

GRANT PROPOSAL GUIDELINES

- The Chester County Community Foundation **connects people who care with the causes that matter**, so their philanthropy makes a difference **now & forever**.
- We are a **collection of Field of Interest & Donor Advised Funds** with **\$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**.
- ◇ Nonprofits **budgets** must be **\$500,000 or less**.
- ◇ 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

Date 8/18/22

Contact Information

Organization Name: Phoenixville Area Community Services Inc (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: Chester County and Montgomery County, specifically Phoenixville Borough, Schuylkill Township, East Pikeland Township, West Pikeland Township, Mont Clare, Oaks, Linfield/Limerick/Royersford, Spring City, and Colledgeville/Trappe

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 2021-2022, PACS served an estimated 55,000 individuals through our food distribution services.

Annual Budget \$5,375,315	6 # of Full-Time Equivalent Paid Staff
95.5 % of budget for program expenses	12 # of Board Volunteers
4 % of budget for administrative expenses	115 # of Active Non-Board Volunteers
0.5 % of budget for fundraising expenses	5,350.05 # of Volunteer Hours
<i>100 % total</i>	

Top 3-5 funding sources: Chester County Food Bank (\$300,000 in ARPA funds for expanding our refrigeration); Chester County Commissioners, (\$294,000 in CARES funds for electrical upgrades); Detwiler Family Foundation (\$50,000 for our new building); Phoenixville Community Health Foundation (PCHF) (\$50,000 for general operating); and The W.W. Smith Charitable Trust (\$46,820.93 for facility improvements and restocking the pantry)

Is this grant proposal for: Capacity Building or General Operating ?

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. Our general operating expenses for FY22-23 are estimated at \$215,425; these costs (such as equipment purchase/repair, extermination, insurance, housekeeping, office supplies, and utilities) are essential to keeping our food distribution efforts running smoothly.

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 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: Our "Silver Service" launched in January 2022; funding from PA Link enabled us to hire a dedicated delivery driver for our senior clients who schedule monthly food appointments. We were also able to purchase senior-specific foods and reusable grocery bags for these deliveries.

Having outgrown our former location (3,630 sq. ft) at 257 Church Street during the COVID-19 pandemic, we purchased 101 Buchanan Street on 9/11/2020. At our new, much larger space (23,700 sq. ft), we continue growing as a model of community feeding community and are slated to become a food distribution hub for the Chester County Food Bank. We officially paid off the mortgage in March 2022.

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 have been able to open our daily pantry so our clients can come in and shop for their own items, masked and two households at a time; an average of 88 individuals visit our daily pantry each weekday. We have remained open throughout the pandemic and expanded our hours (Monday, Tuesday, Wednesday, and Friday 9am-4pm; Thursday 9am-5pm; and Saturday 10am-1pm). With an increase in clients due to the current economic conditions, we have been spending an average of \$11,250 each month on food (compared to \$2,700 in a typical month) to supplement our county-provided and donated items.

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. Seventy-six percent of our budget consists of in-kind food donations received from the community.

2. Funding request

PACS' three main services include the *daily pantry* (fresh produce, bread, prepared foods, and miscellaneous pantry items), *monthly food appointments* (government-provided food supplemented by donated and purchased food and toiletries to support clients for 10-12 days), and *senior boxes* (a monthly box of prepackaged foods and assorted items from the Chester County Food Bank for clients over age 60). We also coordinate a holiday meal program, maintain several 24/7 food bins throughout the community, and share food with 16-17 other agencies on a regular basis.

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 1,000+ clients we serve each week.

The impact of our work will be measured by using the computer program Refer to keep track of our service statistics. PACS staff will enter in client information as applicable for monthly food appointments, receipt of senior boxes, visits to the daily pantry, and information & referrals provided. Continuing to impact at least 55,000 individuals annually through our food distribution services (our numbers from FY21-22) will indicate success. 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.

- 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.

