Date: April 1, 2020

**COVID-19 Rapid Response**

**Mini-Grant Letter of Request**

1. **What geographic area is served?** *(If not all of Chester County, specify primary Chester County regions served)*
   
   Holcomb Behavioral Health Systems joined Chimes Family of Services in 2000 to become the primary behavioral health subsidiary. Holcomb provides comprehensive office-based, residential, and mobile services to address behavioral health issues including mental health, substance use, intellectual and developmental disabilities and co-occurring disorders. Services are offered in 34 locations throughout southern Pennsylvania, Lehigh Valley, central New Jersey, northeastern Maryland and the state of Delaware. Specifically, Holcomb delivers services in Chester County with two office-based facilities, one site-based clubhouse and two residential homes in Exton, Phoenixville, and Kennett Square.

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

   Holcomb, and its affiliates, provide behavioral health services to more than 4,000 children, adults, and families in Chester County. The COVID-19 pandemic is significantly impacting daily operations of Holcomb Behavioral Health Systems. In accordance with the guidelines issued by government agencies, Holcomb responded in the following ways to reduce the spread of the coronavirus:

   - Sent email updates to stakeholders, employees, and individuals who access our services
   - Updated website content with the most current information regarding the pandemic and its impact to services
   - Created posts on social media platforms with up-to-date information and modifications
   - Modified services by using TeleHealth (Zoom, FaceTime, Skype and telephone) for safe, accessible care
   - Established work-from-home capabilities for non-essential staff
   - Connecting clients with local resources to access internet and phone services
   - Residential bedrooms have been rearranged by placing beds at least six feet away from each other

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?**

   Holcomb Behavioral Health Systems kindly requests the full $5,000 to sustain operations through the months of March and April. This unprecedented international health crisis has deeply impacted Holcomb’s ability to provide services to individuals in need. To sustain daily operations, revenue is generated by a fee-for-service model. The delivery service modifications create a significant challenge in generating revenue to pay operating expenses, staff compensation and benefits, programmatic expenses and more. The annual expenses exceed $28 million as does the generated revenue. Funds will be immediately used upon receipt to ensure operations are maintained and staff are compensated. The services provided by Holcomb are essential to improve and support the community of Chester County. Thank you for kindly considering this request.
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
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.