

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

Contact Information

Organization Name: West Chester Food Cupboard
Address: 431 S Bolmar St. West Chester PA 19382
Phone: 610 344 3175
Website: www.wcfood.org
Year Incorporated: 2012
FEIN: 46-1420690

ED/CEO Name: Joe Fratinardo
ED/CEO E-mail: wcfood@gmail.com
Board Chair Name: Joe Fratinardo
Board Chair Approval (check here):
Primary Contact Name: Joe Fratinardo
Primary Contact E-mail: joefrac1@yahoo.com

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities
 Health

Environment/Animal Welfare
 Human Services

Education
 Religion

Mission:

The West Chester Food Cupboard commits to provide a variety of fresh and nonperishable healthy food items to those in need...because no one should go hungry!

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

West Chester Area School District (All residents in PA during COVIS crisis, committed through at least December 2022)

Describe Population Served & Annual Number of People Served:

Annual Budget \$ _____ # of Full-Time Equivalent Paid Staff _____
_ 99.1_ % of budget for program expenses _____ # of Board Volunteers _____
_ 0.5_ % of budget for administrative expenses _____ # of Active Non-Board Volunteers _____
_ 0.5_ % of budget for fundraising expenses _____ # of Volunteer Hours _____
100 % total

Top 3-5 funding sources:

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: Food Insecurity – Food Purchases _____

Grant Amount Requested from the Community Foundation: \$ _____ 10,000 _____

Proposal Summary:

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

The West Chester Food Cupboard is one of the largest hunger relief agencies in Chester County. It is the primary source of food assistance for low-income residents of the West Chester Area School District. During the COVID crisis the food cupboard has expanded its territory to all Pennsylvania residents in need.

The Cupboard was founded in 2009 and subsequently incorporated in 2012 as a 501 (c)(3) nonprofit organization. We are proud to be a non-profit organization run and staffed entirely by volunteers. In our first year we provided food to 340 households a month. Thanks to the generous support of the community, providing cash and food donations we had 1,620 households registered and provided food to 734 households a month for the year ended June 30, 2021. We distributed over 1.2 million pounds of food and personal care items to those in need for the year ended June 30, 2021.

50% of the items provided are purchased with cash donations and the other 50% is provided with food donations.

Our volunteers provide labor free of charge and the support of the community (cash and food donations) enables us to complete our mission. We could not help those in need without the support of the community.

Before the COVID crisis, our clients were eligible to utilize our services and shop once a month free of charge. We were set up like a small grocery store and each family would select items that included the following:

- Quality proteins including chicken, beef and fish
- Fresh produce including apples, oranges, celery, lettuce, carrots onions and potatoes
- Dairy including milk, yogurt, eggs, cheese and butter
- Personal care items including soap, toilet paper, toothpaste, toothbrushes, deodorant and shampoo.
- A wide variety of non-perishables that one would find in any grocery store.

Since COVID families receive the same quality and quantity of food. However, we have a drive through system where food is loaded directly into the cars of our clients to minimize human interaction. We are currently evaluating when we can open our facility back up for in house shopping. In addition to serving West Chester Area School District residents, we have been serving at our facility (Since June of 2020) any resident in Pennsylvania that needs food assistance and we have committed to do so through at least December 2022.

In the past year, we have also expanded our outreach efforts in order provide more support to those in need. With our largest project we help provide food to 400 families in Southern Chester County each

week. We have several programs like this and are serving approximately 450 households offsite. We have committed to do so through at least December 2022.

In June 2021, we also started supplying three local day care and after school programs (200 children) with fruit and other healthy snacks each week. We have committed to do so through at least December 2022.

We anticipate that rising housing prices and general inflation will put increased pressure on our clients and that their needs for assistance will increase.

2. Funding request

• Description of key initiatives

- All our clients receive a wide variety of items such as the ones listed below:
 - Quality proteins including chicken and fish
 - Fresh produce including apples, oranges, celery, lettuce, carrots, onions and potatoes
 - Dairy including milk, yogurt, eggs, cheese and butter
 - Personal care items including soap, tooth paste and brushes, deodorant, shampoo and conditioner, dish and laundry detergent, shaving cream, razors and feminine
 - A wide variety of non-perishable items you would find in any grocery store such as canned meats, vegetables, fruits, soups, tomato products, beans - fresh and canned, peanut butter and jelly, cereal, rice and pasta, spices and condiments

- Our goals for the year ending June 30, 2022, is as follows:
 - Raise \$976,000 in donations
 - Secure over 800,000 pounds in food donations
 - Purchase \$960,000 of food and personal care items
 - Rent and Utility costs of \$90,000
 - Utilize excess donations from fiscal 2021 to cover expenses in excess of expected donations
 - Register 1,500 households
 - Serve on average 450 households a month (serve more than that if the need is greater) at the cupboard
 - Serve on average 450 households a month (serve more than that if the need is greater) at offsite at initiatives such as families in Southern Chester County
 - Provide healthy snacks to 200 children each week at local day care and after school programs
 - Distribute 1.3 million pounds of food and personal care items (distribute more if the need is greater)

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

- 40 million people struggled with hunger in the United States, including more than 12 million children.
- A household that is food insecure has limited or uncertain access to enough food to support a healthy life.
- Households with children were more likely to be food insecure than those without children.
- The West Chester Food Cupboard needs to secure donations to purchase \$600,000 worth of food for the year ended June 30, 2021.

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

- Food insecurity is a real issue for many individuals living in the West Chester Area School district and the Commonwealth of Pennsylvania. In 2017, 1.9 million households in Pennsylvania — 37 percent — could not afford basic needs such as housing, child care, food, transportation, health care, and technology. The COVID crisis and high inflation has made this issue in our community even greater. Funds are needed to cover our annual food purchases of \$960,000

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

We measure the following outcomes each month vs. budget and prior year:

- Clients served
- Cash donations
- Quantity and quality of food and personal care items provided to clients
- Food and personal care items purchased
- Food and personal care items donations

• *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.
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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