

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. Electronic grant applications are only 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 headquartered and providing services in Chester County, as evidenced by legal address in Box C of IRS 990

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 headquartered in Chester County, PA, as evidenced by the legal address in Box C of the IRS 990
- 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
- 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 ###





**Chester County Nonprofit
Innovation & Resiliency Fund
Grant Request Form**

Contact Information

Nonprofit Org Name: Honey Brook Food Pantry	ED/CEO Name: Kenneth R. Ross
Address: 5064 Horseshoe Pike	ED/CEO E-mail: kross1414@aol.com
City, State Zip: Honey Brook PA. 19344	Board Chair Name: same
Phone: 610-273-6102	Grant Proposal Contact Name: same
Website: www.honeybrookfoodpantry.org	Grant Proposal Contact E-mail: same
EIN: 47-1786657	Grant \$ Amount Requested: \$5,540
Year Founded: 2014	

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: Kenneth R. Ross	Date: 10/22/20
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Nonprofit Field/s of Interest

Arts, Culture & Historic Preservation	Education	<input checked="" type="checkbox"/>	Health
Community Development	Environment & Animal Welfare	<input checked="" type="checkbox"/>	Human Services

Figures	Current	PRE-COVID (as of 1/1/20)
Annual Operating Budget	\$50,000	\$37,000
Full-Time Equivalent Paid Staff	0	0
# Board Volunteers	12	13
# Committee Volunteers	5	3
# Active Direct Service Volunteers	80	80
Annual Volunteer Hours	3,345	2,970

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.

<input checked="" type="checkbox"/>	ChesCo Comm Fdn	<input type="checkbox"/>	Brandywine Health Fdtn	<input checked="" type="checkbox"/>	United Way ChesCo	<input type="checkbox"/>	ChesCo Dept Comm Devel
<input type="checkbox"/>	ChesCo Fund/W&Girls	<input type="checkbox"/>	Phoenixville Comm Health Fdtn	<input type="checkbox"/>	United Way S ChesCo	<input type="checkbox"/>	ChesCo Dept Health
<input type="checkbox"/>	Other significant funders:					<input type="checkbox"/>	ChesCo Dept Human Svcs

Narrative: In a few concise paragraphs, please explain:

Mission:

TO RESPECTFULLY SERVE AREA RESIDENTS IN NEED WHILE EMPOWERING THEM TOWARD FOOD SECURITY AND INDEPENDENCE. (See special programs document)

- 1. What geographic area is served?** (If not all of Chester County, specify primary Chester County regions served)
The Twin Valley School District (Chester County) including Honey Brook, Elverson, Morgantown and Glenmoore and the Mobile Home communities along Route 322 including over 1,000 manufactured homes.
- 2. What population is served? How have your service numbers been impacted by COVID?**

The eligible population includes families, seniors and individuals earning 150% of the Federal poverty level

The ALICE population is among our most often served group along with large families, seniors, disabled individuals and children of the poorest families residing in the Twin Valley School District. We serve approximately 200 children and 150 seniors each month.

Regarding these difficult times, we have increased Friday distributions within the community, resolved a dramatic increase in emergency situations “on demand” and added additional openings for unserved large families. In terms of the unprecedented need, during the first six week period since the effective “closing of the economy”:

450 Families were served, encompassing 1,545 people through 4/30/20.....a 48% increase, including the largest distribution ever (506 people)

Since the outset of the crisis, newly registered families, each with its own individual story, have increased by 82%

Since that time, our numbers have returned to some level of normalcy....approximately 750 people served each month, although new families continue to register at unprecedented rates and home deliveries are averaging close to 30/month, an increase of approximately 20%

3. *What has been the impact of COVID-19, and how has your nonprofit responded?*

The impact of COVID-19 includes an increase of nearly 1,000 people served (19.5%), the need to offer more distributions and the requirement to fully implement an outdoor drive-thru model in order to maintain our volunteer base and ensure safety for those that we serve. This re-engineering has been no small task since we have attempted to build some level of “choice” into the model.

4. *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?*

The funding would be utilized to enable the Honey Brook Food Pantry to continue to provide services via a drive-thru model that will protect our volunteers from the inclement weather approaching AND allow us to mirror much of what we did “inside” through our special programs via written materials.

The community could continue to rely on the pantry to be there every single week with a great supply of healthy food for anyone in need. It would maintain the continuity of our special programs and the viability of our volunteer staff of 80.

As we roll into November, the outside model needs to be enhanced immediately to continue providing our current level of nearly 60lbs. of food per family per visit, as well as some enhanced personal items, kids’ boxes and laundry detergent.

Perhaps the most critical aspect of many of our special programs is the communication and training involved in many of them. That formerly face to face training could be largely replaced by written materials produced legibly on a quality copier, which is greatly lacking at the pantry. Particularly important is the nutritional support and health education information provided every week by our Registered Dietician and Health Educator. Julie Funk is willing to convert even more of the guidance to simple written instruction. Currently she is distributing limited nutritional information in packets by age group requiring the utilization of an outside copy service.

This program to provide nutritional supplements, diapers, wipes and reading materials is a critical one involving close to 80 families. Nutritional education support is most noteworthy through our “under-4” program, when

the need for proper nutrition is most impactful (see document attached). Parent education is a key component of that program and the aspect most frequently cited by program participants.

The “Taste-It” program could provide more healthy recipes in place of the active demonstrations and sampling and recipes for the produce we provide (and grow through the client participants), enhanced by the Penn State Extension Program hand-outs, could closely replicate our programs (pre-COVID-19)

We also update and distribute current benefits information at every distribution, including COVID-19 changes, and again, outside copying is usually required as the current donated copier has extremely limited capacity.

5. 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 seeking \$5,540, or nearly 10% of our operating budget and it is expected that all purchases will be made and implemented within 30 days. Operating budget has increased 36% year over year, in large part due to COVID-19.

The breakdown in projected expenses (\$5,540) is as follows:

- New Copier to replace current unreliable and antiquated one donated to us by Kemper Equipment 3 years ago.... **\$2895** plus **\$300** Maintenance agreement
- 2-10’x10’ Tents with Flaps--**\$460**
- 3-96”x30”x29” Heavy Duty Tables-**\$645**
- 2 Portable Propane heaters-**\$260**
- 2 Heavy Duty 4 tier Rolling Shelves-**\$860**
- 2-Inside Tent string lighting assemblies-**\$120**

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 (i.e.: 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/>
 - 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

Chester County Community Foundation
28 W. Market Street, The Lincoln Building
West Chester, PA 19382

www.chescocf.org
grants@chescocf.org 610.696.8211