



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 19, 2020

Contact Information

Organization Name: The Hickman
Address: 400 North Walnut Street, West Chester, PA 19380
Phone: 484.760.6416
Website: www.thehickman.org
FEIN: 23-1352144

ED/CEO Name: Jennifer Karsten
ED/CEO E-mail: jkarsten@thehickman.org
Board Chair Name: Elizabeth Stratton
Primary Contact Name: Charles Alfree
Primary Contact E-mail: calfree@thehickman.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)*

The Hickman is located in Borough of West Chester, but we welcome residents from all parts of Chester County and beyond.

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

The Hickman is a personal care community comprised of two buildings, the Hickman Building and the Anna T. Jeanes Building, with a total of 109 resident suites. Twenty-two of our resident rooms are located in our secure memory care neighborhood, located on the first floor of the Anna T. Jeanes Building.

Since 1891, we have served seniors who are seeking a safe, thriving, and affordable living option. The average age of our current resident population is 87 years-old and many have underlying medical conditions. We provide assistance to residents who are facing a financial hardship and are no longer able to afford their room, board, and/or personal care needs.

COVID-19 has greatly impacted our community, staff and seniors, currently on lock-down.

The Hickman is dedicated to keeping our residents safe and healthy. In response to the COVID-19 pandemic, we have created an internal COVID-19 task force made up of key Hickman employees. The group meets daily to review updates from the CDC, Pennsylvania Department of Health, and the Chester County Emergency Offices. Based on the information they receive, the committee implements mandated procedures and determines the next best steps for protecting our community, while consistently keeping residents and their loved ones, employees and Board Members, and visiting medical professionals current on our situation. In addition, our Board of Directors has also formed a COVID-19 task force to provide oversight.

These are the current Pandemic Protocols affecting our community:

- Only essential personnel and medical professionals, who are not sick or experiencing any symptoms associated with COVID-19 can enter the campus. We are offering skype services for our residents to communicate with their loved ones during this time. Non-essential employees are working from home.
- Signage at all entrances prevent individuals from entering and bins are provided there so family members can leave necessary hygiene supplies and medications for their loved ones.
- We have disinfection placed throughout our community with mandated policy/procedures to sanitize according to Emergency procedures.
- In place of community-wide activities for residents, we are now hosting programs separately in each building. We want to keep our residents engaged, but we also want to limit their exposure to the majority of The Hickman population throughout the day.
- Although we cannot stop a resident from leaving our campus, we are asking them to stay in or to only walk around the block of our campus if they do want to go outside.

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 respectfully request \$4,469.17, which is .0006% of our annual operating budget. The total figure is based on the below materials and equipment we currently need to ensure the safety of our residents, employees, and visiting medical professionals. The timeframe for funding is as soon as possible. With these uncertain times and the progression of the virus, we may need to purchase substitute items and tools, based on the needs at the time of funding.

- 10 Cases of Procedure Face Masks with Ear Loop and Face Shield - \$1,060.40
- 10 Cases of Mask Isolation with Ear Loop - \$423.60
- 8 Cases of Digital Thermometers - \$531.84
- 5 Cases of Purell Hand Sanitizer Pump Bottles - \$330.00
- 5 Cases of Thermometer Probe Covers - \$196.25
- 5 Cases of disinfecting cloths – \$312.00
- 5 Cases of Sani-Dex ALC Handwipes - \$472.80
- 6 Individual Non-Contact, Non-Touch Infrared Thermometers - \$1,142.28
- There are of course, an array of miscellaneous supplies that will become essential as conditions evolve and supply chains continue to lag. Any of the above might, within days, be replaced by a higher-need item as inventory dwindles. Note as well that, with demand having surged, we predict that the above prices will increase over time. All support is welcome, including “general support”.

Please email grants@chescocf.org

This Brief COVID-19 Rapid Response Mini-Grant Letter of Request

Copy of annual operating budget or most recent audit

The attached budget shows that we are operating at a deficit. We had anticipated a five-year operating deficit due to our expansion project (the construction of the Anna T. Jeanes Building and the time it would take to build occupancy after opening in 2018). Now coming out of that period, we have developed a new five-year financial projection, and beginning in 2021 we are budgeted for a net surplus.

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.
Beth, Steph, Cierra or Kevin will answer you.