

# I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

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

Note: If Philanthropy Network's Common Grant Application is used, CCCF's **Summary Sheet MUST accompany application.**

To obtain an electronic version of this application, visit [www.chescocf.org](http://www.chescocf.org)

**Date 9/15/2020**

## Contact Information

Organization Name: *Parish Hall Kitchen*  
Address: *212 S. High St., West Chester, PA 19382*  
Phone: *(610) 696-4640*  
Website: *www.trinitycatering.org*  
Year Incorporated: *2017*  
FEIN: *82-3394990*

ED/CEO Name: *Rev. Paul S. Hunt*  
ED/CEO E-mail: *rector@holyltrinitywc.com*  
Board Chair Name: *Rev. Paul S. Hunt*  
Board Chair Approval (check here):   
Primary Contact Name: *Heather Robino*  
Primary Contact E-mail: *hmrobino@gmail.com*

## Organization Information:

### Field/s of Interest:

Arts, Culture & Humanities       Environment/Animal Welfare       Education  
 Health       Human Services       Religion

### Mission:

The mission of the Parish Hall Kitchen is to feed our neighbors, empower their lives, and nourish our community.

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

Chester County, primarily the Greater West Chester area

### Describe Population Served & Annual Number of People Served:

Parish Hall Kitchen serves the un- or-underemployed and those facing food insufficiencies. In 2019, our Friday Night Supper program provided over 2,600 healthy, freshly prepared meals as either dine-in or take-out. Some of our guests are homeless, but most are low-income individuals who may not have accommodations at home to cook for themselves or are in need of a balanced meal and fellowship.

Due to the pandemic, Parish Hall Kitchen created a new program – “Parish Hall Kitchen to Go” - via a partnership with ACT in Faith of Greater West Chester. PHK has begun making complete meals for distribution through AiF's Community Cupboard. In addition, we provide fresh meat, eggs, and produce for their shoppers. The Parish Hall Kitchen to Go program serves an average of 83 adults and 45 children each week.

**Annual Budget** \$ 64,450 # of Full-Time Equivalent Paid Staff 1

[if we are including Joe M salary – ask Hallie]

80 % of budget for program expenses      9 # of Board Volunteers

7 % of budget for administrative expenses      43 # of Active Non-Board Volunteers

13 % of budget for fundraising expenses      1,618 # of Volunteer Hours/year

100 % total

**Top 3-5 funding sources:**

1. Annual fundraiser – April 2020 event cancelled due to COVID crisis
2. Direct donations from individuals
3. Local grants

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

**If Capacity Building Proposal, the focus is:**

Mission, Vision & Strategy    Governance & Leadership    Partnerships & Collaborations  
 Fundraising, Development & Marketing    Technology   Other: \_\_\_\_\_

**Grant Amount Requested from the Community Foundation:** \$ 5,000 \_\_\_\_\_

**Proposal Summary:**

We are requesting funds to cover the costs of food and supplies for PHK’s newest program, “Parish Hall Kitchen to Go.” This program originated as a response to even greater needs for food within our community in the wake of the pandemic. Capacity building funds would ensure that we will be able to continue serving our neighbors as they struggle to recover from employment and/or housing interruptions and other COVID-19 related difficulties. In addition, we are seeking funds to expand our capacity to raise support for our mission in new and creative ways, within the safety parameters that prohibit us from holding our largest in-person annual fundraising event.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

Parish Hall Kitchen (PHK) is a Pennsylvania non-profit organization formed in 2017 and based in West Chester. Our mission is to feed our neighbors, empower their lives and nourish our community. The springboard for the creation of Parish Hall Kitchen was the Church of the Holy Trinity's Friday Night Supper (FNS) weekly meal program, which has been providing meals for our community for over 30 years.

When Parish Hall Kitchen was created, Friday Night Supper moved from being a ministry of Holy Trinity to being a program under the umbrella of PHK. Over the previous decade, FNS had moved away from serving mass-produced meals supplied by an external vendor to preparing "home-cooked" meals with fresh ingredients, served in a family style setting. We believe that what differentiates us from a traditional soup kitchen is our goal to make every visitor feel like an honored guest. We open our doors to anyone in need for our suppers, regardless of age, race, gender, sexual orientation, religion or any other circumstance. Simply put, ALL are welcome to our safe, judgement-free meals. For many of our guests, it is the most nutritious and satisfying meal they get all week.

In March of 2018, PHK launched a new initiative, Trinity Restaurant Training (TRT). TRT is an 8-week paid culinary training course designed to equip un- or under-employed individuals with the necessary skills to gain stable employment in the local restaurant industry. To date we have graduated three trainees. We have two additional trainees whose course was interrupted by COVID-19. Later in 2018, we created Trinity Catering to provide additional employment to our trainees and generate income to fund our programs.

In May of 2020, our newest program, Parish Hall Kitchen to Go, was created as a response to the COVID-19 epidemic. PHK To Go provides fully prepared, pre-packaged meals to individuals and families who are struggling to make ends meet during these unprecedented times. By partnering with another local non-profit, ACT in Faith of Greater West Chester (AiF), whose mission is to assist un- and under-employed individuals with essential emergency services, PHK is able to reach those who might otherwise go hungry and ensure they receive healthy, easy to prepare meals each week.

### 2. Funding request

Our request of \$5,000 is two-pronged: We are requesting \$2,500 toward food and supplies, which will allow PHK to Go to provide meals for 2-3 months. We are also requesting \$2,500 toward the cost of new data management software necessary to host a virtual fundraiser in an attempt to replace some of the revenue we lost due to the cancellation of our annual silent auction and wine tasting event.

### Description of key initiatives

During 2019 and the first few months of 2020, Parish Hall Kitchen was prospering and actively fulfilling its mission when things suddenly changed due to COVID-19. As of March 2020, we had to shift our dine-in, family style FNS program to curbside pick-up to ensure safety. We also had to suspend our TRT and catering programs, which was not only a programmatic loss, but also a loss of revenue.

In order to continue serving our neighbors and meet intensifying food needs during these challenging months, we had to reimagine how we could do the most good under current circumstances.

Consequently, PHK refocused its resources by partnering with ACT in Faith (AiF). AiF's Community Cupboard typically provides non-perishable food and non-food essential items. In the early stages of the pandemic, however, AiF was experiencing an extraordinary spike in Cupboard utilization and was struggling to meet the new needs of the community. As a result, PHK began purchasing eggs, produce and fresh meat that could be portioned and frozen in an effort to help AiF provide more robust options for shoppers. From March through July, AiF provided groceries for 311 unduplicated households (in all of 2019 they served 392), the vast majority of which have experienced COVID life disruptions. This partnership allowed PHK to serve the needs of our neighbors in a new way.

In addition to frozen meat and fresh egg distribution, we have begun to supply freshly prepared meals to the community via Parish Hall Kitchen to Go. Managed by Chef Tom Pizzica, a professional chef and caterer whose own business has suffered under recent economic conditions, PHK to Go provides healthy single-portion and family style meals to AiF Community Cupboard shoppers. These meals are enabling us to reach even more people in need throughout each week – particularly single individuals without the means or skills to prepare fresh food, as well as larger families. In its first week of operation, PHK to Go provided over 100 meals that were distributed through AiF.

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

The importance of PHK to Go will extend beyond these days of pandemic. AiF's data shows that the meals provided by PHK to Go fill a large gap for single individuals, as well as for parents who struggle financially to provide balanced meals to their families. Each week Chef Tom creates 3-5 different meal options for people to choose from. In just the first three weeks of operation, PHK to Go provided 300 meals to families and single persons through AiF. Every week since, 100% of the meals have been distributed, and often the number of requests outnumbers the meals prepared. We believe the numbers are likely to increase dramatically at the beginning of September as the rent relief/eviction moratorium expires. As such, it is imperative to build this program's capacity so that Parish Hall Kitchen can increase its ability to provide these meal options to its low-income neighbors for the duration of the COVID emergency and beyond. The feedback we get from meal recipients illustrates that PHK to Go is truly meeting many needs:

- For the many single parents who work multiple jobs, it has been a lifesaver to have quick, healthy meals to come home to.
- Shoppers include low-income seniors, "shut-ins" from public housing units and many families who are still suffering from unemployment, all of whom have expressed relief over having these meal options.
- With most local school districts opting for online learning from home to begin the school year, PHK To Go meals are welcome options for families struggling to replace school-time meals.

Like many other non-profits, Parish Hall Kitchen was forced to cancel its annual Silent Auction and Wine Tasting event, which is our largest source of fundraising. Since in-person events are not likely to be held for many more months, PHK is actively exploring new remote fundraising initiatives. Being such a young organization, we had yet to acquire donor management software or software sophisticated enough to provide total event management or execute remote events. Our annual event was both successful and enjoyable for the attendees, which was allowing our mission to grow. It is critical to keep our supporters connected to our mission by communicating regularly and holding virtual events that will cement us at the front of their minds. Upgrading to software that includes event management, online auction capabilities, and donor management is a priority for us to maintain the spirit and enjoyment of our event, not to mention the financial success.

### Why it is important to fund this now

Food insecurity is a continual challenge within our community; however, food needs are heightened at the present time. Individuals and families who may not have visited FNS or the Community Cupboard in the past are now struggling due to continued unemployment and potential loss of housing. Capacity building funds would enable us to continue meeting the increased demand for this most basic need – healthy food – and ease the stress about at least one aspect of life for our neighbors. At the same time, with the cancelation of our premier fundraiser, these funds are imperative to our ability to re-invent our fundraising platforms and sustain the organization. Investing in better technology now to help us make a smoother leap to online forms of solicitation will enable us to bridge the gap between sustaining the immediate programmatic mission and smartly positioning ourselves for the future.

### Capacity-Building Initiatives

The table below outlines how each initiative for which we are requesting capacity building funds will help PHK to preserve our mission and position ourselves for continued growth in the future.

Requested Funding	How results & impact will be demonstrated	How increased capacity will impact Parish Hall Kitchen	How impact will be measured
<b>\$2,500 for PHK To Go prepared meals program</b>	Meals distributed will fill a growing gap in West Chester, help ease food insecurity and contribute to improved public health.	Funds will enable us to continue distributing meals while also staying ahead of the anticipated increase in food needs as we work to restore fundraising.	- Anecdotal evidence of the vital importance of these meals from those receiving them - Satisfaction surveys - Weekly tracking of number and variety of meals distributed
<b>\$2,500 for data management software</b>	Improved technology will allow PHK the ability to raise funds in pandemic-appropriate ways – virtual events, donor solicitations, etc. - and manage donor relationships and engagement.	Enhanced ability to fundraise will enable us to sustain the programs currently operating, as well as reinstate our original programs once it is safe to do so. It will also allow us to cultivate and maintain donor engagement.	- Rate of increase in number and amount of donations - Ease of reporting and donor communication - Event attendee feedback

### Description of the expected activities; timeline & costs to implement the initiative

#### Parish Hall Kitchen to Go

- Timeline for implementation: program already in progress, with plans to continue indefinitely
- Cost: approximately \$250/week, \$1,000/month
- Requested funding would cover 2-3 months of food for prepared meals

#### Data management software

- Timeline for implementation: ASAP; virtual event scheduled for October
- Cost: \$2,500