I. GRANT PROPOSAL SUMMARY SHEET

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

Date

Contact Information

Organization Name:Tredyffrin Heritage Center at Duportail
Address: 297 Adams Dr, Chesterbrook, PA 19087
Phone: 445-241-4427
Website: www.duportailhouse.com/heritagecenter

Year Incorporated: 2025
FEIN: 33-4651781

ED/CEO Name:
ED/CEO E-mail:
Board Chair Name: James McKinley
Board Chair Approval (check here): X
Primary Contact Name: James McKinley
Primary Contact E-mail: jimpmck@gmail.com

Organization Information:

Field/s of Interest:

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

Mission:

Geographic Area Served *(If not all of Chester County, specify primary Chester County regions served):* Tredyffrin Township and the surrounding region

Describe Population Served & Annual Number of People Served. *(Include Chester County # &/or % served.)*
Tredyffrin Township has a population of 32,000. The site, which includes the Duportail House, Federal Barn and Jones Log Barn, hosts upwards of 50 events per year that draw thousands of visitors, mostly Tredyffrin residents, but also includes those from nearby and beyond.

Annual Budget $__minimal_____ ____0____ # of Full-Time Equivalent Paid Staff
_____ % of budget for program expenses ____8____ # of Board Volunteers
_____ % of budget for administrative expenses ____0____ # of Active Non-Board Volunteers
_____ % of budget for fundraising expenses ___1000+_____ # of Volunteer Hours
100% = total

Top 3-5 funding sources:

This grant proposal is for: ____Capacity Building Support

If Capacity Building Proposal, the focus is:

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

Grant Amount Requested from the Community Foundation: $_$10,000_____

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

The Tredyffrin Heritage Center at Duportail works to preserve and present the history of the Duportail House and its connection to the American Revolution and the Valley Forge encampment. As a volunteer-led organization with no paid staff, our volunteer Board has begun fundraising, expanded community programming, and built partnerships with local government, heritage, civic, and arts organizations. To build on this momentum, we need to transition from informal, individual fundraising to a structured, sustainable development program.

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

Currently, our priority is to establish a permanent Heritage Center for historical interpretation, educational programs, and community engagement. To date we have raised over $200,000 to fund this project, including a $25,000 LSA grant from the Department of Community and Economic Development. Located near Valley Forge National Historical Park, the historic property connects residents and visitors with regional and national history.

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?

We seek $10,000 in capacity-building support to engage professional fundraising assistance and establish a comprehensive development program tailored to a volunteer-led organization.

As the initiative grows, so do our financial and operational needs. Funding is required to complete the Heritage Center and secure ongoing operating support. We also need to expand our volunteer base to distribute responsibility for programs, fundraising, communications, and outreach.

The initiative will engage professional guidance to implement a practical fundraising strategy managed by the Board and volunteers. Key components include:

- Developing an annual fundraising and communications calendar.
- Establishing major donor, annual giving, and corporate sponsorship programs.
- Creating donor cultivation, acknowledgement, and stewardship procedures.
- Building a grant pipeline and tracking system for donors, prospects, and volunteers.
- Training the Board in fundraising roles and engaging volunteers through regular programming.

3.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.

The funding will allow the Heritage Center to transition from reliance on individual volunteer efforts to an organized, institutional fundraising model. Professional guidance will help to establish clear strategies for both capital and operational needs, while helping Board members contribute based on their specific strengths. By project end, Duportail will have a functional development plan, sponsorship package, stewardship process, and volunteer management strategy designed for long-term use.

Success will be measured by the adoption and use of key operational systems, including:
- A 12-month fundraising and outreach calendar.
- Operational major giving, annual appeal, and corporate sponsorship materials.
- A grant calendar and updated donor database.
- Clear Board responsibilities and quarterly progress review.

Timeline (12 Months):
- Months 1–3: Assess existing donor data, establish the 12-month calendar, identify major prospects, and define Board roles.
- Months 4–6: Launch major donor and annual giving outreach, finalize corporate packages, set up stewardship routines, and build the grant calendar.
- Months 7–9: Expand business outreach, integrate volunteer recruitment into events, and evaluate mid-year results.
- Months 10–12: Execute the annual appeal, evaluate year-end metrics, adjust strategies, and set the next year's development plan.

Budget ($10,000 Total):
- Fundraising Consultant ($7,500): ~100 hours at $75/hr to assess current operations, draft the development plan, establish donor programs, and guide Board implementation.
- Board Fundraising Workshop ($2,500): Facilitated training focused on Board fundraising roles, donor cultivation, and relationship building.

Please note: If external consulting services are required, you must include the anticipated costs & expertise of the consultants to be hired. Include external consultant proposal/s if applicable.

Angela M. Scully will serve as the fundraising and development consultant for the project. She has extensive experience in nonprofit development, fundraising, grant development, community outreach, and partnership building. As Executive Director of the Uptown Entertainment Alliance, she worked with a volunteer board during a $4.2 million campaign to purchase and transform a decommissioned armory into the Uptown! Knauer Performing Arts Center. She also helped establish the organization’s board and committee structure, brought seven resident companies under the Uptown! umbrella, assembled and supervised staff, and established sustainable financial and operating procedures.

Kim Andrews also will work with the Center’s Board to strengthen its role in fundraising and organizational development. Her work will include a facilitated Board workshop focused on Board engagement, fundraising responsibilities, donor cultivation, relationship building, and developing a sustainable culture of giving. Andrews brings extensive experience in nonprofit leadership, fundraising, board development, communications, and community partnerships.

III. ATTACHMENTS

Email this support information. If it is on your website, please provide the URL: https://duportailhouse.com/heritage-center/

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 Chaya Scott, Chief Impact Officer
at **(484) 880-4517** or **grants@chescocf.org** with questions.

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CHESTER COUNTY community FOUNDATION

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 to confidentially discuss *funding to assist in the planning or initial steps.*
- **MISSION, VISION, STRATEGY:** Organizational Assessment - Strategic Planning – Strategic Restructuring
- **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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