COVID-19 Rapid Response
Mini-Grant Letter of Request

Date: June 23, 2020

Contact Information
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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 Salvation Army in West Chester serves the zip codes of West Chester (19380, 19381, & 19382), Glen Mills (19342), Westtown (19395), Wayne (19087), Berwyn (19312), Devon (19333), Malvern (19355), Paoli (19301), Newtown Square (19073), & Cheney (19319).

2. What population is served, what has been the impact of COVID-19, and how has your nonprofit responded?
   The Salvation Army in West Chester is devoted to embracing all members of our community, especially those experiencing homelessness and the socio/economically disadvantaged. We offer several programs and services to support and enhance the lives of our clients. One of our key services has always been combatting food insecurity. Throughout the pandemic, and now as we begin to anticipate what a recovery phase looks like, providing food to our community has been and will continue to be one of our top priorities.
   We operate a Community Meal Program which serves breakfast four days per week and dinner six days per week. This is a sit-down cafeteria style program that provides nutritious hot meals and valuable human interaction. During the pandemic, we altered our service delivery to incorporate social distancing, while still meeting community needs. We accomplished this by offering daily “grab-and-go”...
bagged meals. As we look forward to resuming our sit-down meals, the safety of our guests, volunteers, and staff is of utmost concern.

In the past three months, we have seen a 50% increase in the number of individuals being served in our meal program. Due to these additional clients and the safety concerns highlighted by the spread of COVID-19, we find it necessary to do everything in our power to clean equipment properly and dispense food and drinks in a sanitary way to safely meet the demand of 300+ meals per week to 45+ households.

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?**

   - We are requesting $5,000 in total to support the safe and sanitary re-opening of our community meal program described above. This amount represents less than 1% of our annual operating budget.
     - $600 would be used to install automatic hand sanitizing stations, which will be required to be used prior to entering the dining room
     - $250 would be used to purchase disposable barrier film to be used on juice/coffee dispensers and other high touch areas and changed two times daily
     - $900 would be used to purchase dispensers that give out singular forks, spoons, knives, cups, sugar, creamer, coffee stirrers, etc. to avoid having guests touch items that will be used by others
     - $1,800 would be used to purchase a new juice dispenser that is constructed of stainless steel, which facilitates easy cleaning and sterilizing
     - $900 would be used to purchase sneeze guards to be installed on top of the steam table
     - $550 would be used to purchase disposable masks to give out to consumers as they will be required to wear a mask while in line to get their meal and volunteers/staff members will always be required to wear a mask

   - These are current needs which we lack the funding to meet. We would utilize any funds granted immediately to meet these needs.

Please email grants@chesocof.org

X This Brief COVID-19 Rapid Response Mini-Grant Letter of Request

X Copy of annual operating budget or most recent audit

X 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.