

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 9/13)

- ◇ 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 grants is to **strengthen the effectiveness of NPO's serving the region**, see page 4 for more details on the areas including:
 - Mission, Vision & Strategy
 - Governance & Leadership
 - Partnerships & Collaborations
 - Operations & Technology
 - Fundraising, Development & Marketing
- ◇ Proposals submitted between **July 1 - Sept. 13** are 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 8/16/23

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: Counties of Chester & Montgomery; for monthly food appointments, the zip codes of 19460, 19481, 19482, 19496, 19442, 19425, 19453, 19456, 19468, 19475, 19426, and 19465.

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 2022-2023, we served an estimated 81,000 individuals through our food distribution services.

Annual Budget \$10,137,949

84 % of budget for program expenses

7 % of budget for administrative expenses

9 % of budget for fundraising expenses

100 % total

7.5 # of Full-Time Equivalent Paid Staff

13 # of Board Volunteers

148 # of Active Non-Board Volunteers

14,065 # of Volunteer Hours

Top 3-5 funding sources: PA-06 Community Funding Project (FY23), \$1,056,000 for infrastructure upgrades; Chester County Commissioners, \$428,743.48 for infrastructure upgrades; The McLean Contributionship, \$68,331 for a second refrigerated van; Phoenixville Community Health Foundation (PCHF), \$50,000 for general operating; and The W. W. Smith Charitable Trust, \$50,000 for facility equipment 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 FY23-24 are budgeted at \$221,510; 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 over 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.

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: In October 2022, we celebrated 50 years of service in the community. Our staff grew to eight when we hired a full-time Program and Development Coordinator and a part-time Social Media & Marketing Coordinator. In December, the Phoenixville Chamber of Commerce named PACS the "Non-Profit of the Year." We were awarded \$1,056,000 in Community Project Funding through Representative Chrissy Houlahan (D-PA) to go toward our infrastructure upgrades. We expanded our service area for monthly food appointments to include the Chester County part of Pottstown (zip code 19465); we now serve 12 zip codes in the greater Phoenixville area. In February 2023, we started the "A Corporate Simple Gesture" (ACSG) Program, which gives people the opportunity to contribute food donations to PACS at their place of employment. We purchased a second refrigerated van in order to expand our food recovery efforts, and in May, the work began on the infrastructure upgrades at 101 Buchanan Street. We impacted an estimated 81,000 individuals through our food distribution efforts in FY22-23.

Currently, an average of 129 individuals visit our market each weekday and an average of 74 on Saturdays. We did not lose any days of service due to the COVID-19 pandemic and continue to remain open (Mondays 9am-5pm; Tuesdays-Fridays 9am-4pm; and Saturdays 10am-1pm) while our infrastructure upgrades are being completed. With an increase in neighbors scheduling monthly food appointments, we have been spending an average of \$12,000 each month (compared to \$2,700 in a typical month pre-pandemic) 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. Ninety-one percent of our budget consists of in-kind food donations received from the community.

2. Funding request

PACS' four main services include the market (fresh produce, bread, prepared foods, and surplus pantry items), monthly food appointments (supplemental food and toiletries), food support to 29 other agencies/providers, and specialized services (food for seniors, students, veterans, and homeless individuals, as well as 24/7 food bins throughout the community for after-hour service).

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 1,500+ neighbors 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 information as applicable for monthly food appointments, receipt of senior boxes, visits to the market, information & referrals, and other services provided. Continuing to impact at least 81,000 individuals annually through our food distribution services (our numbers from FY22-23) 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.

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