



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: 3/19/20

Contact Information

Organization Name: Phoenixville Public Library
Address: 183 Second Avenue, Phoenixville, PA 19460
Phone: 610-933-3013
Website: phoenixvillelibrary.org
FEIN: 22-2709529

ED/CEO Name: Lara Lorenzi
ED/CEO E-mail: llorenzi@ccls.org
Board Chair Name: Michael English
Primary Contact Name: Chris Porcelli
Primary Contact E-mail: cporcelli@ccls.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?**

1.) What geographic area is served? *(If not all of Chester County, specify primary Chester County regions served)*

The Phoenixville Public Library serves a population of 37,700 individuals comprised primarily of community members from the Phoenixville Borough, Schuylkill Township, Charlestown Township, and East Pikeland Township. In 2019, the Library had over 124,000 visits, which equates to approximately 400 visits per any given day the Library is open. In that time the Library hosted approximately 1,000 programs, which had a little over 16,000 participants.

The Library is a member of the Chester County Library System, which serves the Chester County population at large as well as provides strategic direction, policies, and resources to its member libraries. For instance, no matter where one is located in Chester county, they have access to the Phoenixville Public Library's materials and online resources.

2.) What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?

The Library serves all individuals no matter one's socioeconomic status, race, gender, age, religion or sexual orientation. The Library's mission is to provide access to information and services that address the educational, cultural, and recreational needs of the community we serve. We provide needed resources to underprivileged and vulnerable community members, who utilize the Library for a variety of reasons.

In an effort to help slow the spread of COVID-19 the Library is currently closed effective March 14th to March 29th. We are monitoring the status of COVID-19 closely and are working in conjunction with the Chester County Health Department and Phoenixville Office of Emergency Management. The Library could be closed for a longer period of time.

In light of this pandemic, our patrons are turning to us for resources and information, and as a response, we have focused on our digital outreach in connecting them to existing resources via Facebook and our website. Our website and Facebook page traffic and click rates have raised exponentially in the week we have been closed. From March 12th to 18th the Library's Facebook page views went up 143% and our post reach, anyone who saw posts at least once, is up 265%. We are sharing information on COVID-19 from the Chester County Health Department as well as promoting use of our e-material, the Library's collection of eBooks and Audiobooks. We are also connecting community members with other educational materials that can be utilized from home. For example, many art and cultural institutions are offering free virtual tours, online exhibits, and educational components. We have provided a link for those museums on our website. Our staff are currently working from home and procuring this information to be shared daily.

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?

Thank you for considering us for the Collateral Damage Grant. We appreciate the opportunity to apply for this needed funding. We would like to request an amount of \$5,000. We are applying for this funding because one of our two primary revenue streams, the Passport Acceptance Program, is currently closed. The Passport Acceptance Program is indefinitely suspended given the nature of travel stoppage and social distancing since a passport appointment requires an in-person meeting. The program is facilitated through the US Department of State and passport processing will not be able to resume until the State Department lifts those restrictions. As a result, the Library will experience a significant loss for the month of March and potentially more in April and May. The \$5,000 we are requesting will supplement approximately 34% of the Passport Acceptance Program revenue we expected in the month of March. We intend to put the funds to immediate use toward our operating costs from revenue loss of the Passport Acceptance Program.

Furthermore, we are also extending due dates on materials that are currently checked out of the Library as well as freezing late fees, so they do not continue to accrue. Other operating revenue streams unavailable to us during this time are rentals, fines and fees, copies and faxes, museum pass rentals, and hotspots.

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.