

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: *Parish Hall Kitchen*
 Address: *212 S. High Street, West Chester, PA 19382*
 Phone: *(610) 696-4640*
 Website: *www.phk-wc.org*
 Year Incorporated: *2017*
 FEIN: *82-3394990*

ED/CEO Name: *Rev. Paul S. Hunt*
 ED/CEO E-mail: *rector@holytrinitywc.com*
 Board Chair Name: *Rev. Paul S. Hunt*
 Board Chair Approval (check here):
 Primary Contact Name: *Heather Robino*
 Primary Contact E-mail: *hmrobino@gmail.com*

Organization Information:

Field/s of Interest:

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

Mission:

The mission of Parish Hall Kitchen is to feed our neighbors, empower their lives, and nourish our community.

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

Chester County, primarily the greater West Chester area.

Describe Population Served & Annual Number of People Served:

Parish Hall Kitchen serves the un- or underemployed and those facing food insecurity. In 2019, our Friday Night Supper program served approximately 2,600 freshly prepared meals as either dine-in or take-out. Some of our guests are homeless, but even more are low-income individuals who lack the accommodations to cook for themselves at home, or who are in need of a balanced meal and social interaction. Currently we average at least 25 guests and prepare and average of 46 meals each week for FNS.

During the pandemic, the population we served increased to include individuals and families who were affected by widespread unemployment. As a response to that critical need, we created a new program called Parish Hall Kitchen to Go. In partnership with ACT in Faith of Greater Chester County, Parish Hall Kitchen to Go provided freshly prepared heat-and-eat meals to those in need through the AiF Community Cupboard. Since July 2020, Parish Hall Kitchen to Go has distributed over 4,000 meals and served approximately 500 families, totaling an estimated 1,350 people, more than half of whom are children.

Annual Budget \$ <u>125,250</u>	<u>1</u> # of Full-Time Equivalent Paid Staff
<u>84</u> % of budget for program expenses	<u>10</u> # of Board Volunteers
<u>5</u> % of budget for administrative expenses	<u>9</u> # of Active Non-Board Volunteers
<u>11</u> % of budget for fundraising expenses	<u>560</u> # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources:

1. Annual Fundraiser(s) – instead of one large annual event, we held several smaller virtual ones in FY 2020-21 due to COVID restrictions
2. Individual donations
3. Local grants

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: \$ 5,000 _____

Proposal Summary:

Parish Hall Kitchen is requesting funding for commercial grade equipment essential to the operation of our newest initiative, a self-sustaining “social enterprise” café. The café’s profits would be used as a dedicated funding stream to allow for growth of the three established outreach programs of Parish Hall Kitchen: the Friday Night Supper program, the Trinity Restaurant Training program, and Parish Hall Kitchen to Go. Each of these programs help us to meet our mission to feed, empower and nourish by providing fresh, balanced meals, culinary skills and job training to those un- or under-employed individuals who have an interest in and aptitude for sustainable employment in the food service industry.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

Nonprofit's history, goals, key achievements & distinctiveness

Parish Hall Kitchen is a PA non-profit corporation created to serve the borough of West Chester, Pennsylvania in June of 2017. We oversee three programs:

Friday Night Suppers (FNS), which has been serving a balanced meal every Friday to anyone in need;

Trinity Restaurant Training (TRT), which provides professional culinary training to prepare un- or under-employed individuals for work in the food service industry; and

Parish Hall Kitchen to Go (PHKTG), our newest program, which provides prepared, heat-and-eat meals to individuals and families. PHK To Go was created in 2020 as a response to the economic hardship and unprecedented food insecurity of the COVID-19 health crisis; however, as we have come to learn, it addresses a need that existed pre-pandemic and will remain a fundamental part of our mission moving forward as well.

The sudden loss of income due to the pandemic changed the game for many new individuals and families who found themselves facing food insecurity for the first time. In addition to rapidly pivoting our mission to provide the heat-and-eat meals, we moved FNS to curbside pickup and were able to redirect our financial resources to help meet a critical and escalating for basic necessities, providing fresh produce, eggs, and meat. By partnering with ACT in Faith, we were able to distribute the prepared meals and those other perishables via their Community Cupboard to ensure that our neighbors were fed. Now that the worst of the COVID crisis has passed, we are excited to resume our TRT program and get our enthusiastic trainees back to work learning. In an effort to streamline our existing FNS and TRT programs and position our new social enterprise café for success, the trainees now hone their skills by preparing and serving the FNS meals; they will eventually help to prepare the food sold in the café, as well as staff it.

Description of key initiatives

Our new integrated approach to Trinity Restaurant Training – utilizing training time to prepare the FNS meals - not only teaches our trainees necessary culinary techniques and skills, but it allows them to practically apply those skills. In addition, there are 20 hours of volunteer time built into the TRT program, so trainees now donate their time after the meal is prepared to help portion and distribute those meals to FNS guests. For the time being, FNS meals are still being served on a takeout basis, with any extra meals being donated to ACT in Faith of Greater West Chester for distribution through the Community Cupboard. Nonetheless, we are hopeful that we will be able to safely resume in-person dining sometime in 2022, which not only provides nourishment, but also a vital opportunity for socializing among the guests – something they have been missing for quite some time!

After being forced to cancel our annual major fundraiser for the second year, we have held three small virtual fundraisers that have been successful in helping us to continue these programs while keeping our donors engaged. Now that the pandemic has neared its end, plans are underway for a new PHK “program,” a social enterprise cafe that will offer coffee, smoothies, sandwiches, soups and heat-and-eat takeout meals. The cafe will serve as both a new funding stream for our programs and a new training module in the TRT curriculum. The café will share new space with both ACT in Faith and the thrift store run by Church of the Holy Trinity and be located in a building already owned by Holy Trinity on Barnard Street.

Funding request: \$5,000

Parish Hall Kitchen is requesting \$5,000 to cover the cost of purchasing the following commercial grade equipment for our new Barnard Street café:

Bunn Dual Coffee Machine – estimated cost: \$2,000

3-Bay Sink – estimated cost: \$3,000

Specific needs & issues to be addressed

The PHK Board of Directors' vision for renovating the Barnard Street building and creating a social enterprise cafe sprang from several needs/goals:

- First, the community outreach initiatives housed in the Church of the Holy Trinity outgrew the church space. The collaborative efforts of ACT in Faith, the Holy Trinity thrift store and PHKTG all needed more room in order to grow and enhance their services.
- Second, we wanted to give our TRT trainees a more robust training experience. Our Barnard Street café will not only teach food preparation but will also provide barista experience, point of service skills, interaction with the public, and an immediate employment opportunity to cement the professional skills they will learn.
- Finally, we saw both a need and an opportunity to engage a larger portion of the younger demographic of the local community – college students and young professionals who are interested in the coffee shop scene and fashion “thrifting” trends, and who also tend to be socially active in causes they believe in. We believe it is likely they would be highly motivated to support such a social enterprise that directly benefits those in their community and would view our café as a welcome addition to the area around the University in particular.

Currently, the Barnard Street building is in the process of being redesigned to allocate the space each organization requires, as well as common space that will welcome the public. The requested funding will help us to purchase two essential elements for the food service area of the café.

Why it is important to fund this now

With so many non-profit organizations vying for funding in our community, this social enterprise venture will lessen the pressures of fundraising while providing a new array of job training opportunities. Trainees will learn how to prepare the foods on the menu, as well as other transferrable job skills, which will supplement the ServSafe certification and other food preparation methods currently included in the training. Furthermore, the pandemic caused tremendous upheaval in the food industry, and only those who could pivot quickly to “to go” options survived. Our café is already positioned for such a pivot, if needed, because none of the food is being made for service; it will all be freshly prepared but pre-packaged for an easy take-out option.

The opening of the café is scheduled for the spring of 2022; having the funds available to purchase the necessary equipment in that time frame would help to ensure a seamless transition to our new space and provide for the immediate expansion of our mission.

How impact & results will be demonstrated

The success of the café will help sustain all PHK programs and lay the foundation for future program growth.

How will this capacity building initiative impact your nonprofit?

While all three organizations presently reside in the church building, this new venture will introduce a whole new level of collaboration. Having these organizations in dedicated larger space will not only allow all three to grow their missions, it will also serve to raise awareness regarding the needs that exist in our community and offer several ways for local residents to support their neighbors.

How will this impact be measured?

Having ACT in Faith, the thrift store, and the PHK social enterprise café all housed in one location with increased visibility in the community should increase the number of people we are able to help, since the missions of all three organizations purposefully overlap. We would track the number of visitors to the café, and our building partners will also track their service utilization. Parish Hall Kitchen would continue to utilize satisfaction surveys and anecdotal evidence from guests in the café and to Friday Night Supper. Additionally, the impact of our expanded restaurant training would be measured both in employment opportunities for our graduated trainees and through their testimonials.

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.

Capacity Building Request Budget

Equipment	Projected Cost	Timeframe
Bunn Dual Coffee Machine	\$2,000.00	February – March 2022
3-Bay Sink	\$3,000.00	February – March 2022
Total	\$5,000.00	

Timeline for Capacity Building Initiative

Month	Project Milestone
August, 2021	Building layout and design finalized
Sept-Dec, 2021	Begin to secure contractors, funding and work with Chester County Health Department to meet food facility requirements.
February 1, 2022	Take occupancy of Barnard Street building. Holy Trinity, as our landlord, will be making some necessary repairs and preliminary updates and we will begin purchasing necessary equipment.
March, 2022	Fitting of cafe
Mid-late April, 2022	Soft launch of café
May, 2022	Official opening of café