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

Date

Contact Information
Organization Name: Lord’s Pantry of Downingtown
ED/CEO Name: Jan Leaf
Address: 141 E. Lancaster Avenue, Downingtown, PA 19335
ED/CEO E-mail: info@LordsPantryPA.org
Phone: (610) 873-1149
Board Chair Name: Sandy D’Amico
Website: www.LordsPantryofDowningtown.org
Board Chair Approval (check here): [X]
Year Incorporated: 2001
Primary Contact Name: Jan Leaf
FEIN: 23-3092880
Primary Contact E-mail: info@LordsPantryPA.org

Organization Information:
Field/s of Interest:

- [ ] Arts, Culture & Humanities
- [ ] Environment/Animal Welfare
- [X] Education
- [X] Human Services
- [ ] Religion

Mission: No one should suffer from hunger. The Lord’s Pantry of Downingtown provides food, education and basic assistance to those in need with respect and compassion.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served):
Downingtown Area School District, Exton and Lionville, PA

Describe Population Served & Annual Number of People Served:
Client income does not exceed 150% of the Federal Poverty Income Guidelines. During the last Fiscal Year we served 16,843 individuals.

Annual Budget $ 366,000
70% of budget for program expenses
29% of budget for administrative expenses
1% of budget for fundraising expenses

0 # of Full-Time Equivalent Paid Staff
9 # of Board Volunteers
107 # of Active Non-Board Volunteers
38,918 # of Volunteer Hours

100% total

Top 3-5 funding sources: Grants $258,871, Organizations $190,055, Individuals $207,348
Fundraising $80,856

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: $ 7,500

Proposal Summary:
We are requesting General Operating Funds to support basic food distribution programs.
II. CHESTER COUNTY COMMUNITY FOUNDATION
GRANT PROPOSAL NARRATIVE
Provide clear, concise information. 3 pages maximum.

1. Nonprofit’s history, goals, key achievements & distinctiveness

History
The Lord’s Pantry of Downingtown has served the community for over 50 years. It began in 1965 as
a small outreach program at St. James Episcopal Church in Downingtown to help a few needy
individuals within that local church community. Since its inception, the organization has always
provided its clients with choices of items from the shelves of the Pantry to supplement their food
supplies. Recognizing a growing need, the food distribution program gradually expanded its
service area to included the greater Downingtown community.

The Lord’s Pantry incorporated as a 501 (c) (3) non-profit, nonsectarian organization in July, 2001,
and moved to its current location at 141 E. Lancaster Avenue in Downingtown. In 2006, after
completing a successful capital campaign and receiving a Block Grant from the PA Department of
Community and Economic Development, the property was purchased and renovated.

In 2009, the Lord’s Pantry initiated a Healthy Food Choice program to provide families with
higher quality fresh foods that they would not typically be able to afford. In addition, other
programs have been developed as a result of expanding needs of clients including special
distributions of personal care items, back to school supplies, sneakers, holiday meals and gifts.
A Benefit Enrollment Assistance Program has also been established to improve clients’ standard
of living.

Key Achievements
The Lord’s Pantry served 16,843 “food insecure” individuals in Downingtown, Exton and
Lionville, providing a 10 to 14 day supply of food each month. The Pantry is operated by
over 100 volunteer staff under the guidance of two volunteer directors.

Distinctiveness
All of the existing and emerging programs define the essence of the work being done to serve
the “food insecure” clients of the Pantry. These clients are provided the opportunity to select
choices of food items from the shelves of the Pantry that will fill their food supply for 10 to 14
days each month. They are also given the opportunity to choose healthier food options than
those less costly items they might otherwise purchase in a grocery store.

2. Funding request

Description of key initiatives
The Food Distribution Program supplements clients’ food supplies. The Pantry collects
donated food from grocery stores, big box stores, individual donors, schools & churches.
Additional food items must be purchased by the Pantry for distribution.
The Healthy Food Choice Program provides healthier food options and opportunities to
educate clients in making better nutritional choices and developing healthier lifestyles.
Funding for this program supports the purchase of lean meat, milk, butter, cheese,
eggs, and fresh fruits and vegetables. Escalating food prices and expanded need have
increased the original cost projections, and its continuation is dependent on the
acquisition of additional funding sources. It is anticipated that costs will exceed $55,000 this year.

The Benefit Enrollment Assistance Program was started in 2010 to assist clients in applying for the social service benefits available to them from federal, state, county and private agencies. Trained volunteers also helped to find appropriate referrals for other unmet needs such as housing, utilities, medical care, etc.

The Special Distribution Program responds to client-identified needs not addressed by other programs. Examples include: Holiday meals, Adopt-a-Family Christmas Gift Program, July Distribution of personal care items, Cold & Flu Program, Back-to-School Program, Nursing Program (blood pressure screening, BMI, pulse, glucose level readings, nutrition education and healthy cooking tips), Summer Lunch Program and the Sneaker Distribution Program.

• Specific needs and issues to be addressed
  General Operating Funds are requested to support the organization’s capacity to achieve its mission. Specific programs (identified above) as well as client-identified associated needs that are the foundation of the Board’s ongoing strategic planning must be carefully budgeted along with general operating finances. As a frugal non-profit, the Lord’s Pantry of Downingtown aims to be fiscally responsible while meeting and exceeding the expectations of its clients.

• Why it is important to fund this now
  The demand for services provided by the Lord’s Pantry of Downingtown is increasing as costs of food acquisition is constantly escalating. The addition of new funding sources is critical to fulfilling the mission of the organization, including enhanced and emerging programs.

• How impact and results will be demonstrated
  The impact of funding from this grant request will be demonstrated in the continuation of high-quality services provided with respect and compassion by the Lord’s Pantry of Downingtown to those in need. Results will include the success to which new client-identified and Board-supported programs and services are developed and implemented.

• For capacity building grant proposals:
  o How will this capacity building initiative impact your nonprofit?
  o How will this impact be measured?
  o 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.

III. ATTACHMENTS

E-mail or mail this support information

1. Copy of 501 (c) (3) federal tax-exempt letter
2. List of Board of Directors, with their affiliations
3. Most recent annual report & financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year & current fiscal year to date
5. If capacity building initiative, itemized budget (including external consultant’s proposal, if applicable)
6. Current strategic plan. If your nonprofit does not have a current strategic plan, explain why.