

GRANT PROPOSAL GUIDELINES

The Chester County Community Foundation connects people who care with causes that matter, so their philanthropy makes a difference now and forever.

- The Community Foundation is a collection of Funds: Field of Interest Funds & Donor Advised Funds.
- 99% of the grants issued by the Community Foundation are made possible through the generosity of the Fund Advisors who grant through their Donor Advised Funds.
- \$2.5+ million is granted annually to nonprofits in Chester County and beyond.
- All Community Foundation Funds accept this grant application form.

Proposals submitted by nonprofits are considered for 2 types of grants:

FIELD OF INTEREST & DONOR ADVISED FUNDS (No Deadline)

- ◇ Proposals received **any time throughout the year** are eligible for funding consideration from the Foundation's Field of Interest Funds & Donor Advised Funds.
- ◇ Grant **awards** typically range from **\$500 - \$7,500**.
- ◇ Grant decisions are made **intermittently** throughout the year, as Fund Advisors desire.
- ◇ Proposals are **electronically shared** with Fund Advisors to assist them in making grant decisions.
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, and measurable outcomes.
- ◇ Grants **focus on Chester County** causes and issues, but **are not limited** to Chester County.
- ◇ Grants may be made to charitable nonprofits working in **all fields of interest** including arts, culture and humanities; education; community improvement; environment; religion; health; and human services.

FUND FOR CHESTER COUNTY CAPACITY BUILDING GRANTS (Due 9/15)

- ◇ The goal of the Community Foundation's capacity building grantmaking is to **strengthen the effectiveness of nonprofit organizations serving the Chester County region**.
- ◇ Capacity building proposals received annually by **September 15** are eligible for this grant program.
- ◇ Capacity building projects should strengthen a nonprofit, in areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Strategic Relationships
 - Operations and Technology
 - Fundraising & Development
- ◇ Grant **awards** typically range from **\$500-\$5,000**.
- ◇ NPO's with budgets \$ 750,000 or less preferred
- ◇ Grant monies are distributed by **February**.
- ◇ Nonprofits must be **located in and serve Chester County** to receive a grant from this grant program.

- A proposal is considered "complete" when the Chester County Community Foundation has confirmed receipt of the **Grant Proposal Summary Sheet, Narrative** and **Attachments**.
- Proposals are shared electronically online with Fund Advisors, Donors, and the Grants Committee.
- The electronic form is available at www.chescocf.org.
- Per IRS regulations, applicants must be charitable, tax exempt organizations with 501(c)(3) certification and cannot be individuals
- **E-mail proposals to grants@chescocf.org**. Receipt will be confirmed by e-mail.
- Please contact Grants Administrator Kevin Baffa at (610) 696-8211 grants@chescocf.org with questions.

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

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

Note: If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's

Summary Sheet MUST accompany application.

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

Date

Contact Information

Organization Name: Lord's Pantry of Downingtown
Address: 141 E. Lancaster Ave., Downingtown, PA 19335

Phone: 610-873-1149

Website: www.LordsPantryofDowningtown.org

Year Incorporated: 2001

FEIN: 23-3092880

Executive Director/CEO Name: Jan Leaf

Executive Director/CEO E-mail:

info@LordsPantryPA.org

Board of Directors Chair Name: Al Brady

Primary Contact Name: Jan Leaf

Primary Contact E-mail:

info@LordsPantryPA.org

Has your nonprofit ever applied to the Community Foundation? Yes No Not Sure

Has your nonprofit ever received funding from the Community Foundation? Yes No Not Sure

Donor Advised Fund(s) Fund for Chester County Don't know/Not sure

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

Religion

Organization Information:

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

Downingtown Area School District, Exton and Lionville, PA

Describe Population Served and Annual Number of People Served:

Client income does not exceed 150% of the Federal Poverty Income Guidelines. Over 700 food insecure households, including over 1,908 individuals, receive monthly services.

Mission:

No one should suffer from hunger. The Lord's Pantry of Downingtown provides food, education, and basic assistance to those in need with respect and compassion.

Proposal Summary:

We are requesting General Operating Funds to support basic food distribution programs including the Healthy Choice Program, as well as need-based special programs such as the Benefit Enrollment Assistance Program, Holiday Distributions, Sneaker Distribution, Summer Lunch and Back-To-School Programs.

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships

Fundraising & Development Technology Other: _____

Annual Budget \$ 380,000 0 # of Full-Time Equivalent Paid Staff
70 % of budget for program expenses 9 # of Board Volunteers
29 % of budget for administrative expenses 110 # of Active Non-Board Volunteers
1 % of budget for fundraising expenses 38,451 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

Organization Donations: \$124,771 Fundraising: \$33,480

Individual Donations: \$104,379 Grants: 37,888

Grant Amount Requested from the Community Foundation: \$ 7,500

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

History:

The Lord's Pantry of Downingtown has served the community for over 50 years. It began in 1965 as a small outreach program at St. James Episcopal Church in Downingtown to help a few needy individuals within that local church community. Since its inception, the organization has always provided its clients with choices of items from the shelves of the Pantry to supplement their food supplies. Recognizing a growing need, the food distribution program gradually expanded its service area to include the greater Downingtown community.

The Lord's Pantry incorporated as a 501 (c) (3) non-profit, nonsectarian organization in July 2001, and moved to its current location at 141 E. Lancaster Avenue in Downingtown. In 2006, after completing a successful capital campaign and receiving a Block Grant from the PA Department of Community and Economic Development, the property was purchased and renovated.

In 2009, the Lord's Pantry initiated a Healthy Food Choice Program to provide families with higher quality fresh foods that they would not typically be able to afford or those routinely stocked in the Pantry. In addition, other programs have been developed as a result of expanding needs of clients including special distributions of personal care items, back-to-school supplies, backpacks, sneakers, holiday meals and gifts. A Benefit Enrollment Assistance Program has also been established to improve clients' standard of living.

Key Achievements:

The Lord's Pantry serves over 700 "food insecure" households in Downingtown, Exton and Lionville, providing an 8 to 9 day supply of food each month. The Pantry is operated by over 100 volunteer staff under the guidance of two volunteer directors.

Distinctiveness:

All of the existing and emerging programs define the essence of the work being done to serve the "food insecure" clients of the Pantry. These clients are provided the opportunity to select their choices of food items from the shelves of the Pantry that will fill their food supply for 8 to 9 days each month. They are also given the opportunity to choose healthier food options than those less costly items they might otherwise purchase in a grocery store.

2. Funding request

• Description of key initiatives

The Food Distribution Program supplements clients' food supplies. The Pantry collects donated food from grocery stores, big box stores, individual donors, schools & churches. Additional food items must be purchased by the Pantry for distribution.

The Healthy Food Choice Program provides healthier food options and opportunities to educate clients in making better nutritional choices and developing healthier lifestyles.

Funding for this program supports the purchase of lean meat, milk, butter, cheese, eggs, and fresh fruits and vegetables. Escalating food prices and expanded need have increased the original cost projections, and its continuation is dependent on the acquisition of additional funding sources. It is anticipated that costs will exceed \$55,000 this year.

The Benefit Enrollment Assistance Program was started in 2010 to assist clients in applying for the social service benefits available to them from federal, state, county and private agencies. Trained volunteers also helped to find appropriate referrals for other unmet needs such as housing, utilities, medical care, etc.

The Special Distribution Program responds to client-identified needs not addressed by other programs. Examples include: Holiday meals, Adopt-a-Family Christmas Gift Program, July Distribution of personal care items, Cold & Flu Program, Back-to-School Program, Nursing Program (blood pressure screening, BMI, pulse, glucose level readings, nutrition education and healthy cooking tips), Summer Lunch Program and the Sneaker Distribution Program.

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

General operating funds are requested to support the organization's capacity to achieve its mission. Specific programs (identified above) as well as client-identified associated needs that are the foundation of the Board's ongoing strategic planning must be carefully budgeted along with general operating finances. As a frugal non-profit, the Lord's Pantry of Downingtown aims to be fiscally responsible while meeting and exceeding the expectations of its clients.

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

The demand for services provided by the Lord's Pantry of Downingtown is increasing as costs of food acquisition is constantly escalating. The addition of new funding sources is critical to fulfilling the mission of the organization, including enhanced and emerging programs.

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

The impact of funding from this grant request will be demonstrated in the continuation of high-quality services provided with respect and compassion by the Lord's Pantry of Downingtown to those in need. Results will include the success to which new client-identified and Board-supported programs and services are developed and implemented.

- *For capacity building grant proposals:*

- *How will this capacity building initiative impact your nonprofit?*
- *How will this impact be measured?*
- *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. Include external consultant proposals if applicable.*

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.

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Chester County
COMMUNITY FOUNDATION
*Connecting people who care with causes that matter,
so their legacies make a difference.*

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WHAT IS CAPACITY BUILDING?

Capacity building helps bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively and efficiently fulfill its mission.

Capacity building may include (but is not limited to) projects which address:

- **MISSION, VISION & STRATEGY**
Organizational Assessment - Strategic Planning - Financial Planning
- **GOVERNANCE & LEADERSHIP**
Board Development - Executive Transition/Succession Planning - Leadership Development - Staff Training & Professional Development
- **STRATEGIC RELATIONSHIPS**
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT**
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development - Marketing, Branding & Communications
- **OPERATIONS**
Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry Certification - Risk Management - Technology Improvements

Capacity Building Grants have been used to fund:

- Strategic plan development
- Technology enhancements, including website design; donor tracking software; computer hardware
- Marketing plan & marketing materials development
- Financial management and internal control system improvements

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