

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: 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):   
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  Education  
 Health  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 0 # of Full-Time Equivalent Paid Staff  
70 % of budget for program expenses 9 # of Board Volunteers  
29 % of budget for administrative expenses 107 # of Active Non-Board Volunteers  
1 % of budget for fundraising expenses 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  ?

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 include 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:*

- *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.*

### **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.