The Chester County Nonprofit Innovation & Resiliency Fund
Administered by the Chester County Community Foundation
In cooperation with regional funders, donors, united funds and County government departments

Recognizing the importance of the nonprofit sector to the high quality of life throughout Chester County, the Chester County Commissioners have allocated $3.5M to help nonprofits recover with innovation and resiliency. This funding is from the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act.

Per the CARES Act, grants must cover unforeseen financial needs and risks created by the COVID-19 public health emergency. This includes grants to implement and publicize the safe resumption of programs and services. The Community Foundation seeks proposals to support innovative, resilient COVID recovery needs, such as:

- Program and service redesign, in light of social distancing and public safety requirements
- Innovative technology to support virtual, mobile and/or pop-up programs and services
- Redesigned and reconceived marketing, fundraising and special events
- Strategic planning pivoting, refinement and revisions in light of COVID-19
- Partnership, merger, consolidation and/or acquisition activities due to COVID-19 impacts
- Infrastructure improvements due to COVID, including plexiglass dividers, technology upgrades, etc.
- Higher operating costs related to cleaning and social distancing requirements
- Other one-time or increased expenses incurred related to COVID-19.

This is a competitive, time-sensitive grants process. Grant decisions will be made weekly, on an ongoing basis. Only electronic grant applications are accepted by e-mail. No paper applications are accepted.

Eligibility
- Nonprofit 501 (c) (3) organization formed and active in 2017 or earlier
- Nonprofit must be located and providing services in Chester County

Priority Preference for Grant Funding
- Nonprofits that provide clear evidence of how they aim to/are reshaping their programs, services, administration, marketing and fundraising, to safely provide services and thrive in light of COVID impacts
- Nonprofits with substantial costs to comply with COVID public health requirements
- Nonprofits that serve a diverse constituency, and are governed and managed by diverse leadership

Ineligible Entities
- Nonprofits NOT located in Chester County, PA
- Nonprofits NOT delivering services in Chester County
- Nonprofits that did NOT experience revenue loss due to the coronavirus pandemic and/or nonprofits that have no additional costs associated with the coronavirus pandemic
- Nonprofits that were NOT operational as of December 30, 2017
- Government or government-owned or controlled entities
- Churches or religious organizations with respect to their primarily religious activities and/or their activities which limit participation to members of the church or religious organization. Religious entities with social & human service outreach programs must provide 501 ( c ) ( 3 ).
- For-profit businesses
- Private clubs/organizations that limit membership for reasons other than capacity
- Nonprofits primarily engaged in lobbying or political activities
- Nonprofits NOT compliant with all federal, state, & local laws, including taxation
- Nonprofits NOT compliant with current public health guidelines, including coronavirus pandemic phased reopening restrictions

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Contact Information

Nonprofit Org Name: Phoenixville Comm Ed Fdn
ED/CEO Name: Joan Cadigan
Address: P.O. Box 348
ED/CEO Email: jcadigan@pcefonline.com
City, State Zip: Phoenixville PA 19460
Board Chair Name: Shannon Burgess O.D.
Phone: 610-933-5911
Website: PCEFonline.com
EIN: 14-1855127
Year Founded: 2002

In filing this application, the nonprofit certifies that it complies with all federal, state & local laws, including taxation; complies with current public health guidelines; and complies with coronavirus pandemic phased reopening restrictions.

Agreed by: Joan Cadigan
Date: 10/25/20

Nonprofit Field/s of Interest

- Arts, Culture & Historic Preservation
- Education
- Community Development
- Environment & Animal Welfare
- Health
- Human Services

Figures

<table>
<thead>
<tr>
<th>Category</th>
<th>Current</th>
<th>PRE-COVID (as of 1/1/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Operating Budget</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Full-Time Equivalent Paid Staff</td>
<td>1.5</td>
<td># 1.5</td>
</tr>
<tr>
<td># Board Volunteers</td>
<td>18</td>
<td># 18</td>
</tr>
<tr>
<td># Committee Volunteers</td>
<td>10</td>
<td># 30</td>
</tr>
<tr>
<td># Active Direct Service Volunteers</td>
<td>85+</td>
<td># 85</td>
</tr>
<tr>
<td>Annual Volunteer Hours</td>
<td>650+</td>
<td># 650</td>
</tr>
</tbody>
</table>

^^ This includes 20 volunteers who help plan annual fundraiser, so those may not be considered “direct service”. During COVID we have more volunteer hours doing food distribution than in normal times.

Funding: Please indicate if your nonprofit has received funding from any of these regional sources over the past few years. We will invite them to review this funding request.

- ChesCo Comm Fdn
- Brandywine Health Fdtn
- United Way ChesCo
- ChesCo Dept Comm Devel
- ChesCo Fund/W&Girls
- Phoenixville Comm Health Fdtn
- United Way S ChesCo
- ChesCo Dept Health
- Other significant funders: PASD
- ChesCo Dept Human Svcs

Narrative: In a few concise paragraphs, please explain:

1. Mission
   PCEF’s mission is to secure and provide resources that enhance the overall educational experience within the Phoenixville Area School District (PASD).

2. What geographic area is served? (If not all of Chester County, specify primary Chester County regions served).
   We serve the Phoenixville Area School District which is comprised of East Pikeland and Schuylkill Townships and the Borough of Phoenixville
3. **What population is served? How have your service numbers been impacted by COVID?**
   We serve the 4,000 students of the district and their families. While that overall number remains static, demand for our financial assistance and other programs has grown as a result of COVID.

4. **What has been the impact of COVID-19, and how has your nonprofit responded?**
   When COVID closed schools in March, we realized we needed to focus on 2 things: technology to support remote learning and access to food for our students in need. We immediately launched a campaign to raise money for these needs.

   We opened up access to our Phantom Food Packs program (which provides a weekly backpack of easy-to-prepare food) to any PASD family in need, regardless of whether they were officially enrolled in the program. We pivoted to supply additional resources like grocery store gift cards and fresh produce to families in need. We were also able to supply lunches to low-income students on days that PASD could not take advantage of the National School Lunch Program services.

   Technology is the other crucial issue that we needed to support. This fall, when it was determined that students needed to remain at home for education, we partnered with the district to pay for internet service for those families who did not have access to this vital resource. We researched and negotiated service from 2 companies and arranged to get mobile hot spots to families who previously relied on public Wifi, or did without.

   In addition to technology, we provided funding for books that were delivered to our low-income students so they could keep up their literacy skills while libraries were closed.

   We have also reallocated our teacher mini-grant budget to focus on new, unanticipated needs relating to virtual education.

5. **What would this funding be used for? How does this demonstrate innovation and resiliency in dealing with COVID impacts? What would be the community impact of this anticipated funding? Why is it important to fund this now?**
   This funding would be used to support the expanded Phantom Food Packs program. We anticipate doubling the budget for this program, due to more people being out of work or underemployed and needing supplemental food. In normal times, the food pack program serves about 80 students in grades K-2. During this crisis, with many of our students’ families suffering from job losses or reduced hours, we will be providing these supplemental food packs to anyone in need in grades K-5. We anticipate that this will increase our participation numbers to 120-150 students.

   We would also allocate some of this funding to technology. All students need access to reliable internet in order to participate in remote education. PCEF is committed to helping the hundreds of students who cannot afford internet service by providing them with low-cost hot spots to use for their schoolwork and classes and paying the monthly internet service fees.

6. **How much funding is sought? How does this compare to your annual operating budget and this years’ projected deficit? What is the expected timeframe for use of funds?**
   We are requesting funding of $5,000. This would cover the cost of internet for 10 families for the year, plus cover the cost of food for 2 weeks worth of Phantom Food Packs.
Our budget is approximately $390,000 in normal years. Our mission-critical estimate this year is $301,000 in revenue and $323,000 in expenses, leaving a deficit of $22,000. We anticipate spending any grant funds received during the 2020-2021 school year and through the end of calendar year 2021.

Additional Comments regarding our Strategic Plan:
The PCEF Executive team had been working for about 6 months to implement a new strategic planning process with the full board. The first session was scheduled for March 16, 2020 and unfortunately had to be cancelled due to the shutdown that occurred on March 13.

We tabled this effort initially because we wanted to do this process in person and we thought perhaps in the fall this would be possible. At our October 19 board meeting it became clear that we will not be able to do this in person in the foreseeable future, so our Exec team is now refocusing on how to work on a new strategic plan in a virtual setting.

Our previous strategic plan is attached for your reference.
Please e-mail all materials as a word.doc and/or pdf to grants@chescocf.org:

**This Innovation & Resiliency Fund Grant Request cover sheet & brief narrative**

- Current annual operating budget & most recent audit
- 501c3 determination letter
- Current strategic plan. If none, explain why your nonprofit doesn’t have a plan.

Support materials that strengthen the urgency of this funding request + indicate that your nonprofit is innovative and resilient (ie: COVID best practice research findings, consultant proposal/s, bids for COVID-related materials & equipment, etc.)

- Proposals will only be accepted by e-mail, on this grant form available at [https://chescocf.org/covidgrant/](https://chescocf.org/covidgrant/)
  - Receipt of grant proposals will be confirmed by e-mail.
  - Grant proposals will be posted on the Community Foundation’s website, in order to share with fund advisors, donors, grant panelists, and other funding sources.
    - Grant proposals will be reviewed weekly.

- We estimate grants awards will range from $5,000 to $50,000.
- For awarded grants, a written report on use and impact of this funding will be due within 6 months.

Please direct questions about **ChesCo Nonprofit Innovation & Resiliency Grants** to

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