



28 W. Market Street, Lincoln Biography Building
West Chester, PA 19382
610.696.8211 www.chescocf.org

CCCF COVID-19 Rapid Response Mini-Grants

Per IRS Regulations, applicants must be charitable, tax exempt organizations with 501(c) (3) certification & cannot be individuals.

Background/Eligibility

The Community Foundation's COVID-19 Rapid Response Fund provides flexible resources to **Chester County nonprofits** that are disproportionately impacted by coronavirus and the economic consequences of this outbreak. This is designed as a flexible short-term response fund to provide relief for a variety of unexpected costs. We envision three funding priority levels:

- **Front Line Grants** fund community-based nonprofits that have increased demand for services due to COVID-19. These nonprofits have deep roots in community and a strong track-record serving people who are immediately and disproportionately suffering from this crisis. This includes services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. Grants are intended to complement the work of public health officials and expand local capacity to address acute needs of the outbreak as efficiently as possible. These grants are NOT of the scale to support larger public institutions that are strained by increased demand for services. Examples of the types of nonprofits in most need of Front Line Grant Support, as service numbers rise: community-based health clinics; food bank & food pantries; meal delivery programs; homelessness programs.
- **Service-Challenged Grants** fund nonprofits that are modifying their in-person service delivery modes extremely rapidly due to COVID-19, and need assistance to do so. These nonprofits likely need additional assistance to upgrade sanitation protocols and obtain cleaning supplies & service personnel. This includes: youth centers, recreation centers, child care, senior services, adult day care, community-based education programs.
- **Collateral Damage Grants** fund nonprofits facing extreme difficulty because of lost revenue due to closures and cancellations, as well as other challenges.





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COVID-19 Rapid Response Mini-Grant Letter of Request

Date: 3/22/2020

Contact Information

Organization Name: **Chester County Women's Services**
Address: **1028 E Lincoln Hwy., Coatesville, PA 19348**

Phone: **610.383.0930**

Website: **www.ccwsmedical.org**

FEIN: **23-2385983**

ED/CEO Name: **Myriam Ruager**

ED/CEO E-mail: **myriam@ccwsmedical.org**

Board Chair Name: **Ken Hunt**

Primary Contact Name: **Gina McDonald**

Primary Contact E-mail: **gina@ccwsmedical.org**

In a few brief paragraphs, please explain:

- 1. What geographic area is served?** *(If not all of Chester County, specify primary Chester County regions served)*
We provide services for all of Chester County through three office locations: Coatesville, Kennett Square, and West Chester.
- 2. What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**
*We serve over 600 vulnerable families per year throughout Chester County that need assistance with basic parenting supplies, parenting services, and prenatal healthcare. **Prior to this crisis 61% of our clients have an income that is less than \$10,000.***

Due to the economic crisis that has coupled with the COVID-19, these families have suffered increased hardship and employment loss. The loss of income has made vital parenting needs urgent. These families rely on CCWS to assist them with diapers, wipes, baby formula, clothing, household cleaning products, and personal hygiene supplies to ease the burden of raising a family. Because we have deep roots in the bilingual community of Chester County, we have become known as a haven for families in stress. Surrounding community organizations are calling upon us to help with the tremendous increased demands for immediate needs such as diapers, wipes, and formula.

During this crisis, our offices are open on an as needed basis for our clients. The majority of our staff is working remotely in an effort to abide by government guidelines. We continue to remain committed to delivering quality care to our clients. While some programs cannot operate in traditional form, such as parenting classes, we have chosen telephone and on-line options to combat social isolation and deliver education, resources, and support to our CCWS families. We have also made emergency supply bags at all three of our centers that include 3 diapers, wipes, formula and other essentials. Our clients were extremely thankful for this supply of items that are helping to hold them over until stores are restocked and jobs are restored. We are working hard to ensure our clients receive the spiritual, material, and emotional support that they need at this time regardless of the current pandemic.

More than ever, our clients need our services because they can't apply for government assistance in person due to the health risk. Applying online is not possible because the majority of our clients do not have access to a computer. We are able to apply for them while conferencing over the phone. Chester County Women's Services will continue to be a beacon of hope to our community. We will continue to empower individuals and their families through education, resources, and support to make life affirming decisions.

3. **How much funding is sought? How does this compare to your annual operating budget? What will the funding be used for? What is the expected timeframe for use of funds?**

We are seeking \$5,000. Our annual operating budget is \$723,850. A contribution of \$5,000 from the Chester County Community Foundation would be .69% of our budget. This grant would provide many essential needs to those families that have an immediate need for items such as diapers (newborn through size 6), wipes, formula, laundry detergent, toilet paper, and gift cards for groceries.

Sample Need: brands based on availability on Amazon at the time of writing application:

Item	Qty	Cost Per Item	Cost
Size 6 Luvs Diapers*	10 packs of 106	\$30	\$300
Size 5 Pampers Diapers*	10 packs of 132	\$46	\$460
Size 4 Luvs Diapers*	10 packs of 160	\$55	\$550
Size 3 Luvs Diapers*	20 packs of 78	\$25	\$500
Size 2 Luvs Diapers*	20 packs of 124	\$31	\$620
Size 1 Diapers*	20 packs of 80	\$26	\$520
Newborn Diapers*	20 packs of 120	\$31	\$620
Similac Baby Formula	51	\$28	\$1400
TOTAL			~\$5,000

Large Box Diapers are filled with sleeves of smaller quantity diapers. These large boxes can serve an average of 3 families per box.

We expect to use the funds within the next four weeks, as we anticipate the need to grow in the coming weeks as families are not collecting pay checks.

Please email grants@chescofc.org

- This Brief COVID-19 Rapid Response Mini-Grant Letter of Request
- Copy of annual operating budget or most recent audit
- 501c3 determination letter

Request letters will be posted on the Community Foundation’s website, in order to share with fund advisors, donors, grant panelists, and other funding sources.

Grants will be processed a few times monthly.

We estimate mini-grants will range from \$500 to \$5000.

Please direct general questions & inquiries about the Rapid Response Mini-Grants to grants@chescofc.org. Beth, Steph, Cierra or Kevin will answer you.

Jan - Dec 20

Ordinary Income/Expense

Income

4005 · Direct Mail	
150 · Moving closer to front line	21,950.00
500 · Summer Plea	4,500.00
100 · Year End Plea	40,000.00
200 · Newsletter	4,200.00
Total 4005 · Direct Mail	<u>70,650.00</u>
4006 · Events/Fundraisers	
4055 · Organization Support	
4021 · Banquet/Auction Income	
4010 · Banquet Income	160,000.00
4019 · Auction Income	25,000.00
Total 4021 · Banquet/Auction Income	<u>185,000.00</u>
4055 · Organization Support - Other	3,000.00
Total 4055 · Organization Support	<u>188,000.00</u>
4012 · Fundraising Income Other	27,000.00
4080 · Baby Bottle Fundraiser	44,000.00
4015 · Walk for Life	20,000.00
Total 4006 · Events/Fundraisers	<u>279,000.00</u>
4025 · Church Donations	54,000.00
4030 · Grants	
4028 · WW Smith	20,000.00
4031 · Chester Cty Comm Foundation	500.00
4034 · Connelly Foundation	30,000.00
4038 · Huston Foundation	5,000.00
4043 · United Way	8,000.00
4049 · Genuaridi Foundation	5,000.00
4054 · Stewart Huston Foundation	5,000.00
4030 · Grants - Other	13,150.00
Total 4030 · Grants	<u>86,650.00</u>
4040 · Individual Donations	
4096 · Individual/Corporate Award	10,000.00
4050 · United Way Donations	2,500.00
4053 · Employee Giving Campaign	8,500.00

4097 · 401 K Designations	5,000.00
4095 · Honor/Memory Gifts	1,500.00
4040 · Individual Donations - Other	85,000.00
Total 4040 · Individual Donations	<u>112,500.00</u>
4045 · Business/Corporate Donations	
4026 · Matching Gifts	4,000.00
4047 · Foundations	30,000.00
4035 · Grocery Receipt Fund Raiser	550.00
4045 · Business/Corporate Donations - Other	25,000.00
Total 4045 · Business/Corporate Donations	<u>59,550.00</u>
4048 · Contributions In Kind	50,000.00
4071 · Interest Earned	10,500.00
4072 · Realized Gain	0.00
4073 · Appreciation	0.00
4081 · The Family Movement Program	1,000.00
4900 · Rental Income - West Chester	
4907 · Apartment 3	0.00
4906 · Apartment 2 R	0.00
4905 · Apartment 2 F	0.00
Total 4900 · Rental Income - West Chester	<u>0.00</u>
Total Income	<u>723,850.00</u>
Gross Profit	<u>723,850.00</u>
Expense	
7087 · Proceeds from Sale	0.00
7089 · Accumulated	0.00
7091 · Expenses of Sale	0.00
7000 · Administrative Expense	
7011 · Food	0.00
7010 · Computer Software	
7012 · Computer Services Donated	0.00
7010 · Computer Software - Other	1,260.00
Total 7010 · Computer Software	<u>1,260.00</u>
7015 · Memberships/Associations	1,800.00
7016 · Office Supplies	
7029 · Donated Office Supplies	0.00
7022 · Fundraising Supplies	3,000.00
7020 · Office Supplies-Coatesville	3,000.00
7023 · Office Supplies-West Chester	2,300.00
7024 · Office Supplies-Kennett Square	1,200.00
Total 7016 · Office Supplies	<u>9,500.00</u>
7027 · Office Equipment Lease	
7028 · Equipment Lease-Fundraising	1,500.00
7027 · Office Equipment Lease - Other	3,300.00

Total 7027 · Office Equipment Lease	4,800.00
7035 · Postage	
7036 · Fundraising	4,000.00
7035 · Postage - Other	50.00
Total 7035 · Postage	<u>4,050.00</u>
7045 · Bank Fees	100.00
7050 · Merchant Acct Transaction Fee	3,300.00
7605 · Gifts	500.00
7080 · Professional Fees & Services	
7084 · Professional Fees Audit	5,000.00
7083 · Professional Fees Consultant	1,000.00
7082 · Professional Fees IT	1,500.00
Total 7080 · Professional Fees & Services	<u>7,500.00</u>
Total 7000 · Administrative Expense	32,810.00
7085 · Depreciation Expense	14,000.00
7099 · Fundraising/Expense	
7250 · Fundraising Expense Other	
Middle Tier Fundraiser	3,500.00
Event · Event	1,500.00
Restaurant Fundraisers	50.00
Women's Gathering	500.00
7250 · Fundraising Expense Other - Other	100.00
Total 7250 · Fundraising Expense Other	<u>5,650.00</u>
7200 · Walk For Life Expense	
7205 · Promotion	1,400.00
7210 · Facility	850.00
7215 · Food	250.00
7200 · Walk For Life Expense - Other	0.00
Total 7200 · Walk For Life Expense	<u>2,500.00</u>
Total 7099 · Fundraising/Expense	8,150.00
7100 · Banquet/Auction Expenses	
7140 · Auction	0.00
7100 · Banquet/Auction Expenses - Other	17,000.00
Total 7100 · Banquet/Auction Expenses	<u>17,000.00</u>
7300 · Board Expense	
7305 · Training/Seminars	0.00
7320 · Board Insurance	1,800.00
Total 7300 · Board Expense	<u>1,800.00</u>
7400 · Non-Medical Services/Education	
7442 · Clearances	200.00
7449 · Curriculum	0.00
7404 · Outside Activities	1,000.00
7446 · The Family Movement Program	

Parenting Curriculem	1,000.00
Parenting-West Chester	5,000.00
Parenting -Kennett Square	8,000.00
Parenting-Coatesville	8,000.00
7446 · The Family Movement Program - Other	0.00
Total 7446 · The Family Movement Program	<u>22,000.00</u>
7410 · Non Monetary Gifts	38,000.00
7418 · Educational Material	
7417 · Educational Material-Kennett	400.00
7416 · Educational Material WC	200.00
7415 · Educational Material Coatesvill	500.00
Total 7418 · Educational Material	<u>1,100.00</u>
7420 · Seminars/Training	1,000.00
7421 · Seminars/Training Client Advoca	500.00
7430 · Mileage Reimbursement	1,000.00
7440 · Meals/Gifts	1,000.00
7445 · Mobile Phone	720.00
Total 7400 · Non-Medical Services/Education	<u>66,520.00</u>
7500 · Medical Expense	
7553 · Family Advocacy	1,000.00
7551 · Rental Assistance	9,000.00
7522 · Computer Hardware	1,000.00
7505 · Medical Supplies	
7502 · Medical Supplies West Chester	600.00
7501 · Medical Supplies Coatesville	1,000.00
7512 · Medical Supplies Kennett Square	400.00
7505 · Medical Supplies - Other	1,000.00
Total 7505 · Medical Supplies	<u>3,000.00</u>
7419 · Client Workshops	400.00
7506 · Medical Equipment Maintenance	14,412.00
7510 · Training/Seminars	1,000.00
7516 · Volunteer Professional Services	10,000.00
7520 · Educational Material	1,000.00
7521 · Donated medical pamphlets	500.00
7537 · Incidental	250.00
7539 · Meals/Gifts	500.00
7536 · Parking	150.00
7538 · Mileage Reimbursment	700.00
7525 · Malpractice Insurance	625.00
7530 · CLIA	
7534 · CLIA- West Chester	250.00
7533 · CLIA-Coatesville	250.00
7532 · CLIA Kennett Square	250.00

Total 7530 · CLIA	750.00
7535 · Medical Mileage	0.00
Total 7500 · Medical Expense	<u>44,287.00</u>
7600 · Director Expense	
7606 · Gifts/Events	2,500.00
7615 · Training/Seminars	1,000.00
7625 · Meals	600.00
7630 · Mileage	4,000.00
7631 · Misc. Expense	300.00
7635 · Mobile Phone	1,500.00
Total 7600 · Director Expense	<u>9,900.00</u>
7650 · Development Director Expense	
7655 · Donor Development	500.00
7651 · Mileage	500.00
7652 · Telephone	300.00
7653 · Meals/Gifts	300.00
7654 · Training/Seminars	300.00
Total 7650 · Development Director Expense	<u>1,900.00</u>
7270 · Fundraiser Admin Exp	
7255 · Seminars/Training	300.00
7251 · Mileage Reimbursement	500.00
7253 · Meals/Gifts Events	1,000.00
7254 · Training/Seminars	0.00
7270 · Fundraiser Admin Exp - Other	0.00
Total 7270 · Fundraiser Admin Exp	<u>1,800.00</u>
7660 · Family Advocate Coordinator	
7664 · Training	300.00
7663 · Meals/Gifts	50.00
7662 · Telephone	360.00
7661 · Mileage	400.00
Total 7660 · Family Advocate Coordinator	<u>1,110.00</u>
7700 · Employee Expenses	
Total 7700 · Employee Expenses	445,863.00
7800 · Facility Expense	
7844 · Federal Income Tax Expense	0.00
7839 · Moving Expenses	
7834 · Moving Costs- West Chester	0.00
Total 7839 · Moving Expenses	<u>0.00</u>
7833 · Rent Expense-Kennett Square	18,750.00
7838 · Rent Expense West Chester	25,200.00
7825 · Insurance	
7821 · Renters Insurance-West Chester	900.00
7816 · Volunteer Accident Insurance	200.00

7823 · Crime Insurance	200.00
7824 · Renters Ins-Kennett Square	600.00
7826 · Homeowners Ins-Coatesville	1,500.00
7827 · Homeowners Ins-West Chester	0.00
7828 · Liability Insurance	2,000.00
Total 7825 · Insurance	<u>5,400.00</u>
7830 · Mortgage Interest Expense	0.00
7831 · Rent Expense- West Chester	0.00
7851 · Utilities- Kennett Square	
7848 · Kennett Square - Telephone Exp	2,000.00
7854 · Kennett Square Utilities	3,000.00
Total 7851 · Utilities- Kennett Square	<u>5,000.00</u>
7846 · Utilities-Coatesville	
7801 · Electric	1,500.00
7804 · Heating Oil	1,400.00
7803 · Telephone Expense	2,550.00
7814 · Trash Pickup	300.00
7806 · Water	1,000.00
Total 7846 · Utilities-Coatesville	<u>6,750.00</u>
7847 · Utilities-WC	
7813 · Trash Collection	0.00
7812 · Water/Sewer	200.00
7807 · Electric/Gas	2,000.00
7809 · Telephone	2,160.00
Total 7847 · Utilities-WC	<u>4,360.00</u>
7849 · Building Repairs/Maintenance	
7852 · Building Repairs - WC	1,050.00
7850 · Building Repairs-Coatesville	1,500.00
Total 7849 · Building Repairs/Maintenance	<u>2,550.00</u>
7870 · Building Security	750.00
7891 · Real Estate Tax-WC	0.00
Total 7800 · Facility Expense	<u>68,760.00</u>
7900 · Public Relations Expense	
7504 · Public Relations	
Networking Events	500.00
8000 · Promotional Material	
8010 · Promotional Items	500.00
Total 8000 · Promotional Material	<u>500.00</u>
Total 7504 · Public Relations	<u>1,000.00</u>
7905 · Advertising	
7920 · Subscriptions(Internet)	850.00
7919 · Signage	1,000.00
7918 · Other Ads	500.00

7917 · Google Adwords	1,200.00
7915 · Facebook	1,200.00
Total 7905 · Advertising	<u>4,750.00</u>
7906 · Marketing	
Staff Polos	100.00
7903 · Print Promo Items	500.00
7901 · Giveaways	1,500.00
7906 · Marketing - Other	0.00
Total 7906 · Marketing	<u>2,100.00</u>
7907 · Electronic Advertising	800.00
7908 · Direct Mail(Fundraising)	0.00
7909 · Sponsorships	500.00
7911 · Photography	300.00
7912 · Exhibit	500.00
Total 7900 · Public Relations Expense	<u>9,950.00</u>
8100 · Rental Expenses	
8113 · Apartment 2R Expenses	0.00
8114 · Apartment 3 Expenses	0.00
8116 · Apartment 2 F Expenses	0.00
Total 8100 · Rental Expenses	<u>0.00</u>
Total Expense	<u>723,850.00</u>
Net Ordinary Income	0.00
Other Income/Expense	

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
31 HOPKINS PLAZA
BALTIMORE, MD 21201

DEPARTMENT OF THE TREASURY

Date: AUG 12 1994

CHESTER COUNTY WOMENS SERVICES INC
1850 E LINCOLN HWY
COATESVILLE, PA 19320-2408

Employer Identification Number:
23-2385983
Case Number:
524216024
Contact Person:
M MCCARTHY
Contact Telephone Number:
(410) 962-7756
Addendum Applies:
Yes

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated April 15, 1994.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, you should keep it in your permanent records.