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.
Date: June 12, 2020

Contact Information
Organization Name: Avon Grove Library
Address: 117 Rosehill Avenue, West Grove, PA 19390
Phone: 610-869-2004
Website: www.avongrovelibrary.org
FEIN: 23-1371963

ED/CEO Name: Lori A. Schwabenbauer
ED/CEO E-mail: Lschwabenbauer@ccls.org
Board Chair Name: Susan H. Geiger
Primary Contact Name: Lori A. Schwabenbauer
Primary Contact E-mail: Lschwabenbauer@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)
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?

SERVICE-CHALLENGED MINI-GRANT REQUEST / AVON GROVE LIBRARY

1. Avon Grove Library directly serves the residents of southern-central Chester County, including Avondale Borough, Franklin Township, London Britain Township, London Grove Township, Londonderry Township, New London Township, Penn Township, and West Grove Borough. We also serve all other members of the Chester County Library System through interlibrary loan and our ebook collections. Finally, during open hours we allow walk-ins to use our materials and services in-house no matter where they live.

2. We serve the diverse residential populations of the eight municipalities noted above, estimated most recently by the Census Bureau to total 34,796 people. Of this population, about 17.7% are Hispanic and the rest mostly white, with about 1% Asian, 2% Black, and a small number with other origins. Counting both in-house door count and outreach program attendance, we had a FY2019 customer count of 117,408.

   COVID-19 has had a dramatic impact on our library due first of all to the twelve-week shutdown, and secondly to the need to make changes in order to safely open to the public again. During the shutdown we have created new services such as virtual storytimes, book clubs, and crafting sessions. User response has been very enthusiastic; our very first online storytime netted over 6,500 views, and other sessions since have also been well attended. We have maintained contact with our patrons via social media, and on June 15 we are premiering our new contactless “Lobby Pickup” service to allow patrons to borrow books and DVDs without entering the library.

   Finally, we are looking ahead to stage 3 of the Yellow Phase of the countywide shutdown, when we will reopen to the public. Our goal is to reopen on July 1. In order to do so, we will have to undertake a number of unforeseen expenses to be able to open safely: adding signage to encourage social distancing and other safety procedures; increased cleaning appointments by our housekeeping service for both the library and the restrooms; revamping of the restrooms to make them more accessible and hygienic for everyone; and stocking masks, gloves, and hand sanitizer.

3. We are requesting the full $5,000 available grant amount for our COVID-19 reopening preparations. This amount represents 1.2% of our 2020 annual budget of $414,720. Our preparation needs somewhat exceed the $5,000 amount; we will work to find any remaining needed funds elsewhere. The aim of our preparations is to have supplies and equipment in place to keep the library running safely through the end of September at a minimum.
The biggest cost item will be increased cleaning by our housekeeping service, Little Red Hen. We will need to add three restroom cleanings weekly so the restrooms will be fully cleaned daily. In addition, we need an extra-deep weekly cleaning to include sanitizing of door handles and high-touch surfaces.

The next-highest costs involve bringing our restrooms up to the standard needed for good hygiene during pandemic conditions. Currently we have two restrooms, both unisex single-stall. One is for the public, one for the staff, and both require users to get a key from the library to open. Other than in the restrooms, there are no sinks elsewhere in the library’s main area or staff area. In order to facilitate frequent handwashing, both restrooms need to be made available to public and staff.

Further, both restrooms need to be equipped with commercial-grade ADA-accessible toilets with lids. Currently we have residential-grade toilets that regularly have issues with clogging, such that we have removed paper towels from the public bathroom since they were contributing to the problem. Since paper towels are recommended over hot-air hand dryers to limit the spread of germs, we need to upgrade our toilets as well as purchase extra towels. Finally, the locks on both bathrooms need to be changed so the doors can be left keyless, locked from the inside when in use, and indicate occupancy from the outside.

The last category of expenses involves the purchase of extra hand sanitizer for the staff and public, masks for the staff with extra to provide patrons who enter the library maskless, and gloves for staff to use when handling library materials. The full budget is as follows:

- $1,470  Additional restroom cleanings, $105/week thru September
- $2,240  Weekly deep cleanings, $160/week thru September
- $600    2 new ADA-compliant commercial toilets with lids (Zum High Performance)
- $190    2 new restroom door locks with vacancy indicators
- $200    C-fold paper towels for bathrooms, $40/case of 16 packs
- $300    New directional/safety signage for bathrooms, library
- $50     Disposable masks for library staff, 50/$25
- $75     Disposable gloves for library staff, $15/100 pairs
- $100    Hand sanitizer jugs, $25/half-gallon

**$5,225  TOTAL**

The timeframe for these projects will be immediate, so we can provide a safe environment under current conditions for both library staff and the diverse group of patrons who will enter our doors July 1. We have our housekeeping service already making plans to meet our increased cleaning needs. Replacing toilets and door locks will be a matter of ordering new ones, taking delivery, and getting on the borough maintenance schedule for installation. New signs will need to be specified and ordered from our current signage vendor Compusign. Adding additional cleaning supplies will be simple.

Thank you for your consideration of our grant proposal. We want to thank the Chester County Community Foundation and its donors for their generous help during this challenging time.

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.