

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

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: F4(Fiorenza's Food For Friends)
Address: PO Box 89, Downingtown, PA 19335
Phone: 610-955-7090
Website: www.f4service.org
Year Incorporated: 2011
FEIN: 45-2253155

ED/CEO Name: Brenda Russell
ED/CEO E-mail: brussell@f4service.org
Board Chair Name: Ted Zobian
Board Chair Approval (check here): X
Primary Contact Name: Eric Miller
Primary Contact E-mail: emiller@ctdi.com

Organization Information:

Field/s of Interest:

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

Mission: To connect sources of food to recipients in need.

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

Describe Population Served & Annual Number of People Served: In 2021, F4 supported 35 organizations with food donations in Chester County. The impacted population of individuals and families received food donations from local nonprofit organizations that acquired food through F4 food donors. Food donations were delivered through F4 and F4 partners, i.e., pantries, shelters, schools, etc.

Annual Budget \$ <u>101,850</u>	<u>2</u> # of Full-Time Equivalent Paid Staff
<u>93.2</u> % of budget for program expenses	<u>21</u> # of Board Volunteers
<u>5.8</u> % of budget for administrative expenses	<u>11</u> # of Active Non-Board Volunteers
<u>1</u> % of budget for fundraising expenses	<u>4963</u> # of Volunteer Hours
<u>100</u> % total	

Top 3-5 funding sources: Sponsorships/Corporations, Individual & Board Donations, Grants

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

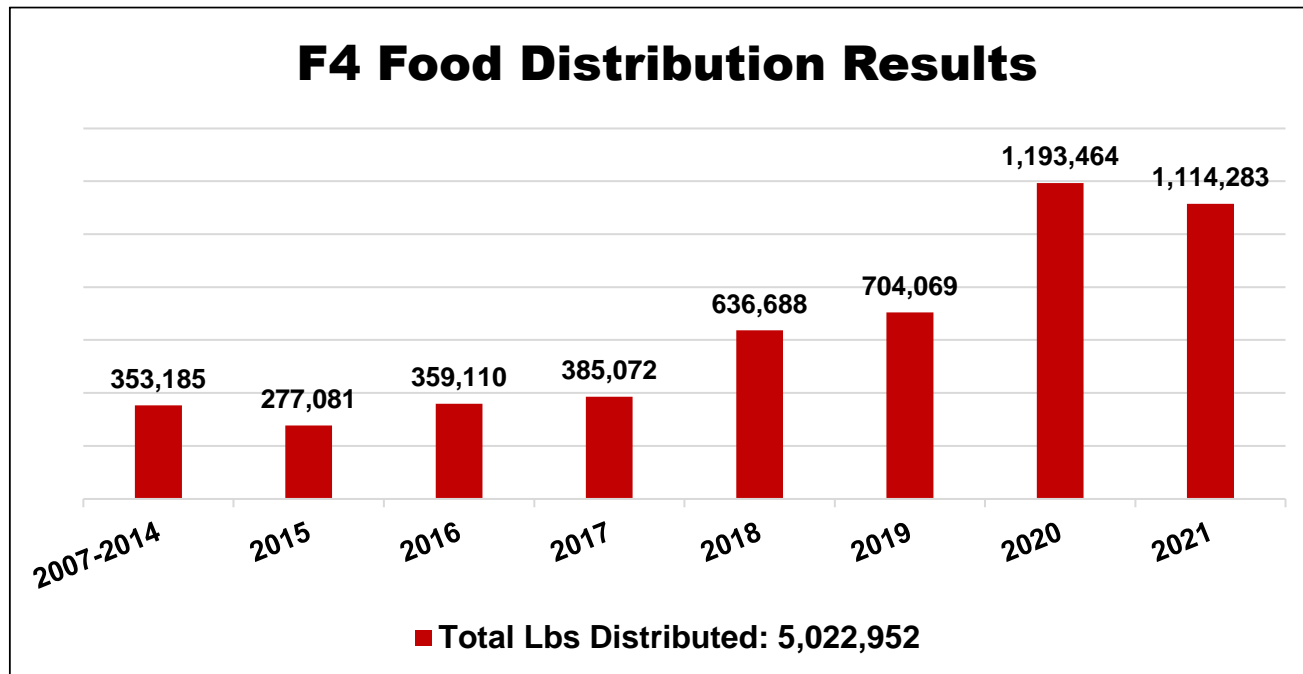
If Capacity Building Proposal, the focus is:

Mission, Vision & Strategy Governance & Leadership Partnerships & Collaborations
 Fundraising, Development & Marketing Technology Other: _____

Grant Amount Requested from the Community Foundation: \$ 5000

Proposal Summary:

The purpose of a grant in 2023 will contribute to F4’s Food Recovery and Donation Expansion initiative. Funding will help F4 to establish partnerships with ten additional sustainable food donors to acquire new food sources for local food pantries to distribute to food-insecure individuals. These additional partnerships are anticipated to generate an estimated 600,000 pounds of incremental food recovery, benefitting approximately 3000 to 4000 individuals.



II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

In 2007, Derek Fiorenza had the vision to educate the community on hunger awareness, engage and inspire people to get involved and eradicate hunger by providing an avenue to assist those in need. F4 focuses on “Hunger Awareness,” with our mantra to Educate, Engage, and Eradicate as the center of all F4 activities. This has enabled the organization to grow from one person’s vision to become **Chester County’s largest food recovery organization!**

2021 Goals/Achievements-

- **Distribute 1 million pounds of food:** 2021 result 1.1 million

- **Establish NEW sustainable donating partners:** 2021 result 7 New Partners added

2. Funding request

• Description of key initiatives for 2023

- Acquire another 10 sustainable food donors
 - A sustainable donor typically donates at least once a week.
- Collaborate to deepen and or expand 3-5 existing partnerships
 - Donating partners may have multiple locations that may not be donating food
 - Donating partners may have vendors that are not donating food
- Build the organization with the addition of part-time staff resources and interns

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

Nearly 1.35 million individuals are at risk of food insecurity in Pennsylvania. (Reference- www.feedingamerica.org/hunger-in-america/pennsylvania) Sadly, everyday businesses are discarding food, good food, that could feed those in need in our communities.

Businesses need to be provided with EDUCATION about the legality of donating food and hunger needs in their communities. They also need CONFIDENCE in having reliable resources and processes implemented to collect food donations safely and consistently.

Why is this needed-

- 43 billion pounds of food were wasted in US retail stores
- 22-33 billion pounds of food were wasted in US restaurants
- ***Good Samaritan Food Donation Act awareness about this law and trust in the protections it offers remains low***
<https://foodprint.org/issues/the-problem-of-food-waste/> (2010 data)

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

Since COVID-19 began, there has been a significant rise in food insecurity in Chester County, creating an increased demand for community food donations

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

F4 coordinates measurement and tracking of all program activity and results, including:

- New/expanded relationships
- Pounds recovered/donated
- Matrix of all donor/partner relationships by location (State/County)
- Active engagement and tracking of food drives

Partnerships, activities, and results are promoted on social media platforms

F4 provides ongoing communications and demonstrated impact results with existing and prospective food partners, financial contributors, and community agencies.

- ***For capacity-building grant proposals:***

- ***How will this capacity-building initiative impact your nonprofit?***
F4 will acquire new donating food partners that are interested in helping to feed people locally. Access to these NEW sources of donated food will be provided to other nonprofits to distribute to their clients.
- ***How will this impact be measured?***
Results are tracked through F4's CRM, Salesforce. F4 maintains records on each food donor, recipient agency and their critical needs, partnership of the food donor and recipient agency, pounds donated, and food distribution practices to ensure successful and sustainable results that benefit our collaborative agencies and those that they serve.
- ***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.***

A Chester County Community Foundation Capacity Building Grant of \$5,000 will help offset funding for a part-time staff member for 1-year to establish new food donation opportunities. The staff member will be responsible for initial engagement and onboarding potential new food source donors, tracking opportunities, measuring outcomes, poundage, and the locations of agencies supported with these food donations.

The following chart details the funding of this 2023 Capacity Building initiative:

Food Recovery and Donation Expansion Project Budget	
20 hours	20
\$15.35 hourly	\$17.00
Annual PT Hours	1040
Total Project Labor Costs	\$17,680.00

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