



Date: March 20, 2020

**Contact Information**

Organization Name: Chester County OIC  
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Board Chair Name: Kristopher Musselman  
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**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?**

Chester County OIC serves all of Chester County. Our main office is located at 22 N. 5<sup>th</sup> Avenue in Coatesville, PA and our service populations are concentrated in Coatesville, Exton, West Chester, Avon Grove, Kennett Square, and Oxford. Our ESL and GED classes are located in the aforementioned areas. We have tutors that provide adult literacy services throughout Chester County. Re-Entry, Workforce and C.N.A. services are held at the Coatesville site.

Our population includes adults 18 and over who are unemployed, underemployed, non-native English speakers, homeless, near-homeless, veterans, in poverty, under-skilled and those with low literacy. Our classes and tutoring services are the life line for our students. They depend on our instructional staff for not only academic and language learning but also cultural competency, referral services, navigating relevant community events and services benefitting themselves and their families. Having major concerns about social distancing with staff and between students, we immediately called each of our 400 students and offered distance learning opportunities. Our instructors are encouraging students to continue language and GED prep studies through electronic or technological means. Instructional staff have been connected through email and phone call or text. Executive staff has done the same. Re-entry and workforce participants are connected to us by phone, text and social media. Regrettably, we cancelled the C.N.A. class scheduled for March because of the current limitations with visiting long-term care facilities, which is a two-week program requirement for successful completion of the C.N.A. course.

We are requesting \$3293.00 in order to support social media and website administration as means of mass contact to our students, instructional staff and the community. This is the most efficient means for us to make contact relatively quickly. Also as most of us continue to work from home we are requesting funding support for file share capabilities to enable us to work collaboratively in documents, reports, curriculum among other projects. The specific fund request is below. The social media and website administration are actually normal monthly costs. However, during this time these supports are mandatory for business continuity and most importantly for ongoing communications with our constituents who themselves need the added support during this time. Since we won't see them face-to-face, we need to stay on top of regular and constant communication to encourage their continued learning and provide other supports and referrals as needed. Helping us with these costs also relieves

these expenses from our budget overall while we experience reduced income. The \$3193 represents .3% of our overall budget.

**Fund Request**

Amount	Budget Item	Impact	Time Frame
\$2,000	Monthly Social Media – Segmented Constant Contact messaging, Facebook, Twitter	Reaching 400 students, 40 staff, 150 re-entry and workforce participants, 12 board members, 900 community supporters	\$1,000 for March and April respectively
\$1000	Website updates	Reaching 400 students, 40 staff, 150 re-entry and workforce participants, 12 board members, community supporters and members	\$500 for March and April respectively
\$94	Constant Contact Fee	Ability to segment and message the audiences listed above.	\$47 for March and April respectively
\$100	Increased Cell Phone Usage	Conference calls with staff and board	\$50 March and April respectively
\$99	One Drive File Share	Develop documents, reports and curriculum (including distance learning curriculum for now)	Annual Fee -- \$99
<b>\$3,293.00 total request</b>			

Thank you for your consideration.

Joyce Chester  
President & CEO

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