COVID-19 Rapid Response  
Mini-Grant Letter of Request

Date: March 30, 2020

Contact Information  
Organization Name: West Chester Food Cupboard  
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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)**  
The West Chester Food Cupboard (WCFC) serves residents of the West Chester Area School District.

2. **What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**  
Over 1,300 families (including about 150 West Chester University students) have traditionally relied on WCFC for support. While we are still in the early stages of COVID-19 impacts, we have already made several procedural changes and experienced several things that cause concern for the near future:  
• Our daily volume of clients has increased by 10 to 15% despite many of the university students having left the area and unemployment impacts being new, but growing rapidly. We anticipate this will increase significantly in the coming weeks. Under normal conditions, in any given month, a little over half our clients would visit WCFC in a given month. With many of our registered clients now being laid off from their jobs, we will see more of our clients every month.
• Similarly, we anticipate an influx of new clients who are newly unemployed. Last week (March 23-28) we registered about 30 new clients. We believe this will grow rapidly.
• While clients can only come once per month for a full allocation of food, we will provide emergency food for those who are in danger of running out. Typically, we would have such a request less than once per month. Last week (March 23-28) we had several.
• Many food items (e.g. meat, soup, frozen vegetables, eggs) are difficult to find in stores. This affects WCFC in two ways. Clients will look to WCFC for items they cannot find in stores – increasing visits to WCFC. Additionally, stores that typically donate such items to WCFC are doing so in lower quantities or not at all. Until COVID-19 started, WCFC would receive approximately 1,000 pounds of meat products from area grocery stores; we are now receiving almost none. Even items that we purchase from major grocery chains are unavailable. Our non-perishable food supply has decreased greatly and our supply of meat is now almost depleted. We are searching for other sources of product, but there is no doubt that we will need to purchase a higher percentage of our food, hence the request for grant support.
• It is important to note that WCFC is 100% volunteer run, so well over 90% of funding support goes directly to food purchases.
• To ensure a safe environment, WCFC has greatly changed it procedures in order to minimize the risk of virus transmission to clients and/or volunteers. All clients are currently served with a ‘drive-through’ approach. Volunteers are limited in number so as to practice appropriate social distancing. All volunteers wear gloves and wash hands and change gloves between tasks.

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?
• WCFC respectfully requests $5,000 in grant support from the Chester County Community Foundation. Annual food purchases for last fiscal year were $570k. We anticipate that this could increase dramatically in the upcoming twelve months.
• We have adequate produce supplies, so the funds will be used entirely for purchases of meat (to provide a good source of substance and protein to our clients) from a new supplier. We just placed an order for 4,500 pounds at a cost of $11,214. At 8 pounds per family, a $5,000 grant would allow us to provide quality meat to approximately 250 client families for one month.
• WCFC would use the funds as soon as they are available. The need is current.

Thank you for your consideration. Please do not hesitate to contact us with any questions or requests for additional information.