



ZELINDA LEBOUTILLIER CHARITABLE FOUNDATION REQUEST FOR PROPOSALS

I. SUMMARY SHEET

(One page only. This page will be shared with Grant Committee Members.)

Note: If the Philanthropy Network's Common Grant Application is used, this Summary Sheet MUST accompany application. Please visit our website at www.chescocf.org to obtain an electronic version of this application.

Date:

Contact Information:

Organization Name: Lord's Pantry of Downingtown
 Address: 141 E. Lancaster Avenue
 Downingtown, PA 19335

Contact Name: Jan Leaf
 Contact Title: Executive Director

Phone: 610-873-1149
 Web Address: www.LordsPantryofDowningtown.org

Contact E-mail: info@LordsPantryPA.org
 Fax: 610-873-4711
 Year Incorporated: 2001

Has your nonprofit previously applied to the Community Foundation: Yes No

Field/s of Interest:

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

Organizational Information:

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

Downingtown Area School District, Exton and Lionville, PA

Annual # of Clients & Description of Population Served:

The annual number of clients served was 16,843. The population client income does not exceed 150% of the Federal Poverty Income Guidelines.

Mission Statement:

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.

Organization Description:

Annual Budget \$ <u>465,000</u>	<u>0</u> # of Full-Time Equivalent Paid Staff
<u>74</u> % of budget for program expenses	<u>9</u> # of Board Volunteers
<u>25</u> % of budget for administrative expenses	<u>110</u> # of Active Non-Board Volunteers
<u>1</u> % of budget for fundraising expenses	<u>37,633</u> # of Volunteer Hours
<u>100</u> % total	

Top 3-5 funding sources: Organization Donations: \$263,041, Individual Donations: \$191,119, Grants: \$187,463, Gift Card Donations: \$64,978

Proposal Information:

Grant Amount Requested: \$ 5,000

Summary Description of Grant Purpose:

We are requesting General Operating Funds to support basic food distribution programs including The Healthy Choice Program, as well as need-based special programs such as the Benefit Enrollment Assistance Program, Holiday Distributions, Sneaker Distribution, Summer Lunch and Back-to-School Programs.

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II. GRANT PROPOSAL NARRATIVE

*Please provide the following information clearly and concisely.
Proposals of 1 or 2 pages are strongly encouraged.*

1. Organization's history, goals, key achievements and 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 or those routinely stocked in the Pantry. 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, backpacks, 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 serves over 16,483 "food insecure" individuals in Downingtown, Exton and Lionville, providing a 10 to 12 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 their choices of food items from the shelves of the Pantry that will fill their food supply for 10 to 12 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:

A. Specific Chester County needs and issues addressed

General operating funds are requested to support the organization's capacity to achieve its mission of purchasing and distributing food to the food insecure individuals in our serving area.

B. Organizational impact (for general operating proposals) or project impact (for project proposals)

This funding would enable the Lord's Pantry to provide healthier food options and opportunities to educate clients in making better nutritional choices and developing healthier lifestyles.

C. Overall strategies to implement the organization's mission (or project)

Funding for this program supports the purchase of lean meat, milk, butter, cheese, eggs and fresh fruits and vegetables to be distributed to "food insecure" clients of the Lord's Pantry.

D. 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 and supply chain issues continue.

3. Timetable, with anticipated outcomes and their relevance to the nonprofit's mission

The funding would be utilized in a relatively short period of time due to the skyrocketing costs of food.

4. How impact and results will be demonstrated

The impact of funding from this grant request would 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.

III. ATTACHMENTS

Please attach the following 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 and financial statement, audited if available
4. Itemized organizational operating budget with actual results for prior fiscal year and current fiscal year to date
5. Itemized project budget (if applying for project-specific grant)

Note: The Philanthropy Network's Grant Application may be submitted with CCCF Summary Sheet. Please visit our website at www.chescocf.org to obtain an electronic version of this application. E-mail applications are strongly encouraged.

Please e-mail completed applications to:
Stephenie Stevens, Grants Director & Outreach Officer

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **OCT 19 2006**

LORD S PANTRY OF DOWNINGTOWN
141 E LANCASTER AVE
DOWNINGTOWN, PA 19335

Employer Identification Number:
23-3092880
DLN:
17053266749056
Contact Person: SHAREN J LOCKLEAR ID# 31209
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated March 2002, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

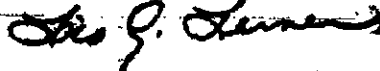
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)



LORD'S PANTRY OF DOWNINGTOWN

BOARD OF DIRECTORS

<p>SANDY D'AMICO PRESIDENT</p>	<p>LPD volunteer since 2017; Chairperson Board of Supervisors Upper Uwchlan Township 2017-present; 31 year Banking career- Wells Fargo/Citi Bank; Albright College, B.S.</p>
<p>GEORGE MARION TREASURER</p>	<p>LPD volunteer since 2007; Temple U. MBA in Accounting & Finance, Self Employed CPA 1991 – Present, Controller for Environmental Resources Management, Controller for John Milner Associates</p>
<p>KARL FETSCHER SECRETARY</p>	<p>LPD volunteer since 2010; LaSalle University, BS Business Administration, Former IT/Healthcare executive with Seimens / Shared Medical Systems; Currently own and operate KCK Solutions, a real estate investment and property management firm, Volunteer with the HOPE Program at St. Joseph's in Downingtown</p>
<p>JAN LEAF</p>	<p>LPD Director 2000-Present; LPD volunteer since 1990; Member of Philabundance Flagship Pantry Panel, Current Office Manager of Leaf Floor Covering; Former Paralegal, Certain-Teed Corporation;</p>
<p>RANDY LONGO</p>	<p>LPD Volunteer since 2012, Cornell University M.S. Industrial and Labor Relations; Human Resources Executive</p>
<p>LINDA McASSEY</p>	<p>LPD Assistant Director 2000-Present; LPD volunteer since 1999; Member of Philabundance Flagship Pantry Panel; Payroll Supervisor, Lasko Products; Real Estate Associate; Shippensburg University, B.A.</p>
<p>SHELLEY O'NEILL</p>	<p>LPD Volunteer since 2010, Widener School of Law, JD; Indiana University of PA, Masters; Clarion University, BS; C.S.L. Behring, In House Counsel; Smith Hanley, Contract Manager; ClinForce, Contract Manager</p>
<p>LEE WALLACE</p>	<p>LPD volunteer since 2006; Owner/ Operator of Sister's Boutique; Pediatric Nurse Children's Hospital Pittsburgh, PA, 18years; Pennsylvania State University, B.S. Nursing</p>
<p>KEVIN ZEEGER</p>	<p>LPD volunteer since 2004; Lead and Healthy Homes Program Coordinator- Chester County Health Department, 1989 - Present; Pennsylvania State University B.S., Nutrition.</p>

LORD'S PANTRY OF DOWNINGTOWN

2020- 2021 OPERATIONAL BUDGET

<u>INCOME</u>		
Individual Donations	\$125,000.00	
Designated Giving	25,000.00	
Fundraising	40,000.00	
Organization	125,000.00	
Grants	50,000.00	
Gift Cards - Grocery	30,000.00	
Interest	70,000.00	
TOTAL INCOME		\$ 465,000.00
<u>EXPENSES</u>		
Building Costs:		
Renovations	\$ 3,000.00	
Insurance	10,000.00	
Electricity	13,000.00	
Exterminator	300.00	
Trash	3,000.00	
Water	500.00	
Sewer	500.00	
Maintenance	3,000.00	
Service Contracts	3,000.00	
		\$ 36,300.00
Store/Office Expenses:		
Store Supplies	5,000.00	
Office Supplies	2,000.00	
Equipment/Repairs	30,000.00	
Phone & Internet	5,000.00	
Postage	2,000.00	
Website	500.00	
Maintenance/Cleaning	7,000.00	
Technical Support	6,000.00	
		\$ 57,500.00

LORD'S PANTRY OF DOWNINGTOWN

2020- 2021 OPERATIONAL BUDGET

Food Acquisition:		
Food Purchases	\$ 160,000.00	
Healthy Food Choice Program	75,000.00	
		\$ 235,000.00
Special Programs:		
Christmas In July	\$ 4,000.00	
Summer Lunch Program	6,000.00	
Back To School	1,000.00	
Sneaker Program	20,000.00	
Thanksgiving	15,000.00	
Christmas	40,000.00	
Winter Comfort	3,000.00	
Cold & Flu	3,000.00	
Easter	4,000.00	
Postal Workers Drive	500.00	
Client Emergency Fund	10,000.00	
		\$ 106,500.00
Advertising	\$2,000.00	
Development	1,000.00	
Fundraising	2,000.00	
Finance Charges	100.00	
Registration/Membership	600.00	
Professional Fees	8,000.00	
Miscellaneous	7,000.00	
		\$20,700.00
TOTAL EXPENSES		\$456,000.00
NET GAIN/(LOSS)		\$ 9,000.00

Lord's Pantry of Downingtown
Profit & Loss
 July 2020 through June 2021

Jul '20 - Jun 21

Income

Designated Giving

Back to School	2,230.00
Christmas	49,118.00
Easter	1,283.14
Emergency Fund (Client)	4,977.99
Summer Lunch Program	6,025.00
Thanksgiving	3,665.24

Total Designated Giving 67,299.37

Fund Raising Projects

Newsletter 5/21	3,100.00
Western Chamber of Commerce	5,000.00
Newsletter 10/20	500.00
LP Collection Boxes	192.00
Pook & Pook	121.00
Whitford Golf Event	4,000.00
Fund Raising Projects - Other	22,598.87

Total Fund Raising Projects 35,511.87

Gift Cards - Grocery Store 64,978.00

Grants

Grant - NFL	5,000.00
Cyber Grants	1,982.50
Peggy & Joseph Shubert	500.00
Fluid Edge	4,000.00
Chester County Com. Found-COVID	5,000.00
Thomas & Melanie Doyle	2,500.00
Pastore Family Fund	3,250.00
Your Cause - Blackbaud Giving	3,148.45
Senescu Fund	1,000.00
Charities Aid Foundation-Cyber	270.00
GlaxoSmithKline Found.-Cyber	500.00
KPMG	500.00
Sue Raymond & Steve Miller	15,000.00
Satterthwaite Family Fund	5,000.00
Wallace Charitable Trust	100,000.00
Barbara Nicholson	6,000.00
Vanguard Charitable	2,000.00
CCCF -Zelinda LeBoutillier	2,000.00
Spurlino Family Foundation	2,500.00

Lord's Pantry of Downingtown
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
Wyss	25,000.00
Grants - Other	2,312.50
Total Grants	187,463.45
Individual donations	
In Memory/Honor	8,465.00
Matching Funds	
Johnson & Johnson	1,425.00
Matching Funds - Other	410.00
Total Matching Funds	1,835.00
Individual donations - Other	180,818.77
Total Individual donations	191,118.77
Interest	
Certificate of Deposit	6,151.25
Stock	90,777.47
Vanguard Money Market Fund	1,008.56
Interest - Other	41.07
Total Interest	97,978.35
Organization Donations	
St. Paul's United Church	689.00
UKOGF Foundation	0.10
Veltek Associates Inc.	10,000.00
Incyte - Matching	600.00
Just Give - Great Nonprofits	587.79
United Way - Capital Region	180.00
United Way of Capital Region	252.00
Mutual Fire Foundation, Inc.	5,000.00
Exton United Methodist Church	650.00
Wegmans via CCFB	45,570.00
Vanguard Charitable	5,719.45
Exelon	250.00
Amazon Smile	333.92
America's Charities	497.89
Benevity	6,895.08
Central Presbyterian Church	3,794.00
Downingtown Area School Distric	1,000.00
Downingtown United Methodist	50.00
Fidelity Charitable Gift Fund	250.00

Lord's Pantry of Downingtown
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
GlaxoSmithKline	250.00
Grove United Methodist Church	875.00
IPay Solutions	950.00
Johnson & Johnson	50.00
Just Give	128,816.97
Knights of Columbus	185.00
Merck	100.00
Messiah Lutheran Church	9,697.83
Network for Good	2,835.00
Newcomers Club of CC	1,000.00
Pfizer	520.00
St. Elizabeth	100.00
St. Joseph - Poor Box	1,609.07
St. Paul's United Christ	2,959.00
United Way-Special Distribution	2,131.10
United Way GPSNJ	216.92
United Way of Chester County	1,110.73
Vanguard Community Fund	5,610.12
Your Cause	10,134.15
Organization Donations - Other	11,570.98
Total Organization Donations	263,041.10
Stock	
Realized Stock Appreciation	169,248.97
Total Stock	169,248.97
Total Income	1,076,639.88
Expense	
Advertising	1,451.34
Bank Charges	171.54
Building Costs	
Building Renovations/Repairs	265.00
Electricity	8,848.74
Equipment Repairs	1,598.26
Exterminater	215.00
Insurance	7,598.00

Lord's Pantry of Downingtown
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
Maintance	504.34
Sewer	115.44
Trash	1,952.20
Water	389.09
Total Building Costs	21,486.07
Fees	
Registration Fees	50.00
Professional Fees	14,600.00
Total Fees	14,650.00
Food Acquisition Costs	
Additional Distribution	
Gift Card - Additional Dist.	895.92
Additional Distribution - Other	3,875.26
Total Additional Distribution	4,771.18
Food Donations	
Gift Card -Food Acquisition	34,777.34
Total Food Donations	34,777.34
Food Purchases	4,125.00
Food Purchases - Other	448.00
Healthy Choice	
Gift Card - Healthy Choice	19,560.57
Healthy Choice - Other	35,898.39
Total Healthy Choice	55,458.96
Food Acquisition Costs - Other	54,590.07
Total Food Acquisition Costs	154,170.55
Fundraisers	
Newsletter 5/2021	1,007.00
Newsletter 10/20	990.00
Total Fundraisers	1,997.00
Membership Dues	
Chamber of Commerce Dues	260.00

Lord's Pantry of Downingtown

Profit & Loss

July 2020 through June 2021

	Jul '20 - Jun 21
Minquas Fire Company	100.00
Membership Dues - Other	196.14
Total Membership Dues	556.14
Miscellaneous Costs	
Fraud	860.56
Gifts	443.23
Storage Unit	4,387.68
Tips for Services	40.00
Van Expense	
Gift Card - Van	50.00
Van Expense - Other	258.34
Total Van Expense	308.34
Volunteer Lunch / Refreshments	1,045.89
Total Miscellaneous Costs	7,085.70
Non-food Expense	
Parking - Volunteers	1,653.72
Parking - Clients	31.25
Total Non-food Expense	1,684.97
Registration	947.26
Special Programs/Events	
COVID Stimulus 2021	1,460.59
Designated Funds	
LP COVID Fund	25,094.59
Fresh Start Program	
Gift Card - Fresh Start	248.21
Fresh Start Program - Other	6,108.71
Total Fresh Start Program	6,356.92
Total Designated Funds	31,451.51
Winter Comfort Program	2,106.24
Back to School	
Gift Card Back To School	2,076.79
Back to School - Other	778.79
Total Back to School	2,855.58

Lord's Pantry of Downingtown
Profit & Loss
 July 2020 through June 2021

	Jul '20 - Jun 21
BEAP Program - Client Emergency	
Gift Card - BEAP	173.03
BEAP Program - Client Emergency - O...	5,644.70
Total BEAP Program - Client Emergency	5,817.73
Christmas	
Gift Card - Christmas	462.68
Christmas - Other	37,443.04
Total Christmas	37,905.72
Christmas In July	1,447.98
Cold & Flu	
Gift Card - Cold & Flu	370.14
Cold & Flu - Other	1,954.28
Total Cold & Flu	2,324.42
Easter	
Gift Card Easter	1,761.83
Easter - Other	321.95
Total Easter	2,083.78
Summer Lunch	
Gift Card Summer Lunch	2,651.32
Summer Lunch - Other	2,851.43
Total Summer Lunch	5,502.75
Thanksgiving	
Gift Card - Thanksgiving	1,428.50
Thanksgiving - Other	7,528.08
Total Thanksgiving	8,956.58
Total Special Programs/Events	101,912.88
Store/Office Costs	
Cell Phone	446.58
Equipment - Service Contracts	1,593.20
Maintenance - Cleaning	10,300.00
Office Supplies	5,261.10
Postage	4,881.73

Lord's Pantry of Downingtown
Profit & Loss
July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>
Printing	560.00
Store Supplies	5,428.27
Website	129.43
	<hr/>
Total Store/Office Costs	28,600.31
	<hr/>
Total Expense	334,713.76
	<hr/>
Net Income	<u><u>741,926.12</u></u>