

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 \$3.9 million

98.8 % of budget for program expenses

0.6 % of budget for administrative expenses

0.6% of budget for fundraising expenses

100 % total

0 # of Full-Time Equivalent Paid Staff

10 # of Board Volunteers

300 # of Active Non-Board Volunteers

65,000 # 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 the largest food cupboard 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. WCFC distributed 1.8 million pounds of food and personal care items, free of charge, to over 6,000 neighbors in need for the year ended June 30, 2024. Our facility was visited and utilized over 22,000 times during this period, an increase of 32% over the prior year.

For the year ending June 30, 2025, WCFC plans to distribute 1.9 million pounds of food to over 7,000 of neighbors in need to meet the increasing demand for food assistance. One third of the items provided are purchased with cash donations. The other two thirds are sourced with food donations, primarily from local food stores and the Chester County Food Bank. WCFC plans to purchase \$1.2 million worth of food and personal care items that includes meats, dairy, eggs, fresh produce, and a wide variety of non-perishable 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.

To maximize access to food, WCFC distributes food to our neighbors in need in three ways:

Monthly Shopping (65% of volume):

West Chester Area School District residents who meet state eligibility requirements can shop once a month in the Food Cupboard (a grocery store setting with no check out cash register), selecting the foods they need and prefer. Each visit, residents receive about two weeks' worth of groceries free of charge and can also utilize the Food Cupboard Express throughout the month. The Cupboard is open 19 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, broccoli, tomatillos, onions, peppers, and potatoes.
- Dairy including milk, yogurt, eggs, cheese, and butter.
- Personal care items including soap, toilet paper, toothpaste, toothbrushes, feminine products, deodorant, and shampoo.
- A wide variety of non-perishables that one would find in any grocery store.

Food Cupboard Express (15% of volume):

The Food Cupboard Express (a small market setting with no check out cash register) is open 11 hours a week on Mondays, Wednesdays, and Fridays to anyone who needs food, regardless of where they live. People may come as often as they need, and there are no eligibility requirements. Each visit, people receive about two to three bags of groceries free of charge.

Partnerships (20% of volume):

Partnerships are established with local 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 25 local agencies.

2. Funding request**• Description of key initiatives**

- For the year ending June 30, 2025, WCFC plans to distribute 1.9 million pounds of food to over 7,000 of our neighbors in need. The need in the community continues to grow. Our facility was utilized over 22,000 times during July 2023 to June 2024, an increase of 32% over the prior year.
- One third of the items provided are purchased with cash donations and two thirds is sourced from food donations.
- For the fiscal year ending June 30, 2025, WCFC plans to purchase \$1.2 million worth of food and personal care items that includes meats, dairy, eggs, fresh produce and a wide variety of non-perishable items.

• 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.
- WCFC estimates that a family of four can receive annually up to approximately \$6,000 worth of food and basic personal care items depending on how often they visit our facility. Providing a regular and plentiful supply of healthy food at no cost to over 7,000 individuals in the next year will reduce stress, improve health and academic achievement, and free up money to spend on other necessities.
- A quote from one of the neighbors we serve demonstrates the impact on their wellbeing. "Because of the food I receive here, I can afford to pay for my car, because I have a car, I can keep my job, because I can keep my job, I can pay my rent."

• 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, 2024 to June 30, 2025, WCFC plans to purchase \$1.2 million in food and personal care items. A summary of the expected purchases is below:

Meats and Fish	325,000
Dairy and Eggs	206,000
Fresh Produce	151,000
Personal Care Items	104,000
Non-Perishables Items	370,000
Food Supplies	<u>19,000</u>
Total	<u><u>1,175,000</u></u>

• How impact & results will be demonstrated

We measure the following outcomes each month vs. budget and prior year:

- Clients served
- Number of visits
- 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

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.

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