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**Contact Information**

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**Application for Collateral Damage Grants** fund nonprofits facing extreme difficulty because of lost revenue due to closures and cancellations, as well as other challenges.

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 Phoenixville Area Time Bank serves individuals and families mainly in Phoenixville with members spread in the surrounding communities within a 30-45 minute drive.

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

   Phoenixville Area Time Bank serves mostly senior citizens who are on limited incomes. Other members may be hourly employees in local businesses. These members use PATB to trade hours helping others in hopes of getting help they need for their own projects, without exchanging money. Typical exchanges include help with yard and garden work, computer help, or rides to medical appointments. Members can also help community partners such as Orion Communities, Ann’s Heart in Phoenixville and Parkhouse Nursing Home and Rehabilitation Center in order to get hours they can exchange for help for their own needs.

   **Impact of Covid-19 on PATB members**

   COVID-19 has impacted PATB members by all but ending two key aspects of the community support that PATB has provided prior to COVID-19; social interactions, as well as one-on-one exchanges. Also, while PATB has operated for over 16 years as a low budget, low overhead organization keeping our membership dues at only $25/year, some members are not able to pay. Now even more members’ ability to pay membership fees has been impacted by their economic stress so they have applied for fee waivers, and we anticipate that these requests will increase as more members face economic stresses. These current impacts of COVID-19 on PATB members have also affected the scheduled growth plans of PATB in 2020. We at PATB want to serve more people and meet growing needs in the community. We have the capacity to do so; however, we need to be able to accept more members in need of social, physical, and financial support. Expansion of PATB requires additional internal capacity through orientations, a buddy system, and ensuring regular contact of members to understand their needs and their available talents to exchange with others. It is a central aspect of the Time Bank philosophy that acts of both giving and receiving help build a resilient community.

   **How has Phoenixville Area Time Bank responded?** PATB has responded to these impacts by many positive actions of the new Administrative Manager and many members, and operational changes to be more efficient in time and resources.

   Positive actions of the new Manager are more virtual meetings, social interactions, and orientations, as well as waiving member fees for those who have no ability to pay at this time. PATB members who like to sew jumped in to make masks for local clinics and families, homebound members wrote cards for residents of Parkhouse, a life coach offered free sessions by Zoom about managing stress, fences were repaired with social distancing in place, phone calls were made, several types of equipment was loaned, food was delivered, and more. Someone even helped send essential items to Florida for a Phoenixville resident who could not get home before their supply ran out.
Examples of PATB Operational changes to respond to COVID-19 impacts:

- We posted many free resources on our Facebook page and to help keep the public informed of ways to learn, have fun, or otherwise keep busy during this time of isolation. We also sent emails and posted on other Phoenixville Area Facebook groups.
- We started doing orientations for applying members via Zoom. Instead of one 2-hour session a month, we have done 1 or 2 a week to accommodate those in need. This requires more time from our single part time employee and more follow-up.
- We shifted from in person strategic planning sessions to virtual one lead by a Catchafire volunteer (scheduled for April/May sessions).
- We investigated other online tools for virtual communication. We set up a Google hangout area for members to use to keep in touch with their family members and friends with video.
- We applied for EIDL and PPP through the CARES act, but do not qualify due to hiring our employee after Feb 15th and having no employees in 2019.

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?**

- $1000 is being requested to be able to provide additional memberships to those in need and provide ongoing support to them. Of course, we would appreciate any level of funding that is feasible, knowing many nonprofits are in need in these extraordinary times.
- Our 2019 income was $13,840 ($13840 + $155) and expenses were $10,190 for net income of $3650 (year end financial report is attached). Note that $6558 of our income was from fundraisers that are no longer feasible or highly unlikely in 2020. Our 2020 budget shows an anticipated ~$8000 deficit due to the wages of new part time employee who is essential for the sustainability of our organization. We knew we were going to need to draw upon our reserve and up our game in fundraising in 2020 and grow our membership, however, we did not anticipate the magnitude of challenges and the number of those in need.
- The funding will be used to cover the waived fees for applying members who are in the midst of hardship and existing members new to financial hardship. Some of the funding will be used to cover the wages for our part time employee so that he can be available to successfully onboard the new members and provide support to others in need.
- The timeframe for use of the funds would be now through August.

Thank you for providing this opportunity to share our story and apply for 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
_____ 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.