



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

# COVID-19 Rapid Response Mini-Grant Letter of Request

Date:

**Contact Information**

Organization Name: Human Services, Inc  
Address: 50 James Buchanan Dr, Thorndale, PA 19372  
Phone: 484-437-1092  
Website: www.hsi-cmhs.com  
FEIN: 23-1877090

ED/CEO Name: Elizabeth Higgins  
ED/CEO E-mail: ehiggins@hsi-cmhs.org  
Board Chair Name: Barbara Nissel  
Primary Contact Name: Jason Grube  
Primary Contact E-mail: jgrube@hsi-cmhs.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)**
- 2. What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**
- 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?**

Human Services, Inc. serves a majority of Chester County, having outpatient clinics in Thorndale and Oxford, along with offices and group facilities in Coatesville, West Chester and Phoenixville. We provide outpatient Mental Health services to clients throughout the County, as well as case management, homeless support services, residential programs, and psychiatric rehabilitation programs, all in cooperation with the County.

The outbreak of the COVID-19 pandemic has forced us to transition all of our staff to work remotely. Unfortunately, the staff that were unable to perform their duties from outside of the facility were laid off. All of our programs are still active, but we had to alter our services to be able to serve our clients using alternative methods. Without the in-person consultation and the face-to-face interaction, there has been a significant decrease in the clients that we are able to serve. We are anticipating that the revenues that we are able to generate are going to decrease by 50-70%, but we are committed to continue providing the services that our clients need through this trying time.

We would request the full \$5,000 grant, if possible. Our annual expenses exceeded \$7.1 million during our last fiscal year. Our primary concern is the amount of revenue that we will be able to generate during this unprecedented event, and whether that level of revenue will be able to sustain our operations. Any funds that are made available to us will be used for paying the operating expenses of the company, including staff compensation and benefits, program expenses, and expenses related to our facilities.

Thank you for your consideration.

Jason Grube  
Controller  
Human Services, Inc.

Please email [grants@chescocf.org](mailto:grants@chescocf.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@chescocf.org](mailto:grants@chescocf.org).  
Beth, Steph, Cierra or Kevin will answer you.