

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

One page only. This page will be shared electronically with Grant Committee Members & Fund Advisors.

Note: If Philanthropy Network of Greater Philadelphia's Common Grant Application is used, the Community Foundation's

Summary Sheet MUST accompany application.

To obtain an electronic version of this application, visit www.chescocf.org

Date: May 29, 2020

Contact Information

Organization Name: Oxford Area Neighborhood Services Center (NSC)
Address: 35 N. 3rd Street, Oxford PA 19363
Phone: 610-932-8557
Website: <https://www.oxfordnsc.org/>
Year Incorporated: 1972
FEIN: 23-7231577

Executive Director/CEO Name: Krystine Sipple
Executive Director/CEO E-mail: ksipple@oxfordnsc.org
Board of Directors Chair Name: Linda Staffieri
Primary Contact Name: Krystine Sipple
Primary Contact E-mail: ksipple@oxfordnsc.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities
 Health

Environment/Animal Welfare
 Human Services

Education
 Religion

Mission: Oxford Area Neighborhood Services Center (NSC) empowers people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):

Our main service area is in Southern Chester County – please see the attached map. For clients who are closer to Kennett Square, we work closely with Kennett Area Community Services in case each organization can supply a piece of the service puzzle the client needs. We also see clients who are outside of this service map, especially from the area surrounding Cochranville.

Describe Population Served & Annual Number of People Served:

NSC is an essential human services provider within the greater Oxford Community. NSC provided services to 2,472 unduplicated low-income individuals in 2019. Of that number, 1,332 people received help from our Information & Referral programs. This year, NSC expects to provide more than 180,000 pounds of food to 350 unduplicated households comprising over 1,150 unduplicated individuals: children, adults, and the elderly. In addition, NSC expects to provide financial assistance to 550 unduplicated individuals by making payment arrangements with a community vendor to help with heat, housing, utility, transportation and health needs. In 2019, 229 children were served by our Christmas Room program, and that number remains relatively similar year to year.

Southern Chester County residents seeking assistance from NSC are experiencing situations that impact their ability to pay for their most basic needs. These situations can include the loss of employment or underemployment, an unexpected health issue, a death in the family, grandparents who are raising grandchildren because their parents are unable to, individuals who are returning to the community after serving in the military, or individuals returning to the community who have been incarcerated. Mental health and/or substance abuse issues are often factors that contribute to an individual seeking assistance from our agency.

The majority of individuals seeking assistance are low-income families with children. Ethnically, our clients are 50% Caucasian, 42% Hispanic and 8% African American and Other. Ninety-eight percent of

households receiving food are at or below 150% of the poverty level – individual income is at or below \$18,090 annually, or a 5-person household qualifies with an annual income of \$43,170 or below. Families with children who seek assistance are especially vulnerable. In Chester County, the share of children living in poverty is 55% higher than it was in 2008, with more than 10,000 children now living in poverty & just under half of those living in deep poverty. Nearly 13% of children under the age of six live in poverty, and the poverty rate for all children is nearly 50% higher than that of older adults. In the Oxford area, 46.4% of the Oxford Area School District's students qualify for the federal free/reduced lunch program.

| | | |
|---|-------------|--------------------------------------|
| Annual Budget \$ <u>588,851.58</u> | <u>6</u> | # of Full-Time Equivalent Paid Staff |
| <u>82</u> % of budget for program expenses | <u>10</u> | # of Board Volunteers |
| <u>14</u> % of budget for administrative expenses | <u>15</u> | # of Active Non-Board Volunteers |
| <u>4</u> % of budget for fundraising expenses | <u>5520</u> | # of Volunteer Hours |
| <i>100 % total</i> | | |

Top 3 funding sources:

- United Way of Southern Chester County – \$80,292
- Oxford Area Foundation - \$30,000
- JS Herr Foundation – \$15,000

Is this grant proposal for: Capacity Building ___ or General Operating X?

Grant Amount Requested from the Community Foundation: \$ up to 50,000

Proposal Summary: NSC is seeking General Operating Funding to support two essential programs:

1. **Emergency Food Pantry:** Neighborhood Services Center's Food Assistance Program provides individuals and families with the safety-net service to meet their most basic need of healthy food. Eligible families and individuals can receive nutritious food on a monthly basis from our Food Cupboard which is part of the Chester County Food Bank network. NSC utilizes funding through grants and donations to purchase additional food which helps us to provide a 7 to 10-day supply of food for each family that comes to the food cupboard. Families and individuals may also receive food from our Food Cupboard on a one-time emergency basis.
2. **Basic Needs Assistance:** This program addresses the basic needs of each client that walks into or calls the NSC office. A case manager screens the client and connects them with the appropriate agencies and resources needed to address the client's needs. If a qualified client needs assistance paying for their housing, utility or health needs, NSC will directly meet the client's need by providing monetary assistance paid to local vendors on behalf of the client. Target beneficiaries are income eligible individuals and families who live in our service area. Needs addressed include basic and emergency needs of fuel, shelter, prescriptions and healthcare co-pays, utility bills, transportation.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

1. Nonprofit's history, goals, key achievements & distinctiveness

Neighborhood Services Center exists to assist members of our community break the cycle of poverty. Since November 1, 1971, NSC has provided a centralized location where residents of Southern Chester County can access health and social services and find help to meet their basic needs. The mission of NSC is to empower people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources. Last year, the Center provided unduplicated services to 2,472 residents in need.

2. Funding request

• Description of key initiatives

The Oxford Area Neighborhood Services Center's mission is to assist people experiencing a crisis or hardship with both immediate, direct assistance and referrals to ongoing assistance.

Since November 1, 1971, Oxford Area Neighborhood Services Center (NSC) has provided a centralized location where residents of the southwestern corner of Chester County can access health and social services and find help to meet their basic needs. We do this through the following programs: an emergency food cupboard and rental and utility assistance. By supporting these basic needs, families are able to develop a more secure financial position, improve and/or secure living conditions, and better meet the nutritional needs of themselves and their families.

NSC provides services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. We provide these services through two main programs:

A. Community Food Cupboard: Neighborhood Services Center's Food Assistance Program provides individuals and families with the safety-net service to meet their most basic need of healthy food. Eligible families and individuals can receive nutritious food from our Food Cupboard which is part of the Chester County Food Bank network. NSC utilizes funding through grants and donations to purchase additional food which helps us to provide a 7 to 10-day supply of food for each family that comes to the food cupboard. Families and individuals may also receive food from our Food Cupboard on a one-time emergency basis. NSC is relaxing the "one-time" basis for emergency food supplies during this health crisis.

To qualify for ongoing and emergency food assistance, the head of household self declares that the family meets income guidelines provided by the United States Department of Agriculture. Eligible households must be at or below 150 percent of the poverty level for their household size. If a family's income does not qualify them for assistance with government provided food, and they can prove a need, NSC will assist them with food donated from community sources. NSC works with the community to distribute donated food items collected by local businesses, schools, churches and other community organizations.

We are open Monday – Thursday for people needing to access food from our food pantry. NSC remains a first tier Chester County Food Bank partner, and so receives a weekly delivery from them, but because of our physical plant limitations we must supplement that shipment with food (and grocery items such as diapers or laundry detergent) we purchase.

B. Basic Needs Assistance: This program addresses the basic needs of each client that walks into or calls the NSC office. A case manager screens the client and connects them with the appropriate agencies and resources needed to address the client's needs. If a qualified client needs assistance paying for their housing, utility or health needs, NSC will directly meet the client's need by providing monetary assistance paid to local vendors on behalf of the client. Target beneficiaries are income eligible individuals and families who live in our service area. Needs addressed include basic and emergency needs of fuel, shelter, prescriptions and healthcare co-pays, utility bills, transportation.

In a typical year, we give out about 550 grants of \$500 each to clients needing rental or utility assistance. That adds up to \$275,000 in a normal year.

- **Specific needs & issues to be addressed**

Southern Chester County residents seeking assistance from NSC are experiencing situations that impact their ability to pay for their most basic needs. These situations can include the loss of employment or underemployment, an unexpected health issue, a death in the family, grandparents who are raising grandchildren because their parents are unable to, individuals who are returning to the community after serving in the military, or individuals returning to the community who have been incarcerated. Mental health and/or substance abuse issues are often factors that contribute to an individual seeking assistance from our agency.

- **Why it is important to fund this now**

NSC is seeing an increased demand for services due to COVID-19. We provide services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. Even after the pandemic is “over” and we all go back to our lives as usual, the most vulnerable in our community will still be impacted, due to the nature of the kinds of jobs they work, and the drastic change in the economy. Those who were already experiencing poverty, or were close to the poverty line will be affected indirectly by this pandemic for months, or possibly even years, to come. NSC’s programming is designed specifically for responses to crises like this, and now is most certainly the time to give to a program like NSC, to assist the most vulnerable in our community.

- **How impact & results will be demonstrated**

NSC will use the following criteria to determine our impact and results:

Basic Needs Assistance - Housing

At least 70 households will avoid eviction and be able to remain in their homes.

At least 10 households will be connected with services to help them remain in their homes.

70 households assisted.

\$35,000 provided for rental assistance to households.
10 applicants referred to other agencies/services.

Basic Needs Assistance – Utilities

At least 60 households will avoid fuel and utility shut-offs and will be able to provide heat, electric, water/sewer services for their families.

At least 20 households will be connected to services that will help them avoid utility shut-offs.

At least 60 households assisted.

\$35,000 provided for fuel and/or utility assistance.

At least 20 households referred to other agencies/services.

Food Assistance

At least 350 households will be better able to meet the nutritional needs of their families due to regular access to healthy food.

At least 350 households will be provided with a week's worth of food.

III. ATTACHMENTS

E-mail or mail this support information

1. Copy of 501 (c) (3) federal tax-exempt letter
2. List of Board of Directors, with their affiliations
3. Most recent annual report & financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.

The most current strategic plan is attached, along with a report on the goals and future recommendations for work on those goals included. The update states a new strategic plan was to be worked on in the spring of 2020, but two major things happened for the organization. First, the COVID 19 pandemic hit this area in early March, and all programming and staff operations shifted to responding to the crisis. Second, at the end of April, a new Executive Director started and has been focused on learning the organization and continuing to respond to the pandemic, as well as working to increase revenue in the month she has been in the position. Work is continuing following the recommendations in the updates to the strategic plan, and a new plan will be developed in the coming fiscal year.

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- **E-mail proposals to grants@chescocf.org.** Receipt will be confirmed by e-mail.
 - Please contact Portfolio Administrator Kevin Baffa at (610) 696-8211 grants@chescocf.org with questions.