building

If Capacity Building Proposal, the focus is:

☐	Contingency Planning	☐	Partnerships, Collaborations	☐	Merger, Closure
☐	Mission, Vision, Strategy	☐	Board Engagement & Leadership	☐	Marketing, Communication
☐	Resource Development	☐	Operations	☐	Technology
☐	If other, please describe:				

Grant Amount Requested from the Community Foundation: \$ _2,000.00_____

Proposal Summary: *(a few sentences, please)* This year the Unionville Community Fair is facing unforeseen and unanticipated expenses. Most significantly, the Landhope/Willowdale property, which is where the fair has been for the past number of years, now has dedicated a large portion of what used to be the fairgrounds, to wedding/party events which precludes the Fair from using our largest parking area for parking.

This necessitates the need to hire buses to move visitors from a remote parking area to the Fair. This is a large expense that we have never faced before this year. It's an additional \$6,000 which is a big hit to our budget which has remained fairly status quo for a long period of time.

Secondly, the printer/newspaper that has printed our catalog for over 15 years at no charge to the Fair has unexpectedly gone out of business, which necessitates paying for the printing of our catalog which we haven't done for many years. This is once again an additional \$2,000+ expense that we haven't had to figure into our budget for an extended period of time.

These extra expenses will take away funds that are usually put towards education, entertainment, tents, porta-potties and all that goes toward putting on a Fair that is totally run by volunteers and is entering its 102nd year!

The Petting Zoo will be a new attraction this year and we anticipate it being a wonderful addition to our fair which is centered around the agricultural and farming history of our part of Chester County. Having you fund our petting zoo will allow us to make this a free attraction and making it accessible for all fairgoers regardless of their socioeconomic situation.

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

2. Funding request

- What specific needs & issues are being addressed, via what programs and services?
- Why is it important to fund this now?
- How will results & impact be demonstrated?
- 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
 2. List of **Board** of Directors, with their affiliations **URL:**
 3. Most recent **annual report** **URL:**
 4. Audited or reviewed recent **financial statement** **URL:**
 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
 - Proposals are only accepted electronically: <https://chescocf.org/receive/apply-for-grants/>
 - **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 Kevin Baffa, Grants Administrator or Stephenie Stevens, Grants Officer at **(610) 696-8211** or grants@chescocf.org with any questions.

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



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@chescof.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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