



CHESTER COUNTY  
community  
FOUNDATION

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: March 20, 2020

**Contact Information**

Organization Name: Phoenixville Area Children’s Learning Center

Address: 310 Main Street, Phoenixville, PA. 19460

Phone: 610-933-7177

Website: www.paclc.com

FEIN: 23-1658931

COO Name:

Julian McCracken

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Julian@paclc.com

Board Chair Name:

Andrew LaRosa

Primary Contact Name:

Julian McCracken

Primary Contact E-mail:

Julian@paclc.com

**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)*  
The Phoenixville Area Children’s Learning Center (PACLC) serves mostly the general Phoenixville community but also has children who reside in the outlying areas of Royersford, Spring City, East Pikeland Township and Schuylkill Township.
2. **What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**  
Many of our families are working class, blue-collar people who live from paycheck to paycheck. Our fees are based on a sliding fee scale which takes into account family size and income.
3. **How much funding is sought?** Of course, any funds would truly be appreciated; however, PACLC would like to put in a request for \$5,000. **How does this compare to your annual operating budget?** PACLC’s annual budget for the 2019-20 fiscal year is \$1,486,660. We budgeted \$10,000 to come from “Foundations/Trusts.” Thus far, we have received no monies in this line item. A \$5000 grant from the Chester County Community Foundation would represent approximately 0.34% of our annual budget. **What will the funding be used for?** The funding will go towards two areas in our budget. First, to help PACLC meet its March 27<sup>th</sup> payroll. This upcoming payroll will cost our organization \$38,000. Please know when our Board decided to close our two centers for a two-week period (March 16<sup>th</sup>-27<sup>th</sup>), the decision was made to pay our staff for the entire pay period. Paying the staff is coming out of our reserve funds as PACLC is not charging our families during these 10 working days. Therefore, there is no weekly income stream since we primarily rely on parent fees for 73.3% of our budgeted income. Following the March 27<sup>th</sup> payroll, we will be paying our employees any Paid Time Off they have accrued through March 31<sup>st</sup>. After this money has been paid out, the staff has been informed they will need to file for unemployment benefits until we resume operations. This is a true hardship for everybody involved. Secondly, PACLC continues to fund the health and dental insurance for those employees who are enrolled in our plans. This puts more stress on our organization’s finances. This price tag is \$11,000 monthly. **What is the expected timeframe for use of funds?** The expected timeframe for the use of these funds will be immediate as the upcoming March 27<sup>th</sup> payroll is on the horizon, and, the premiums are due for the health and dental insurance by the end of the month

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@chescof.org](mailto:grants@chescof.org).  
Beth, Steph, Cierra or Kevin will answer you.