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, and 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.
COVID-19 Rapid Response
Mini-Grant Letter of Request

Date: April 9, 2020

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. Geographic area served: The Arc serves individuals of all ages with disabilities and their families throughout all of Chester County.

2. Population and Impact of VOVID-19: The Arc serves 3,000 children and adults with developmental, intellectual, and other disabilities and their families each year. Our programs are designed to carry out our mission to advocate, educate, and provide services to empower individuals with disabilities and their families to enhance the quality of their lives. While we remain totally committed to our mission, Covid-19 restrictions on our programs, activities and supports have significantly halted our ability to provide some vital services at the level or frequency needed. Unfortunately, it took several weeks to receive the approval of teleservices that can serve to be very effective for some of our services. While we waited for that approval, we continued to support our individuals and families through teleservices, so they were not left abandoned without supports. Some of those supports will never be reimbursed contributing to a serious loss of funding necessary to maintain our operations going forward.

The Arc does remain operational to provide the essential services to ensure health and safety and to continue to respond to those calling for advocacy guidance and support. All onsite pre-school services for children with and without disabilities, adult transportation and recreation activities have been suspended per order of Governor Wolf. The majority of our staff from our agency headquarters is working remotely with only a few approved staff in the building each day to maintain safety and keep operations flowing. Our services, individuals and families were immediately impacted by elected officials stopping critical services in order to protect the health of all involved.

We have had to curtail many services that are greatly valued by both adults with disabilities and parents of children with disabilities because these services provide socialization, relief from isolation and also encourage independence. These include recreation activities, small group activities and any service provided in the community; however we need to maintain the management team in these programs so we can continue to support the individuals receiving supports in their homes and through phone support so families are not left isolated and afraid. When possible and by following extreme hygiene protocols we have continued to support our individuals in their homes because they depend on our visits for their own health and safety—in essence our home visits are much like those provided by a home health agency. If we are called to curtail these visits as well it will be at an even greater risk for those we serve. A highly skilled management team must remain in place to protect all involved but the revenue to cover their salaries has been greatly reduced (approximately 75%).

Many of our adults rely upon our Comprehensive Employment Services for their employment, income and independence. We have quite a few individuals who really want to work and contribute to the economy; however so many businesses are closed. New adults seeking help through CES were scheduled for interviews but sadly
have missed out on job opportunities because of the COVID-19 restrictions. We are staying in touch with our CES participants via phone and electronic methods and sadly they tell us that they are very depressed and feeling isolated. We will continue to provide these critical supports however we know that the revenue to cover the staff salaries and the Director will not be covered by the revenues previously provided through face to face supports.

The Children’s Early Learning Service (early Intervention birth- 3) was stopped by the Department of Child Development however we continued to provide the services to the families through teleservices while we waited for approval from the leaders in Harrisburg. Although the Office of Child Development and Early Learning (OCDEL) finally decided to allow teleservices the 2 weeks we provided those services will not be paid and the level of service moving forward through teleservices will result in less revenue; however we need to maintain the staff at the level prior to the revenue reduction in order to offer these critical supports when families want and need them.

During the last two weeks, CELS staff have voluntarily reached out to families to keep a line of communication open, adapt lesson plans for at-home activities and projects and to offer customized and modified at home solutions to support as best as possible the continuation of the programs made in specific developmental domains. Also, our teachers are utilizing technology and it is enabling continued support and assistance without in-person contact. Our physical therapists who work in our West Chester facility (prior to mandated closure) with families with children who are learning to stand and support themselves are modifying tools and equipment so parents can continue to work with their child at home and ensure that progress continues. Many hours have been donated by staff over the last three weeks. They are working without compensation so that their students’ progress is not drastically impacted during this crisis.

**Funding Details:** The Arc is grateful for the opportunity to seek a $5,000 Collateral Damage Grant from Chester County Community Foundation due to our loss of revenue. This amount represents a very small percentage of our annual budget but will help us pay some of our dedicated staff and to continue our critical services. We projected being able to cover operations for the last 2 weeks of March however we are now calculating personnel changes that will be needed in April and possibly May. Some of our teleservices will allow for continued hours of employment but not enough to cover our regular employee compliment. Loss of revenue is projected at approximately over 75%. We are of course exploring all of the business and staff benefits that are included in the new bill passed on March 27, 2020.

Thank you again for responding to this crisis and for all the work you do for our communities and our non-profit organizations.

Please email grants@chesco cf.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@chesco cf.org. Beth, Steph, Cierra or Kevin will answer you.