

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

One page only. This page will be shared electronically with Grant Committee Members & Fund Advisors.

Date September 6, 2018

Contact Information

Organization Name: **North Star of Chester County** Executive Director Name: **Joyce Lacy**
(formerly Interfaith Housing Assistance Corp. of Chester County)
Address: 330 W. Market St., West Chester, PA 19382 Exec. Dir. E-mail: joyce@northstarofcc.org
Phone: 610-696-5675 Board of Directors Chair Name: Stuart Brooks
Website: northstarofcc.org Primary Contact Name: Joyce Lacy
Year Incorporated: 1993 Primary Contact E-mail: (above)

Has your nonprofit ever applied to the Community Foundation? **Yes**
Has your nonprofit ever received funding from the Community Foundation? **Yes**
 X Donor Advised Fund(s) X Fund for Chester County

Field/s of Interest: X Human Services

Organization Information: Geographic Area Served: All of Chester County

Describe Population Served and Annual Number Served: We serve low-income single mothers and fathers who work full time. We met with 50 families last fiscal year and provided at least one month of rental assistance to 29 families, avoiding homelessness while guiding them toward their goals.

Mission: We guide single working parents with dependent children, who are at risk of homelessness, toward stability and financial independence. We help our participant families remain in clean, safe, affordable housing as they work to secure their future through a structured program of financial assistance, mentoring and supportive services.

Proposal Summary: We are asking your support to replace five computers, one copier and one printer. These seven machines no longer meet current office technology standards. Using refurbished computers we can meet the immediate need to retire all five computers due to the end of security updates for their operating systems.

If Capacity Building Proposal, the focus is: Technology

Annual Budget \$ <u>228,500</u>	<u>1.75</u>	# of Full-Time Equivalent Paid Staff
70 % of budget for program expenses	<u>10</u>	# of Board Volunteers
13 % of budget for administrative expenses	<u>25</u>	# of Active Non-Board Volunteers
17 % of budget for fundraising expenses	<u>750</u>	# of Volunteer Hours
<i>100 % total</i>		

Top 3-5 funding sources: United Way of Chester County: (\$17,500); Fund raising events (net of expenses) (\$76,000), County of Chester Dept. of Community Development (\$22,000); Individual donors (\$22,000) Chester County Fund for Women and Girls (\$10,000)

Grant Amount Requested From the Community Foundation: \$2,550

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE -NORTH STAR OF CHESTER COUNTY

Provide clear, concise information. 3 pages maximum.

1. Organization's history, goals, key achievements and distinctiveness

Since 1993, North Star (formerly Interfaith Housing Assistance Corp.) has supported mothers and fathers who are working full time, yet are still at risk of homelessness. Our five part time staff support these families with rental assistance, proactive education, and case management over a three (3) year period. We know of no other Chester County organization providing this long-term, 3 year support. With this level of support, 100% of families who enter the program with debt are able to reduce it within their first year. Eighty percent (80%) who graduate after 3 years maintain their housing without needing help from another organization.

2. Funding request

- **Description of key initiatives**

Our team currently uses 7 computers, a laser printer and a multi-function copier. Five of our computers use Windows 7 or older software. Microsoft has announced Windows 7 will receive no further security updates as of Jan. 14, 2020. We will replace five computers with refurbished machines now. We also will use a new color multi-function copier/printer to replace our current two machines which print and copy. This will position us to begin an upgrade plan: replacing half of our computers in 2022 and every three years after that. This will avoid us again falling behind in basic office technology.

- **Specific needs and issues to be addressed**

a. Replace 4 obsolete desktop computers and one laptop with refurbished machines. We plan to source these through Connect All, (connectall.org) a not-for-profit providing less expensive, refurbished machines to 501-c-3 organizations. All computers will come with Windows 10 Pro and Microsoft Office already installed on the machines.

b. Replace the aging multi-function copier and current laser printer with one new multi-function printer/copier. We will choose based on meeting current production needs and a low cost per copy to minimize operating costs going forward.

- **How will this capacity building grant enhance your organization's capacity?**

Replacing these five computers will reduce our high risk of hardware failure and future security risks. Computers which are newer and faster will support future implementation of a relationship management database important to growing our development programs.

- **How will this increase in organizational capacity be measured?**

- Our staff will report computers are more reliable and faster
- Security assessments will show no current vulnerabilities in software and hardware security of all our machines.
- We will reduce operating costs (one printer to maintain with lower costs per page)
- Participants in our program will use our guest computer to run statements and other financial data used in budget meeting documents. (Currently unreliable.)
- All our computers can effectively run internet intensive software.

- **Include a description of the expected activities; timeline and costs to implement the initiative. If external consulting services are required, include the anticipated costs and expertise of the consultants to be hired.**

EXPECTED ACTIVITIES: We will purchase and volunteers will install five refurbished computers and one new MFC printer. We will install the machines without any negative impact on the work of our program staff.

TIMELINE AND COSTS: Within sixty (60) days of receipt of funds we will successfully replace five computers and our current MFC and printer. Replacements planned are:

- Four desktop computers with refurbished “Core i7” machines currently available at ConnectALL.org for \$349 each. **(\$1396 total for desktops.)**
- One laptop with refurbished “Core i7” machine via ConnectALL at \$439 each. **(\$439 total for laptops.)**
- Replace our current b/w LexMark multi-function copier and Lexmark color laser printer with one new Brother color MFC at \$400 plus \$315 for toner cartridges. **(\$715 total for color multi-function copier.)**

EXTERNAL CONSULTANTS: none required.

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

Replacing these seven machines will significantly reduce the risk of our staff encountering significant equipment failures in the immediate future. If not replaced now, equipment failures would likely create a short term crisis, interrupting our program. In crisis mode we would not be able to use volunteer labor or refurbished computers requiring a two week delivery time. This will therefore require increased cost and staff time diverted from essential activities. With the end of Microsoft security updates for Windows 7 in January 2020 we must disconnect these computers to protect our network and data.

3. **How impact and results will be demonstrated**

The impact of these replacements will be immediate. Machines will be faster to start and complete tasks, allowing our staff to work more efficiently. Finally, these machines will provide a base technology needed to support the growth of our program and fund raising. Results from the capacity measures above will be shared with our board after installation is complete.

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 and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and 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.

If Philanthropy Network of Greater Philadelphia’s Common Grant Application is used, the Community Foundation’s Summary Sheet MUST accompany application. Available at www.chescocf.org

E-mail completed proposals to grants@chescocf.org

Please contact Kevin Baffa or Beth Harper Briglia at (610) 696-8211 or grants@chescocf.org if you have any questions. Thank you.