

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 ###





Contact Information

Nonprofit Org Name: West Chester Public Library	ED/CEO Name: Victoria E. Dow
Address: 415 N Church St	ED/CEO E-mail: vdow@ccls.org
City, State Zip: West Chester, PA 19380	Board Chair Name: Mary U. Brooks
Phone: 610-696-1721	Grant Proposal Contact Name: Victoria E. Dow
Website: wcpubliibrary.org	Grant Proposal Contact E-mail: vdow@ccls.org
EIN: 23-1365982	Grant \$ Amount Requested: \$10,300
Year Founded: 1872	

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: Victoria E. Dow, Director	Date:
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Nonprofit Field/s of Interest

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

Figures	Current	PRE-COVID (as of 1/1/20)
Annual Operating Budget	\$556,205	\$565,278
Full-Time Equivalent Paid Staff	8.63	8.63
# Board Volunteers	13	13
# Committee Volunteers	8	5
# Active Direct Service Volunteers	3	12
Annual Volunteer Hours	300	1,288

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 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 checked="" type="checkbox"/> Other significant funders: Vanguard (2019)			<input type="checkbox"/> ChesCo Dept Human Svcs

Narrative: In a few concise paragraphs, please explain:

- Mission** - West Chester Public Library provides all community members equal access to information, ideas, and knowledge through books, programs, and other resources to support lifelong learning.
- What geographic area is served?** (If not all of Chester County, specify primary Chester County regions served)
per agreement with the Chester County Library System, WCPL's service area includes the Borough of West Chester, and East Bradford, Birmingham, Westtown, Thornbury (Chester County), and West Goshen townships.
- What population is served? How have your service numbers been impacted by COVID?** WCPL serves all the residents in its service area, with an added emphasis on underserved and at-risk children and families in the borough and immediate surroundings through our Early Literacy Outreach Program.

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

WCPL shut down March 13 through June 29, 2020 per directives from Office of Commonwealth Libraries. Staff quickly responded by offering as much of our programming virtually as possible. For children and families, staff held story times on Facebook Live and Zoom; posted STEM/STEAM activity videos on Facebook and our Youtube channel; and hosted our annual Summer Reading Challenge on ReadSquared, with programs on Facebook and make-at-home craft kits for families to pick up at the library (library was open to the public in July). WCPL Teen Program Coordinator engaged teens via our wcplteens Instagram stories feed with weekly book recommendations, book-based games, and information on specific topics such as mental health, school resources, environment, etc. For adults, we continued our monthly book discussion group and weekly English Language Conversation group via Zoom. We offered special one-time virtual programs as available. WCPL's freely accessible wi-fi was left on during the shut down enabling anyone needing it Internet access in the immediate surrounds of the library building.

In addition, the library partnered with the Chester County Sheriff's Office to post CCSO and Friends Read videos they had created on our Youtube channel. These proved to be very popular. Library staff also worked closely with staff at other Chester County Library System member libraries to provide information to all county residents. These materials were posted on a CCLS blog that we linked to via our social media feeds. WCPL increased purchases of digital materials to meet the greatly increased demand for ebooks, eaudiobooks, and emagazines. These materials are all available through the Overdrive platform CCLS subscribes to that any WCPL library card-holder has access to. We also assisted anyone needing a library card during this time by setting them up with a temporary card so that they could access digital materials and resources for secondary school students.

In June, staff began planning for eventual re-opening of the building to the public. The first step was offering outside holds pick-up by appointment, starting June 15, 2020. On June 29, 2020 we re-opened the library to the public under our Green Phase Plan. This provided for restrictions on library hours and a maximum number of people in the building at any one time. We worked to ensure staff and visitor safety by installing plexiglass shields around our service desks and at our public PCs, and by taking the extra step of quarantining all returned materials for 72 hours before handling them. We continued to offer all our programming virtually. Since June 29 we have increased library hours to the current 50 per week.

We saw an immediate impact on WCPL's 2020 budget, which the Board revised in June. We have been dealing with various unforeseen costs associated with operating during the state-wide shutdown and currently, with health and safety measures in place, while simultaneously managing reduced income from fines/fees and cancelled in-person fund raisers. WCPL did receive a Payroll Protection Plan loan that allowed us to keep staff on and focus financial efforts on maintaining library services and programming. With staff and customer safety in mind we added two extra days of cleaning and sanitizing from our cleaning service. This added \$4,420 in costs. Ideally, we would like to add a third day to the cleaning schedule. We purchased approximately \$2,000 in plexiglass shields for our service desks and public PC stations. In addition, we have been purchasing PPE for our staff: gloves, masks, hand-sanitizer, and disinfectant wipes. To help meet demand for digital materials we have shifted funds from print materials to digital materials purchases. Unfortunately, digital materials on average cost twice what the print edition of a title costs us further reducing the library purchasing power. Finally, we have subscribed to online platforms such as Zoom and Kahoot to be able to offer virtual programs, and staff have needed training in effectively managing programs on those platforms.

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?**

Funding to offset cost of added cleaning of library building – to cover two additional cleanings per week

The library can be open to the community provided there is adequate cleaning in place. We have plexiglass shields already in place at our service desks and provide PPE and sanitizers for staff and customer use. Freeing up funds for added cleaning through a grant means library services – purchasing books, magazines, ebooks, eaudiobooks, hotspots to lend out, etc and programming for all ages – can be maintained at pre-COVID levels. Demand for programs and especially expensive digital materials is high, and we anticipate that trend will continue. The funds would also mean the library can maintain a clean and safe environment for customers needing access to our PCs that serve a high proportion of local residents without Internet and/or computer access. For these customers the library is

the only place they can access needed employment information, complete applications for employment or unemployment funds, voter registration, and more.

Our main financial concern is for 2021. We have a draft budget (approval slated for November 19, 2020 Board meeting) that takes into account a likely 58% (approximately \$51,000, or about 1/10th of our operating budget) cut in state funds (approximately \$51,000, or about 1/10th of our operating budget). We will not know until December 2020 what funding we can expect from our service area municipalities. In light of these givens, the Board and Executive Director are cutting costs where possible in the 2021 budget while exploring all possible avenues for increasing income. The goal is to maintain our library services and programs as close as possible to the current level in order to meet need and demand in our service area.

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?

\$10,300 to cover added cleaning costs above budgeted amount for September 2020 through June 2021, along with the purchase of PPE materials, specifically gloves and disinfectant wipes, during this period.

This amount represents 16% of our materials budgets in 2020 and 2021 each, and 1.8% of our total operating budgets. A grant in this amount will help will reduce our projected 2021 deficit of \$38,000 that will have to be covered out of our reserve. For 2020, costs covered by this grant would assist in maintaining the level of the critical year-end carry over needed to cover costs in January 2021.

3x week extra cleaning	\$	9,690.00	
Purchases of PPE			
disinfectant wipes	\$	57.36	Staples
	\$	286.80	supply for January to June 2021
non-latex gloves		\$20.00	per box of 100
		\$240.00	supply for December through June
masks		\$12.99	Staples
		\$77.94	supply for December through June
TOTAL	\$	10,294.74	

Please e-mail all materials as a word.doc and/or pdf to grants@chescocf.org:

X	This Innovation & Resiliency Fund Grant Request cover sheet & brief narrative
X	Current annual operating budget & most recent audit
X	501c3 determination letter
X	Current strategic plan. If none, explain why your nonprofit doesn't have a plan.
X	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/>
 - 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