

## GRANT PROPOSAL GUIDELINES

- We **connect people who care with causes that matter, so their philanthropy makes a difference now & forever.**
- We are a **collection of Field of Interest & Donor Advised Funds** with **@\$3.5M granted annually** to nonprofits in Chester County & beyond.
- **99%** of our grants are made by our generous Fund Advisors, who make grant decisions all year.

**Proposals submitted by nonprofits are considered for 2 types of grants:**

### Field of Interest & Donor Advised Funds (No Deadline)

- ◇ Grants **focus on Chester County** causes & issues, but are not limited to Chester County.
- ◇ Charitable nonprofits working **in all fields of interest** are considered for grant awards. (I.e. arts, culture, & humanities; education; community improvement; environment; religion; health; & human services)
- ◇ **General operating** grants are encouraged. Nonprofits should be specific about their mission, goals, & measurable outcomes.
- ◇ Proposals can be submitted **anytime all year.**
- ◇ Grant decisions are made **intermittently** all year, as Fund Advisors desire.
- ◇ Grant **awards** typically range from **\$500-\$7,500.**

### Fund for Chester County Capacity Building Grants (Due 9/15)

- ◇ For eligibility in this grant program, nonprofits must be **located in & serve Chester County.** NPO's with budgets of \$500,000 or less are given preference.
- ◇ The goal of capacity building grantmaking is to **strengthen the effectiveness of NPO's serving the Chester County region,** in areas including:
  - Mission, Vision & Strategy
  - Governance & Leadership
  - Partnerships & Collaborations
  - Operations & Technology
  - Fundraising, Development & Marketing
- ◇ Proposals must be submitted by **September 15** to be eligible for consideration.
- ◇ Grant **awards** typically range from **\$500-\$5,000,** with monies distributed by **February.**

- Use this form @ [www.chescocf.org](http://www.chescocf.org) to apply online for grants from all Community Foundation Funds.
- **Email proposals to [grants@chescocf.org](mailto: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)-698-8211** or [grants@chescocf.org](mailto:grants@chescocf.org) with any questions.

# 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](http://www.chescocf.org)*

Date

## Contact Information

Organization Name: West Chester Food Cupboard  
Address: 431 S. Bolmar St. West Chester PA 19382  
Phone: 610 344 3175  
Website: [www.wcfood.org](http://www.wcfood.org)  
Year Incorporated: 2012  
FEIN: 46-1420690

ED/CEO Name: Joe Fratinardo  
ED/CEO E-mail: [wcfood@gmail.com](mailto:wcfood@gmail.com)  
Board Chair Name: joe Fratinardo  
Board Chair Approval (check here):   
Primary Contact Name: Joe Fratinardo  
Primary Contact E-mail: [wcfood@gmail.com](mailto:wcfood@gmail.com)

## Organization Information:

### Field/s of Interest:

\_\_\_ Arts, Culture & Humanities      \_\_\_ Environment/Animal Welfare      \_\_\_ Education  
\_x\_ Health                                      \_\_\_x\_ Human Services                                      \_\_\_ Religion

**Mission: The West Chester Food Cupboard commits to provide a variety of fresh and nonperishable healthy food items to those in need...because no one should go hungry!**

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served):

**West Chester Area School District (All residents in PA during COVIS crisis)**

**Describe Population Served & Annual Number of People Served: For the year ended June 30, 2020 we had 2,226 registered clients – 1,459 Adults, 332 Seniors and 475 Children.**

**Annual Budget** \$ \_\_\_\_\_ # of Full-Time Equivalent Paid Staff \_\_\_\_\_0\_\_\_\_  
\_\_\_98.2\_\_\_ % of budget for program expenses      \_\_\_7\_\_\_ # of Board Volunteers  
\_\_\_0.3\_\_\_ % of budget for administrative expenses      \_\_\_0\_\_\_ # of Active Non-Board Volunteers  
\_\_\_1.5\_\_\_ % of budget for fundraising expenses      \_\_\_36,000\_\_\_ # of Volunteer Hours  
100 % total

### **Top 3-5 funding sources:**

Clare Foundation, West Pharmaceuticals, WW Smith Charitable Trust, Giant and United Way

**Is this grant proposal for:** Capacity Building \_\_\_ or General Operating \_X\_?

### **If Capacity Building Proposal, the focus is:**

\_\_\_ Mission, Vision & Strategy      \_\_\_ Governance & Leadership      \_\_\_ Partnerships & Collaborations  
\_\_\_ Fundraising, Development & Marketing      \_\_\_ Technology      Other: \_\_\_\_\_

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

### **Proposal Summary:**

The West Chester Food Cupboard provides over 1.2 million pounds of food and personal care items to those in need each year. For our fiscal year ending June 30, 2021, we expect to serve 650 households a month. Half of the food provided is from donated food and the remainder is purchased with cash donations. In fiscal 2021, the Cupboard plans to purchase \$600,000 in food and personal care items. Grant proceeds would be used to cover a portion of our budgeted food purchases.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

*Provide clear, concise information. 3 pages maximum.*

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

The West Chester Food Cupboard is one of the largest hunger relief agencies in Chester County. It is the primary source of food assistance for low income residents of the West Chester Area School District. During the COVID crisis the food cupboard has expanded its territory to all Pennsylvania residents in need.

The Cupboard was founded in 2009 and subsequently incorporated in 2012 as a 501 (c)(3) nonprofit organization. We are proud to be a non-profit organization run and staffed entirely by volunteers. In our first year we provided food to 340 households a month. Thanks to the generous support of the community, providing cash and food donations we had 1,613 households registered and provided food to 626 households a month for the year ended June 30, 2020. We distributed over 1.2 million pounds of food and personal care items to those in need for the year ended June 30, 2020.

All our clients receive a wide variety items such as the ones listed below:

- Quality proteins including chicken and fish
- Fresh produce including apples, oranges, celery, lettuce, carrots, onions and potatoes
- Dairy including milk, yogurt, eggs, cheese and butter
- Personal care items including soap, tooth paste and brushes, deodorant, shampoo and conditioner, dish and laundry detergent, shaving cream, razors and feminine
- A wide variety of non-perishable items you would find in any grocery store such as canned meats, vegetables, fruits, soups, tomato products, beans - fresh and canned, peanut butter and jelly, cereal, rice and pasta, spices and condiments

50% of the items provided are purchased with cash donations and the other 50% is provided with food donations.

Our volunteers provide labor free of charge and the support of the community (cash and food donations) enables us to complete our mission. We could not help those in need without the support of the community.

During the COVID crisis we implemented a drive through system to protect the health and safety of our volunteers and clients. Groceries are loaded directly in client cars by our volunteers in order to properly social distance. We have also temporarily expanded our territory to serve all Pennsylvania residents in need during the COVID crisis.

Our goals for the year ending June 30, 2021 is as follows:

- Raise \$758,000 in donations
- Secure over 800,000 in food donations
- Purchase \$600,000 of food and personal care items
- Rent and Utility costs of \$92,000
- Register 1,700 households
- Serve on average 650 households a month
- Distribute 1.3 million pounds of food and personal care items

## 2. Funding request

### • Description of key initiatives

- All our clients receive a wide variety items such as the ones listed below:
  - Quality proteins including chicken and fish
  - Fresh produce including apples, oranges, celery, lettuce, carrots, onions and potatoes
  - Dairy including milk, yogurt, eggs, cheese and butter
  - Personal care items including soap, tooth paste and brushes, deodorant, shampoo and conditioner, dish and laundry detergent, shaving cream, razors and feminine
  - A wide variety of non-perishable items you would find in any grocery store such as canned meats, vegetables, fruits, soups, tomato products, beans - fresh and canned, peanut butter and jelly, cereal, rice and pasta, spices and condiments
- Serve on average 650 households a month
- Provide 1.3 million pounds of food and personal care items to those in need (free of charge)

### • Specific needs & issues to be addressed

- Even in the world's greatest food-producing nation, children and adults face poverty and hunger in every county across America. In 2017:
  - 40 million people struggled with hunger in the United States, including more than 12 million children.
  - A household that is food insecure has limited or uncertain access to enough food to support a healthy life.
  - Households with children were more likely to be food insecure than those without children.
  - The West Chester Food Cupboard needs to secure donations to purchase \$600,000 worth of food for the year ended June 30, 2021.

### • Why it is important to fund this now

- Food insecurity is a real issue for many individuals living in the West Chester Area School district and the Commonwealth of Pennsylvania. In 2017, 1,856,785 households in Pennsylvania — 37 percent — could not afford basic needs such as housing, child care, food, transportation, health care, and technology. The COVID crisis has made this issue in our community even greater. Funds are needed to cover our annual food purchases of \$600,000

### • How impact & results will be demonstrated

We measure the following outcomes each month vs. budget and prior year:

- Clients served
- Cash donations
- Quantity and quality of food and personal care items provided to clients
- Food and personal care items purchased
- Food and personal care items donations

### • 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.*

## 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 Certification - Risk Management - Technology Improvements