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, 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.

Dear Chester County Community Foundation Staff,

Please find the answers below for the grant questions. We are applying for the Chester County Community Foundation Grand under both the Service-Challenged Grant and Collateral Damage Grant levels.
Date: May 11, 2020

Contact Information
Organization Name: Honey Brook Community Library
Address: 687 Compass Rd, Honey Brook PA 19344
Phone: 610-273-3303
Website: //www.honeybrooklibrary.org/
FEIN: 22-2489528

ED/CEO Name: Jennifer Spade
ED/CEO E-mail: jspade@ccls.org
Board Chair Name: Lisa Snyder
Primary Contact Name: Jennifer Spade
Primary Contact E-mail: jspade@ccls.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)**
   
   Honey Brook Township, Honey Brook Borough, West Caln, & West Nantmeal

2. **What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?**
   
   - Population served 14,952. We have been closed since March 16. We have not been able to provide library materials, public computers access and services such as copying, faxing or hold our many weekly children and adult programs. We have kept our staff employed during the closure of the library so that we will be able to provide services to the community as soon as we are allowed to reopen.
   - We still have available free public Wi-Fi for our community which can be accessed outside of our building and in our parking lot.
   - Our library has not been able to provide its usual services but this small “mighty” library is a community social “center” where people meet, do research, collect information, preschoolers read their first book, get computer help, job hunt, post information, etc. Our library is a spot where continued learning happens for all ages. All this is not available now because of the virus but we will need to be open for our regular operational hours as soon as it is safe to do so.
   - We have provided the community members who have library cards access to online books, databases, and magazines.
   - We have posted resources about COVID 19 and county information.
   - We have loaned 6 sewing machines along with donations of cotton material, thread, and elastic to the Chester County Maskateers, a newly formed group composed of local residents who use their sewing skills to make reusable cotton masks. To date, the group has delivered more than 1,300 masks to community workers and groups.
   - Our library has not been able to provide its usual services but this small “mighty” library is a community social “center” where people meet, do research, collect information, preschoolers read their first book, get computer help, job hunt, post information, etc. Our library is a spot where continued learning happens for all ages. All this is not available now because of the virus but we will need to be open for our regular operational hours as soon as it is safe to do so.

3. **How much funding is sought? How does this compare to your annual operating budget?** $5,000, which is 3% of the 2020 Annual Budget of $185,711.

   **What will the funding be used for?**
   
   - Seeking funds for the required Safety & Maintenance services as outlined by the state for all libraries to have in place in order to reopen as well as the continued cost for the remainder of the year of necessary disinfectant, PPE supplies and additional janitorial services in order to provide continued safety to both our employees and the public.
   - Seeking lost revenue from the daily Library Charges and Fines for the second quarter, we cannot recover this source of revenue due to the closure.
   - We had schedule two annual fundraisers; the Beef & Brew event in April and the Mothers and Daughter Tea in May both had to be canceled. In past years these two events drew over a 100 people and raised over $4,500. It is
unlikely that we will be able to safely sponsor either event due to concerns for gatherings of large groups amid the Covid-19 pandemic in 2020.

What is the expected timeframe for use of funds?

These funds will be used to purchase necessary required supplies to maintain the safety of our employees and all patrons who use the library and to assist with keeping the normal operational hours of the library for the calendar year 2020 due to lost fund-raising events and weekly fees and charges of approximately $2,900.

Thank you for your time and consideration in reviewing this request from the Honey Brook Community Library. Please contact Jennifer Spade, 610-273-3303 or jspade@ccls.org with any questions concerning this request.

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