

## 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: Phoenixville Area Community Services (PACS) ED/CEO Name: Mary Fuller  
Address: 101 Buchanan Street, Phoenixville, PA 19460 ED/CEO E-mail: mary.fuller@pacsphx.org  
Phone: 610-933-1105 Board Chair Name: Frederick Hubler, Jr.  
Website: <https://www.pacsphx.org/> Board Chair Approval (check here):   
Year Incorporated: 1974 Primary Contact Name: Julie Mokrzycki  
FEIN: 23-1902190 Primary Contact E-mail: pacs.grants@pacsphx.org

## Organization Information:

### Field/s of Interest:

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

**Mission:** Phoenixville Area Community Services (PACS) aspires to be the lead resource for food insecurity in the community.

**Geographic Area Served** (If not all of Chester County, specify primary Chester County regions served): Chester County (Phoenixville Borough, Schuylkill Township, East Pikeland Township, and West Pikeland Township) and Montgomery County (Mont Clare and Oaks)

**Describe Population Served & Annual Number of People Served:** PACS provides access to quality, nutritious food to people of all ages experiencing food insecurity. Nine percent of Phoenixville residents live in poverty and 33% are Asset Limited, Income Constrained, Employed (ALICE). In Fiscal Year 2019-2020, PACS served an estimated 45,000 individuals (12,841 households), a significant increase due to the ongoing COVID-19 pandemic.

**Annual Budget** \$3,123,581

93.8 % of budget for program expenses

6 % of budget for administrative expenses

0.2 % of budget for fundraising expenses

100 % total

5 # of Full-Time Equivalent Paid Staff

11 # of Board Volunteers

69 # of Active Non-Board Volunteers

4,651.25 # of Volunteer Hours

**Top 3-5 funding sources:** **Phoenixville Community Health Foundation** (\$400,000 for new building and \$25,000 for general operating); **Philabundance** (\$150,000 capacity building grant for special construction and general contracting); **Chester County Community Foundation** (\$75,000 for front of the house needs; \$46,000 from the Chester County Nonprofit Innovation & Resiliency Fund for SmartChoice™ Food Pantry Software; and \$5,000 from the COVID-19 Rapid Response Fund for Chester County for pantry items); **Pennsylvania Department of Environmental Protection** (\$51,920 Food Recovery Infrastructure Grant for a refrigerated van and walk-in refrigerator); and **The McLean Contributionship** (\$50,000 for new building).

**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:** PACS is requesting \$7,500 in general operating funds to support our work nurturing food security in the Phoenixville area.

## II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

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

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

**History:** Since 1972 PACS has helped people in the Phoenixville area get through difficult or challenging periods in their lives by providing emergency assistance through our food distribution and information and referral services. For close to 50 years, people in the Phoenixville area have known that if they need help, they can visit PACS to receive healthy, nutritious food while being treated with dignity and respect. In addition to food distribution, PACS has helped many community members get back on their feet by providing access to additional resources through our information and referral services.

**Goals:** Compassion: Above all else, we will be respectful and responsive to our clients and serve them in a caring and sensitive manner. We value and protect our clients' privacy and ensure a safe environment for our clients and staff. We honor our clients' dignity by offering usable, nutritious food and distributing it in a respectful and sensitive way.

Resourcefulness: We bring our full resources to bear on the problem of food insecurity and collaborate with other agencies to best serve our clients. We are committed to providing quality, healthy food in the most cost-effective manner. We will be well-managed, sustainable, and a good steward of resources. We will ensure we have the expertise to be effective and are committed to learning and growing.

Community-Centeredness: We believe in being culturally competent and understanding the needs of the diverse cultures and ethnicities we serve. Our community supports us. Neighbors and corporate partners in the Phoenixville area work together to raise resources and awareness to meet our clients' needs. We honor and appreciate the contributions of our donors and volunteers.

**Key Achievements:** The COVID-19 pandemic made it clear that we had outgrown our former location (3,630 sq. ft) at 257 Church Street; as a result, PACS purchased 101 Buchanan Street on 9/11/2020. We have now completed the move to our new, much larger space (23,700 sq. ft), where we are slated to become a food distribution hub for the Chester County Food Bank.

PACS has modified pantry processes to provide a safe environment for our staff, volunteers, and clients as a result of COVID-19. We have successfully implemented calls to our food appointment clients to obtain their grocery list of needed items, delivery for our at-risk clients, and safe donation drop-offs for the community. We are proud to share that we have been open our regular schedule (Mon-Fri 9am-4pm, Sat 9am-11am) throughout the pandemic. We have also seen an increase in clients due to the current economic conditions; as a result, we have been spending up to \$10,000 in a month on food (compared to \$2,700 in a typical month) to supplement our county-provided and donated items.

PACS successfully organized the Phoenixville Food Insecurity Team (PFIT) in July 2019. This group meets every other month to discuss food insecurity in the greater Phoenixville Area. PACS staff facilitates the meetings and compiles monthly calendars that show where and when food pantries and/or meal providers are open. The calendars are widely distributed on social media and throughout the community so those who need access to food know where to go.

Lastly, PACS has expanded our hours of availability for our clients and donors. Extending our hours and being available on a Saturday provides better service for clients who work during the day. This is especially important for our Asset Limited, Income Constrained, Employed (ALICE) clients.

**Distinctiveness:** We have worked to be a model of community feeding community by collaborating with other area food pantries and meal providers to create a food secure community.

## 2. Funding request

- **Description of key initiatives**
- **Specific needs & issues to be addressed**
- **Why it is important to fund this now**
- **How impact & results will be demonstrated**
  
- *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.*

PACS' main services include the following: 1) Free Bin (anyone needing food may visit our pantry daily for fresh produce, bread, and any other items that may be available), 2) Emergency Food Boxes (anyone who is in immediate need of food is provided a 2-3 day supply of food), 3) Monthly Food Appointments (a 3-5 day supply of government-provided food is given per family member, and is supplemented by food and toiletries donated by the community or purchased for distribution), and 4) Senior Boxes (prepackaged foods and assorted items from the Chester County Food Bank are provided to clients over age 60 living below the 150% poverty level in addition to the food provided at the clients' monthly food appointments).

Through these services, PACS addresses the immediate need for hunger relief and the long-term issue of food insecurity in the community. The move to our new, much larger space at 101 Buchanan Street and our greater food storage capabilities have more than tripled our operating expenses. This general operating grant of \$7,500 will go a long way in helping PACS keep everything running smoothly for the 600-1,000 clients we serve each week.

The impact of our work will be measured by recording our service statistics via our client sign-in sheets, which request the client's name, zip code, and service(s) needed. The data is later entered into the computer program ReferWeb by staff, and results can be seen on the PACS website under "About – Measuring Success" and in our annual reports.

## 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.

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## 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