

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: Rob Necarsulmer
Board Chair Approval (check here):
Primary Contact Name: Joe Fratinardo
Primary Contact E-mail:
joe.fratinardo@wcfood.org

Organization Information:

Field/s of Interest:

Arts, Culture & Humanities

Environment/Animal Welfare

Education

Health

Human Services

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

Describe Population Served & Annual Number of People Served:

Annual Budget \$3.2 million

99.3 % of budget for program expenses

0.5 % of budget for administrative expenses

0.2% of budget for fundraising expenses

100 % total

0 # of Full-Time Equivalent Paid Staff

10 # of Board Volunteers

180 # of Active Non-Board Volunteers

36,000 # of Volunteer Hours

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:

Grant Amount Requested from the Community Foundation: \$25,000

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 (WCFC) 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.

The West Chester Food Cupboard mission is to provide a variety of healthy food items to people in need in our community. *"...because no one should go hungry!"*

Our vision is a community free from hunger and food insecurity, in which everyone has access to the good quality, nutritious food they need for their physical, mental, and emotional health.

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. We distributed 1.6 million pounds of food and personal care items to 5,000 neighbors in need for the year ended June 30, 2023.

40% of the items provided are purchased with cash donations and the other 60% is provided with food donations. For the fiscal year ended June 30, 2024 WCFC plans to purchase \$1.0 million worth of food and personal care items.

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.

The West Chester Food Cupboard has three distribution models as follows:

Monthly Shopping (70% of volume):

West Chester Area School District residents who meet state eligibility requirements can shop once a month in the Food Cupboard, selecting the foods they need and prefer. Each visit residents receive about two weeks' worth of groceries free of charge. The Cupboard is open 20 hours a week on Tuesdays, Wednesdays, Thursdays and Saturdays. WCFC is set up like a small grocery store and each household can 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.

Food Cupboard Express Pantry (20% of volume):

The Food Cupboard Express Pantry is open 8 hours a week on Mondays and Fridays to anyone living in and around West Chester who needs food. Basic food items and extras are available. People may come as often as they need and there are no eligibility requirements.

Partnerships (10% of volume):

Partnerships are established with local West Chester community agencies and organizations to enhance their food initiatives on a regular basis and raise awareness of the services provided by the WCFC, the focus being largely on the nutritional needs of children and students. WCFC partners with 20 local agencies.

2. Funding request

• Description of key initiatives

- In July 2017, WCFC moved to its 6,000 square foot facility on 431 S Bolmar Street. This new facility was needed because the Cupboard increased the food it was providing from 340,000 pounds a year in 2009 to 1 million pounds a year in 2017 and its location on Gay Street was no longer sustainable.
- In July 2017, WCFC had one distribution model – monthly shopping described in section 1
- In June 2020, WCFC began its partnerships with local agencies - described in section 1
- In October 2020, The Food Cupboard Express Pantry opened - described in section 1
- For the year ended June 30, 2024 WCFC plans to distributed 1.6 million pounds of food to our neighbors in need to meet the increasing demand for food assistance.
 - 40% of the items provided are purchased with cash donations and the other 60% is provided with food donations.
 - For the fiscal year ended June 30, 2024 WCFC plans to purchase \$1.0 million worth of food and personal care items. This grant request is to help fund these food purchases.
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• Specific needs & issues to be addressed.

- Low-wage jobs continue to dominate the landscape in Pennsylvania, with 59% of all jobs paying less than \$20 per hour. Our community has both great wealth and significant economic hardship - 30% of households are unable to afford the cost of living.
- Many households do not earn enough to afford the basic household necessities of housing, childcare, food, transportation, health care, and other basic expenses. Even though many are working, their income does not cover the cost of living in our area, and they require assistance to survive.
- 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.
- A quote from one of the families we serve demonstrates the impact on their wellbeing. "Every month it's really hard to stretch our money to pay bills and thank God we can come here for food."

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

- As stated above, food insecurity is an issue in our community. Each year we need to raise funds for food purchases to help our neighbors in need. For the period July 1, 2023 to June 30, 2024, WCFC plans to purchase \$1 million in food and personal care items. A summary of the expected purchases is below:

Meats and Fish - fresh/frozen	210,000
Dairy	177,000
Fresh Produce	129,000
Canned Meats	54,000
Personal Care	70,000
All Other Non Perishables	340,000
Food Supplies	<u>20,000</u>
Total	<u><u>1,000,000</u></u>

• **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