

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*

Contact Information

Date 09/14/2020

Organization Name: Oxford Area Senior Center	ED/CEO Name: Jim McLeod
Address: 12 East Locust St., Oxford, PA 19363	ED/CEO E-mail: jdmcleod@oxfordseniors.org
Phone: (610) 932-5244	Board Chair Name: Ira Binder
Website: www.oxfordseniors.org	Board Chair Approval (check here): <input checked="" type="checkbox"/>
Year Incorporated: 1987	Primary Contact Name: Jim McLeod
FEIN: 23-2469157	Primary Contact E-mail: jdmcleod@oxfordseniors.org

Organization Information:

Field/s of Interest:

<input type="checkbox"/> Arts, Culture & Humanities	<input type="checkbox"/> Environment/Animal Welfare	<input type="checkbox"/> Education
<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Religion

Mission: The mission of the Oxford Area Senior Center (OASC) is to enhance the quality of life of senior citizens in southern Chester County by providing programs and services that promote health, wellness, and fellowship.

Geographic Area Served: The OASC serves individuals residing in 17 municipalities throughout the Avon Grove, Oxford Area, and Octorara School Districts. Almost 60% of our participants reside in the borough of Oxford.

Describe Population Served & Annual Number of People Served: During our 2019-20 fiscal year, the OASC served approximately 1,015 individuals ages 60 and older. They are mainly women (83%) and a large percentage of our seniors live alone. They are of modest means (18% have incomes at or below poverty level) and the remainder survive on a very limited income.

Annual Budget \$308,180 *	<u>4.6</u> # of Full-Time Equivalent Paid Staff
<u>84.8</u> % of budget for program expenses	<u>15</u> # of Board Volunteers
<u>10.5</u> % of budget for administrative expenses	<u>82</u> # of Active Non-Board Volunteers
<u>4.7</u> % of budget for fundraising expenses	<u>2,854</u> # of Volunteer Hours
<u>100.0</u> % total	

* budget for FY 2019, due to COVID-19, our center has been closed since 3/16/2020, FY 2020 budget not yet finalized.

Top 3-5 funding sources: Chester County Department of Aging Services, Anonymous Donor, United Way of Southern Chester County, Luther Management

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

If Capacity Building Proposal, the focus is:

<input type="checkbox"/> Mission, Vision & Strategy	<input type="checkbox"/> Governance & Leadership	<input type="checkbox"/> Partnerships & Collaborations
<input type="checkbox"/> Fundraising, Development & Marketing	<input checked="" type="checkbox"/> Technology	<input type="checkbox"/> Other:

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

Proposal Summary: Oxford Area Senior Center respectfully requests a \$5,000 grant to purchase 5 desktop computers, 1 laptop computer, Microsoft Office 365, and other relevant software for use in both programming and administrative functions. Our existing computers range in age from 6-12 years old, run Windows 7 operating system and cannot be upgraded to Windows 10. The inability to run Windows 10 poses security and stability issues for our organizational data.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

The Oxford Senior Center began in 1974 as a "Meals Together" program that was initiated by the Chester County Department of Aging Services (CCDAS). It was operated in the fellowship hall of the Oxford Presbyterian Church located in downtown Oxford, Pennsylvania. Its mission was to provide the senior citizens of the Oxford Borough with a nutritious noontime meal. The concern was that individuals 60 years and older, living alone or with their senior partner, were not receiving proper nutrition. The program provided the area's elderly residents with at least one nutritionally balanced meal each day in a social setting. It was operated by a part-time director, part-time kitchen supervisor, and volunteers, and received funding through the CCDAS.

In June 1987, the Oxford Senior Center Inc. was established and recognized by the IRS as a 501(c)(3) nonprofit organization. It was operated by a local board of directors, executive director, and a kitchen supervisor. It also began to seek additional outside funding sources. With the assistance of the Chester County Commissioners and the Ware family of Oxford, the Senior Center purchased a building for \$100,000 late in 1999. After upgrades and renovations, operations were moved into the new location in 2000.

Today, the Oxford Area Senior Center (OASC) has grown to provide a wide variety of programs and services to more than 1,015 unduplicated seniors residing in 17 municipalities throughout southern Chester County. The OASC is one of the most important resources for our aging neighbors in southern Chester County. It has been a cornerstone of the Oxford borough and surrounding areas for more than 45 years, and while our programs and services have changed throughout the years, our commitment to the seniors in our community has never wavered.

The vision of our organization is to be the ultimate go-to resource for all community seniors that results in engaged, enriched, and empowered participants. AARP surveys report that 90% of seniors prefer to remain in their own homes and communities as they age. It is less expensive to provide care for seniors in their homes than to provide care in nursing homes and assisted living facilities. **The OASC offers thoughtful, relevant programming and services that promote positive aging and connect older adults to vital community services that can help them remain healthy and independent.**

Our programs and services include:

- Meal and nutrition programs
- Health, fitness, and wellness programs
- Social, recreational, and educational activities
- Technology help
- Information and Referral Program (I&R)

All of programs are in alignment with our mission of enhancing the quality of life of senior citizens in southern Chester County by providing programs and services that promote health, wellness, and fellowship.

Key service statistics from our fiscal year that ended 6/30/2020 *

- number of total visits to OASC	13,867
- number of unduplicated consumers	1,015
- number of lunches served	4,854
- number of individuals (unduplicated) served lunch	206
- number of individuals (unduplicated) assisted through I&R program	446
- number of individuals (unduplicated) attending exercise programs	252
- number of individuals (unduplicated) attending educational, recreational, or informational programs	545

* Center closed since 3/16/2020 due to COVID-19, however we continue to provide support to seniors via telephone, “take-out” meals, Zoom and outdoor exercise programs.

2. Funding request

The purpose of this grant request is to secure funding that will allow our organization to purchase:

- 5 desktop computers (and monitors) for our office staff and 1 laptop computer, which can be used when a staff member must travel for work or has the need to work from home. The laptop will also be used for informational presentations at the senior center by staff or outside speakers. All computers will have Windows 10 operating system.
- current software used to carry out the operations/administration of our organization (Microsoft Office, Microsoft Access, and Photoshop Elements).
- 5 web cameras, which will allow staff members to effectively communicate and provide assistance to senior center participants who are unable to leave their homes. (This need became very apparent during the COVID-19 pandemic).

Funding will also cover the set-up costs of computers and printers, installation of software, and the transfer of data.

OASC computers run our accounting software, track and compile data on all senior center activity and service statistics (required for government and other funding), produce newsletters and mailings, track donor data, and house the database which is the main hub for information on senior center participants (names, addresses, demographic information and emergency contacts). It is essential that we have up-to-date, reliable and secure computers that protect and provide quick access to our data, so that we can work efficiently and effectively.

It is important to fund this now because our existing computers run Windows 7 operating system, which is no longer supported by Microsoft. They have a slow response time but more importantly, are at risk for security issues and software failure on key business systems. Since most of our computers are 8+ years old, they do not have the minimum system requirements to be updated to Windows 10 and as of January 2020, Microsoft has discontinued all technical support, software updates, security updates and any other fixes for Windows 7. Computer experts have warned that “Windows 7 systems may suffer from vulnerabilities that will not be fixed ... Hardware may stop working, newer software packages may create conflicts, incompatibilities and vulnerabilities, new functionality will not be added.”

Impact & results will be demonstrated by having more secure systems, better response time, and ability to use the complete functionality of current software. The addition of a laptop to our organization will provide flexibility to our staff and enhance our ability to provide programming opportunities. Web cameras will allow us to better interact with seniors that are unable to come to the center for in-person assistance.

Improving our systems will also greatly support our efforts to obtain funding for our organization. Service statistics (number of individuals served, number of meals served, programs offered, number of program attendees, etc.) are standard requirements for grants/funding requests and final reporting. This data is stored in our computers and it is critical that this information is safe, accurate and easily accessible.

Expected activities include the purchase of the new computers, software, and webcams which we estimate to be approximately \$10,800 (includes a set up/installation fee of approximately \$200/computer for an outside vendor). Our plan is to complete this project by the end of the current fiscal year (6/30/21).

Thank you! We appreciate your consideration of our request.