

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*

Date 8/20/2020

Contact Information

Organization Name: Phoenixville Area Community Services (PACS) ED/CEO Name: Mary Fuller
Address: 257 Church Street ED/CEO E-mail: mary.fuller@pacsphx.org
Phone: 610-933-1105 Board Chair Name: Frederick Hubler, Jr.
Website: www.pacsphx.org Board Chair Approval (check here):
Year Incorporated: 1974 Primary Contact Name: Julie Mokrzycki
FEIN: 23-1902190 Primary Contact E-mail: pacs.grants@pacsphx.org

Organization Information:

Field/s of Interest:

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

Mission: PACS aspires to be the lead resource for food insecurity in the community.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Phoenixville Borough, Schuylkill Township, East Pikeland Township, West Pikeland Township, Mont Clare, and Oaks

Describe Population Served & Annual Number of People Served: Nine percent of Phoenixville residents live in poverty, while 38% are Asset Limited, Income Constrained, Employed (ALICE) - community members who work but still struggle to survive. PACS serves nearly 15,000 people annually.

Annual Budget \$930,300 ___3___ # of Full-Time Equivalent Paid Staff
___90___ % of budget for program expenses ___13___ # of Board Volunteers
___5___ % of budget for administrative expenses ___88___ # of Active Non-Board Volunteers
___5___ % of budget for fundraising expenses ___2500___ # of Volunteer Hours
100 % total

Top 3-5 funding sources: DEP (\$51,920 food recovery grant); Globus Medical (\$25,000 COVID-19 donation); Pierce Foundation (\$20,000 grant, unrestricted); United Way (\$15,000 emergency services grant); and Phoenixville Community Health Foundation (\$6,400 grant for COVID-19 relief)

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

If Capacity Building Proposal, the focus is:

___ Mission, Vision & Strategy ___ Governance & Leadership ___ Partnerships & Collaborations
___ Fundraising, Development & Marketing X Technology Other: _____

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

Proposal Summary: PACS currently uses a sign-in sheet for clients, but a computerized client check-in system would do much to improve service and guarantee the safety and privacy of our clients.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

History: Since 1972 PACS has helped people in the Phoenixville area get through difficult or challenging periods in their lives by providing emergency assistance through our food distribution and information and referral services. For over 48 years, people in the Phoenixville area have known that if they need help, they can visit PACS to receive healthy, nutritious food while being treated with dignity and respect. In addition to food distribution, PACS has helped many community members get back on their feet by providing access to additional resources through our information and referral services.

Goals: Compassion: Above all else, we will be respectful and responsive to our clients and serve them in a caring and sensitive manner. We value and protect our clients' privacy and ensure a safe environment for our clients and staff. We honor our clients' dignity by offering usable, nutritious food and distributing it in a respectful and sensitive way.

Resourcefulness: We bring our full resources to bear on the problem of food insecurity and collaborate with other agencies to best serve our clients. We are committed to providing quality, healthy food in the most cost-effective manner. We will be well-managed, sustainable, and a good steward of resources. We will ensure we have the expertise to be effective and are committed to learning and growing.

Community-Centeredness: We believe in being culturally competent and understanding the needs of the diverse cultures and ethnicities we serve. Our community supports us. Neighbors and corporate partners in the Phoenixville area work together to raise resources and awareness to meet our clients' needs. We honor and appreciate the contributions of our donors and volunteers.

Key Achievements: PACS has modified pantry processes to provide a safe environment for our staff, volunteers, and clients during COVID-19. We have successfully implemented calls to our food appointment clients to obtain their grocery list of needed items, delivery for our at-risk clients, and safe donation drop-offs for the community. We are proud to share that we have been open our regular schedule throughout the pandemic. We have also seen an increase in clients due to the current economic conditions.

PACS successfully organized the Phoenixville Food Insecurity Team (PFIT) in July 2019. This group of food pantries and meal providers meet every other month to discuss food insecurity in the greater Phoenixville Area. PACS staff facilitates the meetings and compiles a monthly calendar which shows where and when food pantries and/or meal providers are open. The calendars are widely distributed on social media and throughout the community so Phoenixville residents know where they can go if they need help securing food assistance.

PACS has expanded our hours of availability for our clients and donors. Extending our hours and being available on a Saturday provides better service for clients who work during the day. This is especially important for our Asset Limited, Income Constrained, Employed (ALICE) clients.

Distinctiveness: We have worked to be a model of community feeding community by collaborating with other area food pantries and meal providers to create a food secure community.

2. Funding request

- **Description of key initiatives**
- **Specific needs & issues to be addressed**
- **Why it is important to fund this now**
- **How impact & results will be demonstrated**

- *For capacity building grant proposals:*
 - *How will this capacity building initiative impact your nonprofit?*
 - *How will this impact be measured?*
 - *Include a description of the expected activities; timeline & costs to implement the initiative. If external consulting services are required, include the anticipated costs & expertise of the consultants to be hired. Include external consultant proposals if applicable.*

PACS' funding request of \$5,000 would cover five years of Greetly's essential package and an iPad, allowing us to switch to a computerized system for client check-in. We currently use a sign-in sheet, but a computerized system would lower the risk of infection during the ongoing COVID-19 pandemic (as well as regular cold and flu season) as it would be much easier to sanitize. Additionally, one of PACS' core goals is compassion; this system would help us to serve everyone with dignity and respect by offering our clients more privacy. The impact and results will be demonstrated by our clients' use of the new computerized check-in system, which will allow for better collection of service statistics. These statistics are published on our website under "About – Measuring Success" and shared in our annual reports.

This capacity building initiative will impact PACS by improving our technology and client service, as well as increasing security and efficiency. The impact will be measured by using the new system to keep track of our clients and comparing this data to that which is currently gathered using sign-in sheets. The expected activities include purchasing an iPad (\$329 from Apple) and a year of Greetly's essential package (\$948), which will be scheduled to renew yearly. Once these two items have been secured, the computerized check-in system will be set up and ready for clients to use.

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
 5. If capacity building initiative, itemized budget (including external consultant's proposal, if applicable)
 6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.
- Use this form @ www.chescocf.org to apply online for grants from all Community Foundation Funds.
 - **Email proposals to grants@chescocf.org**
 - Proposals are considered "complete" when CCCF has **confirmed** receipt of the **Grant Proposal Summary Sheet, Narrative & Attachments.**
 - Proposals are shared electronically and online with Fund Advisors, Donors & Grant Panels.
 - Per IRS Regulations, applicants **must be** charitable, tax exempt organizations with 501(c)(3) certification & **cannot** be individuals.

Please contact Grants Administrator Kevin Baffa at
(610) 696-8211 grants@chescocf.org with questions.



WHAT IS CAPACITY BUILDING?

Capacity building helps bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, in order to more effectively & efficiently fulfill its mission.

Capacity building may include (but is not limited to) projects which address:

- **MISSION, VISION & STRATEGY**
Organizational Assessment - Strategic Planning - Financial Planning
- **GOVERNANCE & LEADERSHIP**
Board Development - Executive Transition/Succession Planning - Leadership Development - Staff Training & Professional Development
- **PARTNERSHIPS & COLLABORATIONS**
Coalition Building – Collaboration - Mergers & Acquisitions - Strategic Restructuring
- **RESOURCE DEVELOPMENT & MARKETING**
Major Gift Donor Identification, Cultivation, Development & Stewardship - Development Campaigns (Annual, Capital, Planned Giving) - Earned Income Development - Social Enterprise Feasibility & Development - Marketing, Branding & Communications
- **TECHNOLOGY & OPERATIONS**
Business Continuity Planning - Financial Management - Human Resources - Volunteer Management - Industry

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