

## 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 ###





**Contact Information**

Nonprofit Org Name: Health Care Access	ED/CEO Name: Tracy Shantz
Address: 710 Wheatland Street, Ste. 107	ED/CEO E-mail: <a href="mailto:tshantz@hcaphoenixville.org">tshantz@hcaphoenixville.org</a>
City, State Zip: Phoenixville, PA 19460	Board Chair Name: Dr. Andrew Timar
Phone: 610-935-3165	Grant Proposal Contact Name: Tracy Shantz
Website: <a href="http://www.hcaphoenixville.org">www.hcaphoenixville.org</a>	Grant Proposal Contact E-mail: <a href="mailto:tshantz@hcaphoenixville.org">tshantz@hcaphoenixville.org</a>
EIN: 20-2556121	Grant \$ Amount Requested:
Year Founded: 2005	\$4000.00

*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: Tracy Shantz	Date: 10/27/2020
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**Nonprofit Field/s of Interest**

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

Figures	Current	PRE-COVID (as of 1/1/20)
Annual Operating Budget	\$ 739,150	\$ 737,500
Full-Time Equivalent Paid Staff	# 4	# 4
# Board Volunteers	# 7	# 8
# Committee Volunteers (Event)	# 0	# 5
# Active Direct Service Volunteers	# 0	# 0
Annual Volunteer Hours	#60	#150

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

**Narrative:** In a few concise paragraphs, please explain:

- Mission** The mission of Health Care Access (HCA) is to improve the health and quality of life in the Greater Phoenixville area by helping the uninsured and underinsured overcome financial and cultural barriers in obtaining specialized health care and immigration services. HCA programs currently include; Vision and Dental care, Mammograms, assistance with Prescription Medications and Immigration Services.
- What geographic area is served?** (If not all of Chester County, specify primary Chester County regions served)  
Health Care Access serves the Phoenixville Borough and 18 surrounding boroughs and townships in parts of Chester and Montgomery Counties. In Chester County we serve Charlestown Township, Phoenixville Borough, Spring City Borough, East Coventry Township, Schuylkill Township, East Nantmeal Township, East Pikeland Township, South

Coventry Township, East Vincent Township, West Pikeland Township, North Coventry Township, and West Vincent Township. Our service area is a large geographic circle around Phoenixville.

- 3. What population is served? How have your service numbers been impacted by COVID?** Health Care Access primarily serves lower income residents who have limited or no insurance. These are often people who are on disability, unemployed or underemployed, individuals who are on Medicare or Medicaid or who utilize the Affordable Care Act, or who are not eligible for insurance. Since we use a network of provider model for our dental/vision/mammogram programs and the state had a stay at home and mandated businesses shut down, our actual numbers served during April and May went way down. Clients slowly started increasing in July and peaked in August as we processed all those that had been waiting for care because of the shutdown. September and October have been business as usual for us in terms of clients.
- 4. What has been the impact of COVID-19, and how has your nonprofit responded?** Despite the initial shutdown and shifting most of our staff to a “work from home” format, Health Care Access remained open for business. Health Care Access did not miss a beat in responsiveness to client inquiries and current client needs-which certainly demonstrated our resiliency during a very chaotic time. We were able to secure emergency dental care for several clients during the shutdown, and help with prescription medications.

The Executive Director continued to head into the office daily to answer phone calls and help facilitate work for the staff. Staff parking lot pick-ups and drop offs of work related materials and assignments was our innovative way of staying open during the shutdown. There were even a few parking lot client visits. While many of our providers were closed for business, we were able to help prescription clients continue their services through the pharmaceutical programs and immigration consultations continued. We learned many lessons during this time. Through this transition we found that we need an upgrade in phone systems that will allow us to have separate phones in the event of working from home. Our staff was very kind to allow the use of their personal cell phones to speak to clients, but that is not something we would like to repeat in the future. We also found that our application process, while brief, needs to also be available online. Having the ability to e-sign and submit an application without printing anything out and having the ability to text or email a voucher to a client would expand our ability to service immensely. We also found that our ability to transition from in person events to virtual fundraising was tougher to do without having donor database software. Using Excel Spreadsheets works for one person but not so well when we are working and collaborating remotely. Going forward, we will be investing in laptops instead of desktop computers (luckily we had two donated laptops we were able to put into basic service for staff use at home). Again, some staff were graciously using personal computers for some work at home.

As we transitioned back into the office two staff at a time, we took the time to outfit desks with plexiglass shields, set up a hand sanitizing station for staff and clients and ensured that staff and clients had access to disposable masks (a volunteer supplied us with over 100 homemade washable masks). We were able to secure a donated touch free thermometer to check all staff and clients before entering our offices. Cleaning/sanitizing supplies were purchased and are readily available at each work station and at the copier. We were one of the few nonprofits that was reopened to in person client services and are proud to have done so safely.

**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?**

We are proud of our resiliency for a small staff of 6, fulltime equivalent of 4, to remain responsive to client's needs throughout the pandemic. We maintained our reputation of being reliable and there for our clients in their time of need. Health Care Access would use the funding from this grant to purchase a new phone system that can meet our needs in the event that we have to work from home again, which currently one staff member is doing because of a recent potential COVID-19 exposure. We need to subscribe to a texting service to communicate with clients, which many would prefer and respond more positively too. We would also use the funding to upgrade our application process to an online form that can be signed online and submitted to us directly. We would also use this to send approval vouchers digitally as well to clients and providers. Additionally, we would invest in an online donor database that can be updated regularly to help us host more online fundraising initiatives, more easily reach out to donors and to better manage our fundraising and friend-raising efforts. Health Care Access has always been very basic, old school, prioritizing use of funding for client care. This pandemic has made us realize in order to remain resilient, we need to upgrade and modernize some of our processes-which for us is innovative! Finally, we would use this money to reimburse the funds we used to invest in PPE for our office and staff. While we are happy we were able to do so, we know there may be additional expenses in the future and would like to be prepared financially for those purchases. The positive impact from funding will result in health services for those that need them the most, achieving our mission to improve health and well-being of our community.

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?** Health Care Access is in a unique position. Because COVID hit at the end of a good financial fiscal year, we were unable to refer clients for care for two months (dental, vision, mammograms) and we secured a PPP Loan for staffing costs, we are starting this fiscal year with a surplus. We do however anticipate the need for increased funding for direct cost of care for vision, dental, prescription medications and mammograms. Our clients do contribute toward the cost of their care and we anticipate their ability to do so will be much less in the coming months with higher unemployment rates and loss of income. We did have to cancel one of our major fundraising events that yielded \$15,000 in revenue last October. With all the uncertainties for the future, we respectfully request a grant in the amount of \$4000.00. We are in the process of making a decision about a new phone system and hope to have this in place within the next month. The estimated cost for this equipment is \$566.00. Texting capability will cost \$54.00 per month. Costs already incurred to equip the office to be compliant with safety CDC guidelines included \$640.00 (plexiglass desk shields, hand sanitizer, and cleaning supplies). These expenses were critical to our ability to reopen in a compliant safe way. A new Donor Data base software is estimated to cost \$80.00 per month. Upgrading our application process will require some technical assistance to an estimated cost of \$300.00. For the first time in 20 years, Health Care Access has hired a professional service to clean the offices-\$71.00 per month (an unnamed volunteer has been handling this task). So funding will be utilized upon receipt and help us to avoid any deficit in our budget for this year. Thank you for your consideration.

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

This <b>Innovation &amp; Resiliency Fund Grant Request</b> 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/>
  - 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

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[grants@chescocf.org](mailto:grants@chescocf.org) 610.696.8211