

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 to apply online for grants from all Community Foundation Funds.
- **Email proposals to 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 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

Date 4-11-22

Contact Information

Organization Name: Oxford Area Neighborhood Services Center (NSC) ED/CEO Name: Rachel Lebus
Address: 35 N 3rd St. Oxford PA 19363 ED/CEO E-mail: rlebus@oxfordnsc.org
Phone: 610-932-8557 Board Chair Name: Steve Doutrich
Website: www.oxfordnsc.org Board Chair Approval (check here):
Year Incorporated: 1971 Primary Contact Name: Rachel Lebus
FEIN: 23-723-1577 Primary Contact E-mail: rlebus@oxfordnsc.org

Organization Information:

Field/s of Interest:

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

Mission: Oxford Area Neighborhood Services Center (NSC) empowers people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources.

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

Our main service area is in Southern Chester County; generally we service the Oxford and Avon Grove school districts. For clients who are closer to Kennett Square, we work closely with Kennett Area Community Services in case each organization can supply a piece of the service puzzle the client needs. We also see clients who are outside of this service area, especially from the area surrounding Cochranville.

Describe Population Served & Annual Number of People Served:

NSC is an essential human services provider within the greater Oxford Community. NSC provided services to 2,184 unduplicated low-income individuals in 2021. Of that number, 1,027 people received help from our Information & Referral programs. This year, NSC expects to provide more than 180,000 pounds of food to 250 unduplicated households comprising over 800 unduplicated individuals: children, adults, and the elderly. In addition, NSC expects to provide financial assistance to 500 unduplicated individuals by making payment arrangements with a community vendor to help with heat, housing, utility, transportation and health needs. In 2021, 180 children were served by our Christmas Room program, and that number remains relatively similar year to year.

Southern Chester County residents seeking assistance from NSC are experiencing situations that impact their ability to pay for their most basic needs. These situations can include the loss of employment or underemployment, an unexpected health issue, a death in the family, grandparents who are raising grandchildren because their parents are unable to, individuals who are returning to the community after serving in the military, or individuals returning to the community who have been incarcerated. Mental health and/or substance abuse issues are often factors that contribute to an individual seeking assistance from our agency.

The majority of individuals seeking assistance are low-income families with children. Ethnically, our clients are 50% Caucasian, 42% Hispanic and 8% African American and Other. Ninety-eight percent of households receiving food are at or below 150% of the poverty level – individual income is at or below \$18,090 annually, or a 5-person household qualifies with an annual income of \$43,170 or below. Families with children who seek assistance are especially vulnerable. In Chester County, the share of children living in poverty is 55% higher than it was in 2008, with more than 10,000 children now living in poverty & just under half of those living in deep poverty. Nearly 13% of children under the age of six live in poverty, and the poverty rate for all children is nearly 50% higher than that of older adults. In the Oxford area, 46.4% of the Oxford Area School District's students qualify for the federal free/reduced lunch program.

Annual Budget \$829,315 _____ 6 # of Full-Time Equivalent Paid Staff
90 % of budget for program expenses 12 # of Board Volunteers
7 % of budget for administrative expenses 2 # of Active Non-Board Volunteers
3 % of budget for fundraising expenses 1,000 # of Volunteer Hours
100 % total

Top 3-5 funding sources:

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: \$50,000 _____

Proposal Summary: NSC is seeking General Operating Funding to support two essential programs:

- 1. Emergency Food Pantry:** Neighborhood Services Center's Food Assistance Program provides individuals and families with the safety-net service to meet their most basic need of healthy food. Eligible families and individuals can receive nutritious food on a monthly basis from our Food Cupboard which is part of the Chester County Food Bank network. NSC utilizes funding through grants and donations to purchase additional food which helps us to provide a 7 to 10-day supply of food for each family that comes to the food cupboard. Families and individuals may also receive food from our Food Cupboard on a one-time emergency basis.
- 2. Basic Needs Assistance:** This program addresses the basic needs of each client that walks into or calls the NSC office. A case manager screens the client and connects them with the appropriate agencies and resources needed to address the client's needs. If a qualified client needs assistance paying for their housing, utility or health needs, NSC will directly meet the client's need by providing monetary assistance paid to local vendors on behalf of the client. Target beneficiaries are income eligible individuals and families who live in our service area. Needs addressed include basic and emergency needs of fuel, shelter, prescriptions and healthcare co-pays, utility bills, transportation.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

Neighborhood Services Center exists to assist members of our community break the cycle of poverty. Since November 1, 1971, NSC has provided a centralized location where residents of Southern Chester County can access health and social services and find help to meet their basic needs. The mission of NSC is to empower people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources. Last year, NSC provided unduplicated services to 2,184 residents in need.

2. Funding request

• Description of key initiatives

The Oxford Area Neighborhood Services Center's mission is to assist people experiencing a crisis or hardship with both immediate, direct assistance and referrals to ongoing assistance.

Since November 1, 1971, Oxford Area Neighborhood Services Center (NSC) has provided a centralized location where residents of the southwestern corner of Chester County can access health and social services and find help to meet their basic needs. We do this through the following programs: an emergency food cupboard and rental and utility assistance. By supporting these basic needs, families are able to develop a more secure financial position, improve and/or secure living conditions, and better meet the nutritional needs of themselves and their families.

NSC provides services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. We provide these services through two main programs:

A. Community Food Cupboard: Neighborhood Services Center's Food Assistance Program provides individuals and families with the safety-net service to meet their most basic need of healthy food. Eligible families and individuals can receive nutritious food from our Food Cupboard which is part of the Chester County Food Bank network. NSC utilizes funding through grants and donations to purchase additional food which helps us to provide a 7 to 10-day supply of food for each family that comes to the food cupboard. Families and individuals may also receive additional food from our Food Cupboard.

To qualify for ongoing and emergency food assistance, the head of household self declares that the family meets income guidelines provided by the United States Department of Agriculture. Eligible households must be at or below 150 percent of the poverty level for their household size. If a family's income does not qualify them for assistance with government provided food, and they can prove a need, NSC will assist them with food donated from community sources. NSC works with the community to distribute donated food items collected by local businesses, schools, churches and other community organizations.

We are open Monday – Thursday for people needing to access food from our food pantry. NSC remains a first tier Chester County Food Bank partner, and so receives a weekly delivery from them, but because of our physical plant limitations we must supplement that shipment with food (and grocery items such as diapers or laundry detergent) we purchase.

B. Basic Needs Assistance: This program addresses the basic needs of each client that walks into or calls the NSC office. A case manager screens the client and connects them with the appropriate agencies and resources needed to address the client's needs. If a qualified client needs assistance paying for their housing, utility or health needs, NSC will directly meet the client's need by providing monetary assistance paid to local vendors on behalf of the client. Target beneficiaries are income eligible individuals and families who live in our service area. Needs addressed include basic and emergency needs of fuel, shelter, prescriptions and healthcare co-pays, utility bills, transportation.

In a typical year, we give out about 550 gifts of no more than \$1,000 each to clients needing rental or utility assistance. That adds up to about \$275,000 in a normal year.

- **Specific needs & issues to be addressed**

Southern Chester County residents seeking assistance from NSC are experiencing situations that impact their ability to pay for their most basic needs. These situations can include the loss of employment or underemployment, an unexpected health issue, a death in the family, grandparents who are raising grandchildren because their parents are unable to, individuals who are returning to the community after serving in the military, or individuals returning to the community who have been incarcerated. Mental health and/or substance abuse issues are often factors that contribute to an individual seeking assistance from our agency.

- **Why it is important to fund this now**

NSC is continuing to see an increased demand for services due to the continued economic impacts of COVID-19. We provide services to financially vulnerable people who work in industries without sick leave &/or health care; homeless people; and health-challenged vulnerable people. Even as many are hoping the pandemic is “over” and we have gone back to our lives as usual, the most vulnerable in our community are still impacted, due to the nature of the kinds of jobs they work, and the drastic change in the economy. Those who were already experiencing poverty, or were close to the poverty line will be continue to be affected indirectly by this pandemic for months, or possibly even years, to come. NSC’s programming is designed specifically for responses to crises like this, and now is most certainly the time to give to a program like NSC, to assist the most vulnerable in our community.

- **How impact & results will be demonstrated**

NSC will use the following criteria to determine our impact and results:

Basic Needs Assistance - Housing

At least 70 households will avoid eviction and be able to remain in their homes.

At least 10 households will be connected with services to help them remain in their homes.

70 households assisted.

\$35,000 provided for rental assistance to households.
10 applicants referred to other agencies/services.

Basic Needs Assistance – Utilities

At least 60 households will avoid fuel and utility shut-offs and will be able to provide heat, electric, water/sewer services for their families.

At least 20 households will be connected to services that will help them avoid utility shut-offs.

At least 60 households assisted.

\$35,000 provided for fuel and/or utility assistance.

At least 20 households referred to other agencies/services.

Food Assistance

At least 350 households will be better able to meet the nutritional needs of their families due to regular access to healthy food.

At least 350 households will be provided with a week's worth of food.

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.

- Use this form @ www.chescof.org to apply online for grants from all Community Foundation Funds.
- **Email proposals to grants@chescof.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) 696-8211 grants@chescof.org with questions.



*Connecting people who care with causes that matter,
so their legacies make a difference.*

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