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 9/15/2019

Contact Information
Organization Name: The Parish Hall Kitchen, Inc.  
Executive Director/CEO Name: Rev. Paul S. Hunt  
Address: 212 S. High Street, West Chester, PA 19382  
Executive Director/CEO E-mail: rector@holytrinitywc.org  
Phone: (610) 696-4640  
Board of Directors Chair Name: Rev. Paul S. Hunt  
Website: www.trinitycatering.org  
Primary Contact Name: Heather Robino  
Year Incorporated: 2017  
Primary Contact E-mail: hmrobino@gmail.com  
FEIN: 82-3394990  

Has your nonprofit ever applied to the Community Foundation? Yes ___ No_X_ Not Sure__  
Has your nonprofit ever received funding from the Community Foundation? Yes ___ No_X_ 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 ___X__ Education  
___ Health ___X_ Human Services ___ Religion

Organization Information:
Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
Chester County, primarily the greater West Chester area.

Describe Population Served and Annual Number of People Served:
Parish Hall Kitchen serves the homeless, the un- or underemployed, and those facing food insufficiencies. In 2018, our Friday Night Suppers program prepared and served over 2,600 meals to more than 1,700 members of our community. Our newer endeavor, Trinity Restaurant Training, has graduated 3 people thus far and plans to train 3-4 more individuals in the next year.

Mission:
The mission of Parish Hall Kitchen is to strengthen our community by serving our most vulnerable neighbors: those facing food insufficiency, those who are un- or under-employed and in need of job training and life skills for sustainable employment; and those living on the cusp of poverty and homelessness. We believe that every person deserves compassion, fellowship and an opportunity to better his or her own life, so we are committed to building relationships with all those who come through our doors and to empowering them to achieve their own individual success.
Proposal Summary:
We are requesting funds to cover the cost of a new fryer and a standing mixer for our commercial kitchen. The addition of this equipment would allow us to expand the breadth of our culinary job training curriculum and to better meet our mission by providing our trainees with even more practical skills for employment in the local food services industry.

If Capacity Building Proposal, the focus is:
[ ] Fundraising & Development  [ ] Technology  Other: ________________________________

Annual Budget $40,000_________________________  0 # of Full-Time Equivalent Paid Staff
75 % of budget for program expenses  8 # of Board Volunteers
5 % of budget for administrative expenses  30-40 # of Active Non-Board Volunteers
20 % of budget for fundraising expenses  500 # of Volunteer Hours
100 % total

Top 3-5 funding sources:
1. Annual fundraiser
2. Other direct donations from individuals
3. The Church of the Holy Trinity (seed money)
4. The Episcopal Diocese of Pennsylvania (a one-time grant for a walk-in refrigerator)
5. The Robert and Joan Dircks Foundation (grant for an updated oven/stove)

Grant Amount Requested from the Community Foundation: $3,600___________
II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The Parish Hall Kitchen (PHK) is a PA non-profit corporation created in June of 2017 by, and residing in, the Church of the Holy Trinity in West Chester. It strives to find compassionate and creative ways to strengthen our community by serving our most vulnerable neighbors: those facing food insufficiency, those who are un- or under-employed and in need of job training and life skills for sustainable employment; and those living on the cusp of poverty and homelessness. Designed as a Social Enterprise Corporation, our mission is achieved through three separate but integrated components: Friday Night Supper (FNS) and Trinity Restaurant Training (TRT) are the program arms of our mission; Trinity Catering is the business arm created to provide income to fund the programs.

The inspiration to create PHK can be traced back almost 35 years when the Church of the Holy Trinity began a Friday evening meal program as a place for anyone and everyone in need of a hot meal. What originally began as a traditional soup kitchen has evolved into a healthy family style meal, thoughtfully composed and prepared with fresh ingredients by a professional chef. In fact, for some of our regulars, it may be the only truly nutritious meal they eat every week. Some of our guests are homeless, but most are low income individuals who may not have accommodations at home to cook for themselves. Many have been our guests for years and have come to rely on our Friday meals.

In 2018, our Friday Night Suppers program prepared and served over 2,600 meals to more than 1,700 members of our community. We believe that what differentiates us from a traditional soup-kitchen is our goal that every visitor feels like an honored guest. To this end, all our guests sit at round tables with linen tablecloths and napkins as well as china, glassware, and flatware. Most nights our guests are offered menu choices before a server brings their meal to the table. Everything about the setting is designed to be equal parts nourishment for the body and nourishment for the soul.

There is a familiar Chinese proverb: “Give a man a fish and you feed him for a day; teach him to fish and you feed him for a lifetime.” Out of a passion and commitment to provide a longer-term solution to food insecurity and poverty came the vision to create a new non-profit, separate from Holy Trinity, and expand our FNS program to include a culinary job-training program – moving beyond simply feeding the hungry, to empowering them with hands-on, applicable skills and education to work in the food service industry.

According to the Bureau of Labor and Statistics, employment opportunity in the restaurant and food service sector is expected to increase by 6% in institutions and by 12% in restaurants over the next 10 years. The Trinity Restaurant Training (TRT) program streamlines six months of culinary training into an intensive eight-week curriculum. Our training is designed to quickly equip an individual to secure a more stable, better paying job in the food services industry. In addition to practical job skills, TRT also provides aid, mentoring and training in life skills, which further contribute to future job security. To date, TRT has graduated three individuals, and our fourth trainee is scheduled to begin course work in October. During their training, our first and third trainees secured employment in local restaurants. Our second trainee is working for a local caterer and is running the kitchen in a local homeless shelter.

Because we recognize that our trainees are un- or under-employed, all of our trainees are also hired as employees and paid for their 80 hours of training. Furthermore, at the end of the eight weeks, our graduates are kept on and work, as available, for Trinity Catering. This allows them to stay connected to the PHK, assist with new trainees, and generate income both for themselves as well as our programs.
A large portion of PHK’s success to date can be attributed to its collaboration with ACT in Faith of Greater West Chester (AiF). AiF is an interfaith non-profit corporation whose mission is to build a community that empowers the un- and under-employed to stabilize their households and build toward self-sustainability. They do this, in part, by assisting those whose needs lie beyond the scope of existing social services. As such, AiF is a natural partner for PHK and uniquely integrated with TRT, referring trainees from the population they serve. The scope of AiF services also allows them to fund a portion of the training costs for each trainee: knives, kitchen attire, curriculum materials (including the National Restaurant Association’s ServSafe Manager’s Certification) as well as transportation support as needed. In the past, AiF has also provided much needed assistance in acquiring housing, securing adequate furniture, appliances and foodstuffs for our trainees.

Over the next three to five years, PHK’s goal is to cultivate additional relationships with local restaurants showing an interest in partnering with TRT. A few restaurant owners and chefs have already provided feedback on our training and given input on the curriculum. Consequently, we are able to keep up to date with the skills that are most relevant to jobs in modern commercial kitchens and can make adjustments - like adding a fryer and mixer to our kitchen. In the future, we hope these partnerships may aid TRT in facilitating employment opportunities for our trainees. We believe restaurants would benefit from the relationship as well, gaining well-trained employees and knowing that they are aiding in the positive development of their community.

2. Funding request

We are requesting a $3,600 capacity building grant to fund the cost of adding a commercial grade fryer and a 20-quart standing mixer w/ table to our commercial kitchen.

Description of key initiatives

Currently, the curriculum being taught in our eight-week TRT course consists of the following:

- Introduction and Knife Skills - 10 hours
- Stocks, Sauces, Soups - 10 hours
- Dairy and Eggs - 10 hours
- Dry Methods of Cooking - 10 hours
- Moist Methods of Cooking - 10 hours
- Vegetables and Starches - 10 hours
- Fine dining/buffet catering/beverage service - 10 hours
- Basic Baking - 10 hours

Specific needs and issues to be addressed

The addition of a fryer and standing mixer would build the capacity of the PHK programs in two key ways. First, it would enable Chef McAllister to expand the breadth of his current curriculum to include instruction on new methods of cooking that we have come to learn are valuable skills for trainees to master. Second, it would enable us to expand our menu options to our guests at the Friday Night Supper and to clients of Trinity Catering.

Why it is important to fund this now

The TRT and Trinity Catering programs are just beginning to come into their own, having graduated three trainees and taken on an increased number of catering customers in the past year. We are currently interviewing candidates and anticipate an early October start date for our next training. The increased
food preparation capacity in our kitchen in this growth phase would enable us to more effectively prepare trainees as both of these programs become more established.

**How will this capacity building initiative impact your nonprofit?**

Adding a fryer and standing mixer as tools in our kitchen will take PHK to the next level of training and services provided through all three programs.

Both of these new commercial grade tools would enable us to better meet our mission and vision for our trainee experience. Chef McAllister would be able to expand his curriculum to include techniques that we have learned are valuable to know in both the restaurant and institutional settings, which could be advantageous to our trainees when seeking employment.

The impact of acquiring a standing mixer would be more immediate, giving us the ability to not only train our culinary students on its use (particularly for use in institutional settings) but also to offer a broader range of menu options for FNS and increase the variety of offerings on our Trinity Catering menu.

**How will this impact be measured?**

The impact on the FNS and Trinity Catering programs could be measured quantitatively to some extent, by tracking the number of new menu options for both the Friday meals and catered events as a result of having the fryer and the mixer. The impact to trainees in the TRT would likely be measured anecdotally, if trainees report being told during the hiring process that possessing fryer and mixer experience made them more qualified candidates.

**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.**

- Estimated cost for the commercial grade fryer - $2,000, which would include installation.
- Estimated cost for a 20-quart standing mixer with table - $1,600.
- The mixer could be installed within 90 days of receiving the requested funds and utilized immediately afterwards to prepare food for FNS, Trinity Catering, and as part of the curriculum for TRT.
- Installation of the fryer would need to wait until a new ventilation system is installed in the kitchen. Funding for that project is currently pending but expected by early to mid-2020.