

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 10/24/2023

Contact Information

Organization Name: Oxford Area Neighborhood Services Center	ED/CEO Name: Aaron Karpas
Address: 35 N. Fifth Street, Oxford, PA 19363	ED/CEO E-mail: akarpas@oxfordnsc.org
Phone: 610-932-8557	Board Chair Name: Linda Staffieri
Website: https://oxfordnsc.org	Board Chair Approval (check here): <input checked="" type="checkbox"/>
Year Incorporated: 1972	Primary Contact Name: Aaron Karpas
FEIN: 23-7231577	Primary Contact E-mail: akarpas@oxfordnsc.org

Organization Information:

Field/s of Interest:

<input type="checkbox"/> Arts, Culture & Humanities	<input type="checkbox"/> Environment/Animal Welfare	<input type="checkbox"/> Education
<input type="checkbox"/> Health	<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Religion

Mission: Oxford Area Neighborhood Services Center (NSC) empowers people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources.

Geographic Area Served (If not all of Chester County, specify primary Chester County regions served): Oxford, PA and surrounding communities.

Describe Population Served & Annual Number of People Served:

OANSC serves lower-income households across the Oxford region. In the past year, we served more than 1,300 unduplicated individuals at our Food Cupboard. Of those participants who self-identified their ethnicity on our intake form, 82% identified as Hispanic, 9% as non-Hispanic White, and 9% as non-Hispanic Black. We expect a considerable increase in Food Cupboard usage in the coming year, and anticipate serving at least 1,500 people.

Annual Budget \$ <u>621,151</u>	<u>7</u>	# of Full-Time Equivalent Paid Staff
<u>97</u> % of budget for program expenses	<u>11</u>	# of Board Volunteers
<u>2</u> % of budget for administrative expenses	<u>30</u>	# of Active Non-Board Volunteers
<u>1</u> % of budget for fundraising expenses	<u>1,800</u>	# of Volunteer Hours
<small>100 % total</small>		

Please note that the above percentages were taken from our FY22 audited financial statement. In that year, OANSC received a considerable amount of ERAP government funding to pass on to families struggling to afford rent payments. This affected the expense ratio for that year. In a typical year, OANSC spends 86% on program expenses, 11% on administrative expenses, and 3% on fundraising.

Top 3-5 funding sources:

Herr's Foundation, \$25,000
 United Way of Southern Chester County, \$42,800
 Chester County Department of Community Development: \$116,547

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

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: \$10,000

Proposal Summary: Oxford Area Neighborhood Services Center is the primary agency in the Oxford area meeting the basic needs of lower-income families who struggle to afford food, rent, utilities, and other essentials. A recent major fire in town, which left about 100 people without homes, has been especially challenging. OANSC is requesting general operating support to help us respond to the exceptionally high current need for our services and ensure that no one in our community faces hunger or homelessness.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

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

OANSC was founded in 1970 and its mission is to empower people experiencing a crisis or sudden hardship by providing direct assistance and/or connecting them to available resources. OANSC is perhaps best known for our Food Cupboard, the only permanent food cupboard in our service area. Our Food Cupboard serves approximately 1,300 unduplicated individuals each year with healthy food offered once a month (a 7- to 10-day supply at each visit) and on a supplemental basis when needed. OANSC also offers free bagged lunches to school-age children over the summer and food baskets for Thanksgiving and Christmas.

OANSC's Direct Services include the case management we offer to our participants, information and referral, and assistance with essential needs such as rent payments, utilities, transportation, and healthcare costs (such as prescriptions). Frequently, the short-term help we are able to offer can prevent a family from becoming homeless, forestall the loss of heat or electricity, enable an individual to afford an essential medication, or ensure that our participants can continue to work and attend school during difficult times. Many of the families we serve have no savings, so an unexpected expense is devastating to household finances. OANSC's support at these times can prevent a temporary bad situation from devolving into economic disaster. In a typical year, we help approximately 300 households with rental assistance and 200 households with utility assistance. In all, these services impact more than 1,100 individuals each year.

OANSC has a long history of successful partnerships for the benefit of those we serve. Our Food Cupboard belongs to the Chester County Food Bank's network and receives some donated food from this partnership. Our longtime partnership with Operation Warm supplies warm winter coats and shoes for children in our community. We maintain several community partner offices at our Oxford location, including the Domestic Violence Center of Chester County, Oxford SILO, and the Crime Victims' Center of Chester County. The co-location of these agencies facilitates the coordination of services our participants may need and make accessing these services much easier. Finally, strong relationships with community groups, churches, businesses and individuals help sustain our work with both financial contributions and in-kind donations of food and other essentials.

2. Funding request

- **Description of key initiatives**
- **Specific needs & issues to be addressed**
- **Why it is important to fund this now**
- **How impact & results will be demonstrated**

- *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.*

OANSC's Food Cupboard and our Direct Services continue to be the most essential initiatives we offer for our community. We anticipate an increase of at least 10% in the coming year in the usage of both of these programs, due to rising inflation and unusually high food and rent prices. These costs have outpaced wage increases and have made it very difficult for lower-income households to make ends meet. The food we provide at our Food Cupboard is critical to families who would otherwise go hungry at times, and our Direct Services ensure that families can meet their rent and utility obligations and remain safely housed and heated throughout the year.

Oxford is among Chester County's most disadvantaged communities. The poverty rate in Oxford is 18.4%, far higher than in most of the County. Oxfordians, even those not in poverty, generally have low incomes: the median household income is \$58,125 and the per capita income is just \$27,275. Both of these compare unfavorably to incomes for the Philadelphia metropolitan area (which has a per capita income of \$43,195 and a median household income of \$37,725) and to Pennsylvania as a whole (which has a per capita income of \$79,070 and a median household income of \$67,587). Nearly two-thirds of residents are renters (63%) as opposed to homeowners (37%). (All data in this paragraph is from CensusReporter.org.)

Oxford is a highly diverse community, comprised half by non-Hispanic White residents (50%), nearly half Hispanic (45%), and 5% Black, Biracial, or Other. A substantial percentage of residents (18.4%) are foreign born, and twice that number are best served in the Spanish language. Our immigrant neighbors face challenges well beyond low household income, including cultural and language barriers, lack of access to benefits, and frequent exploitation by landlords and employers. Our services, provided in a welcoming and fully bilingual setting, prevent hunger and homelessness among this most vulnerable population. Our bilingual case management staff can also provide translation for our participants as they seek to connect with organizations offering other needed services.

As we emerge from the pandemic, new challenges have arisen for our community's lower-income members, especially high inflation that has powerfully impacted rental costs and food costs. At the same time, critical support from several streams of pandemic-era funding (including the federal Emergency Rental Assistance Program) have ended or are slated to end soon. OANCS must dedicate more effort to raising philanthropic funding to close the gap and help to ensure that no one in our community faces homelessness or hunger.

Last month, the main street of Oxford experienced a terrible fire that took days to extinguish. Several businesses were demolished, and about 100 people lost their homes (located above the shops) and all of their possessions. As the Oxford area's main housing and human services agency, OANSC is at the forefront of a response to help these families. The initial outpouring of donations from our community will help families stay in hotels and keep them safe, clothed and fed in the immediate aftermath of the fire. OANSC is now preparing a plan to provide the longer-term support these families will need to avoid hunger and homelessness and fully recover from their trauma.

Although we are still working to determine exact numbers, at least 25 households with at least 100 individuals lost their homes, in addition to others in nearby homes who lost many of their possessions to smoke damage. The hardest-hit families lost simply everything: their identification documents, their clothes and household possessions, their vehicles, and their cash savings. Many of these families are led by adults working in the area's low-paid mushroom farming industry. Their cash, stored at home, represented their entire savings.

In the immediate aftermath of the fire, the community of Oxford galvanized to help the affected families. The Oxford Chamber of Commerce immediately promoted a link where people could donate to support the families. This fund has now raised about \$100,000 and will be directed to the affected families to meet their most immediate needs. Chester County stepped up with Emergency Rental Assistance Program (ERAP) funding to support hotel rooms for up to 30 days, as OANSC found more permanent living situations for each family (all have been successfully housed as of this writing). OANSC has received a substantial quantity of physical donations, including clothing, household goods, and gift cards that the families can use to begin to replace their lost possessions. Although the families are now safely housed, we continue to work around the clock to meet families' urgent needs, including basic home furnishing and household goods, meals, transportation to work/school, and replacement documents.

OANSC uses the RCM Central database to track information about our participants. This system enables us to record each participant's demographic profile and household income, specific needs, and services received by OANSC and by our referrals to other community agencies. Our database empowers us to do complex case management, such as in the case of the fire victims, who are likely to have many concurrent and urgent needs.

For the 2024 calendar year, we expect to achieve the following objectives:

- 1) OANSC's Direct Services Program will serve 1,300 unduplicated individuals. This represents 10% growth from the prior year, plus an additional 10% increase as a result of the households impacted by the fire. This figure will represent a historical organizational high.
- 2) We will help at least 400 households with rental assistance. Once again, this represents an organizational high and reflects the fire victims in addition to increased need in the general community.
- 3) We will help at least 300 households with utility assistance. As housing costs rise, low-income households become more stretched to afford other essential costs such as utilities. As we enter the cooler months, we expect to support many families so that no one need go without heat over the winter.
- 4) All of the households successfully rehoused after the fire (100% at this time) will remain securely housed by this time next year.

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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