

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 9/7/19

Contact Information

Organization Name: West Chester Food Cupboard
 Address: 431 S. Bolmar St, West Chester, PA 19382
 Phone: 610-344-3175
 Fratinardo
 Website: www.westchesterfoodcupboard.org
 Year Incorporated: 2012
 FEIN: 46-1420690

Executive Director/CEO Name:
 Executive Director/CEO E-mail:
 Board of Directors Chair Name: Joe
 Primary Contact Name: Joe Fratinardo
 Primary Contact E-mail: wcfood@gmail.com

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):

Our clients must live in the West Chester Area School District.

Describe Population Served and Annual Number of People Served:

In fiscal 2019 (July 1, 2018 to June 30, 2019), we served 1,271 households representing 2,678 low-income individuals (1,445 adults, 301 elderly and 932 children). Our clients include single-parent families, people with disabilities, vets, the elderly, and workers holding down full-time, low-wage jobs. A family of four to be eligible for our support must earn less than \$38,625 and must be at or below the 150% poverty level. We serve everyone regardless of age, gender, race, ethnicity or affiliation.

Mission:

The West Chester Food Cupboard commits to provide a variety of fresh and nonperishable healthy food items to West Chester residents in need. ... because no one should go hungry!

Proposal Summary:

If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Strategic Relationships
 Fundraising & Development Technology Other: _____

Annual Budget \$773,589.00 (Actual Fiscal 2019)	0	# of Full-Time Equivalent Paid Staff
98.5 % of budget for program expenses	7	# of Board Volunteers
0.3 % of budget for administrative expenses	140	# of Active Non-Board Volunteers
1.2 % of budget for fundraising expenses	36,000	# of Volunteer Hours
<i>100 % total</i>		

Top 3-5 funding sources:

Claire Foundation, West Pharmaceuticals, WWSmith Charitable Trust

Grant Amount Requested from the Community Foundation: \$5,000.00

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 West Chester Food Cupboard (WCFC) is one of the largest hunger relief agencies in Chester County. It is the primary source of food assistance for low income residents of the West Chester Area School District.

The Cupboard was founded in 2009 and subsequently incorporated in 2012 as a 501 (c)(3) nonprofit organization. We are proud to be a non-profit organization run and staffed entirely by volunteers. In September 2019 we are celebrating our 10-year anniversary. In our first year we provided food to 340 households a month. Thanks to the generous support of the community, providing cash and food donations in our 2019 fiscal year, (July 1, 2018 to June 30, 2019), we served 1,271 households representing 2,678 low-come individuals (1,445 adults, 301 elderly and 932 children).

West Chester is the richest county in Pennsylvania, but the need to reduce food insecurity is very real. We recently learned that West Chester University has many students that are homeless – going to school, trying to make a better life for themselves. Many students are also from impoverished families and can barely afford the tuition, never mind the meal plan. Many of these students go hungry trying to get an education. We have partnered with the university and are pleased to say that we are now serving approximately 141 students who qualify for our support.

What makes the WCFC distinct is the wide variety of healthy food choices available to our clients. A total of 44% of food purchased is fresh and not canned, which makes the WCFC unique. This includes:

- Quality proteins including chicken and fish
- Fresh produce including apples, oranges, celery, lettuce, carrots, onions and potatoes
- Dairy, including milk, yogurt, eggs, cheese and butter
- Personal care items including soap, tooth paste and brushes, deodorant, shampoo and conditioner, dish and laundry detergent, shaving cream, razors and feminine
- A wide variety of non-perishable items you would find in any grocery store such as canned meats, vegetables, fruits, soups, tomato products, beans - fresh and canned, peanut butter and jelly, cereal, rice and pasta, spices and condiments

Additionally, since the WCFC has no paid staff 98.5% of our expenses is related to our program. Only 0.3% is spent on management and administrative expenses and 1.2% on fundraising.

2. Funding request

Fighting hunger is a collaborative effort. Our volunteers provide the labor free of charge and the community's generosity provides the means with cash and food donations. Thanks to the support of the community and grants like yours, we purchase a wide variety of foods and personal care items to provide to clients each month. Of the food purchased every month, 44% are quality proteins including chicken and fish, fresh produce including apples, oranges, celery, lettuce, carrots, onions and potatoes

and dairy including milk, yogurt, cheese and butter (eggs provided free of charge from CCFB). We strive to provide the foods our clients need to make nutritious meals.

Additionally, 10% of our budget is spent on personal care items including: soap, tooth paste and brushes, deodorant, shampoo and conditioner, dish and laundry detergent, shaving cream, razors and feminine products

The remainder of purchases are a wide variety of choices you would find in any grocery store mostly nonperishable items such as canned meats, vegetables, fruits, soups, tomato products, beans - fresh and canned, peanut butter and jelly, cereal, rice and pasta, spices, oil and condiments.

We serve everyone regardless of age, gender, race, ethnicity or affiliation. Some come every month and some only once or twice a year depending on their situation – however, everyone is eligible to come once a month. We continually learn that there is a real need to help people that are struggling to get by. Many of our clients are hardworking individuals that work for very modest or low wages. A family of four to be eligible for our support earns less than \$38,625 a year - there is not much money, if any, in their budget remaining for food. The need for our services is no longer to meet temporary needs, but instead have become part of household's long-term strategy to supplement monthly shortfalls in food.

For fiscal year 2019, the WCFC purchased \$541,000 worth of food and personal care items. Each year, 50% of our food is purchased with cash donations and the other 50%, donated by the community – for fiscal 2019, over 600,000 pounds! Our donors are primarily individuals, local businesses and nonprofit organizations.

As a result of the need for our services in the community, our food budget for 2020 has increased to \$570,000.00. Without grants like yours, we would be unable to make our budget and as a result, be unable to service the number of families in need. It is critical that as food insecurity increases, that our budget and funding do as well.

Success for the WCFC is not just defined by the amount of food distributed but by the number of individuals we support with *quality* food choices. We do not want to miss out on the opportunity to improve the diet and health of those we serve. Success is also defined by how many families are able to move beyond food insecurity in addition to providing a positive impact on their lives. By assisting with at least two weeks of groceries for each household a month, we can ease the monthly financial burden of our clients and increase the quality of their lives.

One of our greatest challenges is locating funding to continuously support the growing need for our services in our community. Over the last ten years, we have doubled the number of households who need and use our services. Every month, the needs in our community grow and as such, we are consistently looking for funding sources to assist us to alleviate food insecurity in our community. Without the support of grants like yours, this would not be possible. We greatly appreciate your consideration.