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?**

In normal times, our nonprofit supports programs in academic, extracurricular, and intervention areas, in addition to financial support. When the governor closed schools in March, PCEF partnered with the school district to immediately raise money for economically-challenged families. We knew these families would have two basic needs: technology (computers and internet access for remote-learning) and food. We were already providing weekend food packs to 80 students and we knew with businesses and employers closing down, more families would be struggling to put food on the table. We also knew the district would have to provide loaner laptops and internet hotspots so that students who did not have home computers could continue to learn remotely.

We decided to open up our established weekend food pack program to any family in need (previously we only served students in K-2 grade). We solicited donations of nonperishables and toiletries from the public and supplemented that with fresh produce obtained from a local wholesaler. We have also offered small gift cards to local grocery stores so families can purchase meats or other perishable items.

The number of weekend food pack recipients quickly grew from 80 to over 150, with a high of 180 for one week.

3. **We are seeking a Front-Line mini-grant of $2,500. In normal times, the weekend food program is suspended in the summer. However, we intend to keep providing this food for as long as the crisis dictates. It is our hope that community members will continue to donate non-perishables in sufficient quantity; PCEF needs to provide produce and supplies (paper and plastic bags) and any non-perishables that are not received through donations. We would also like to provide small grocery store gift cards at least twice over the summer.**

We estimate that summer produce will cost $5,000 – 6,000 and grocery store gift cards would cost $4,000, if we provided $20 cards to 100 families on 2 different dates, for a summer total of about $10,000.

This is a 50% increase in our normal annual weekend food program budget. A CCCF mini-grant would be used to offset these costs. The time frame of this program would be from mid-June through August.
PCEF’s normal operating budget is around $375,000. Of that amount, we budgeted $44,500 for financial assistance programs in 2019-2020. During a typical school year, the food pack program costs about $20,000 for the number of recipients we had enrolled, pre-COVID.

We conducted a fundraising campaign in April and have been using some of the money raised to pay for the weekend food program. Some of these funds are allocated to urgent technology needs at the district as well. The families who have used the weekend program have a variety of different circumstances. Many of them are immigrants who do not qualify for unemployment compensation, yet their jobs (as cleaners or manual laborers) have been eliminated due to the shutdown. We have also served families who have had the coronavirus and the main breadwinners have been unable to work due to being ill.

By utilizing community donations of nonperishables, this is an extremely efficient way to help families have access to nutritious food over the weekend, at a time when many breadwinners have been laid off or furloughed indefinitely. We would be most grateful for any assistance CCCF can provide to this program.

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.