

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 9/11)

- ◇ 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. 11** 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) 696-8211** or grants@chescocf.org with any questions.

I. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL SUMMARY SHEET

Date 10/28/24

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: Sue Starling
Website: <https://www.pacsphx.org/> Board Chair Approval (check here):
Year Incorporated: 1972 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 30% are Asset Limited, Income Constrained, Employed (ALICE). In Fiscal Year 2023-2024, we provided direct food aid a total of 46,331 times.

Annual Budget \$11,740,297

97.93 % of budget for program expenses

1.88 % of budget for administrative expenses

0.19 % of budget for fundraising expenses

100 % total

8.5 # of Full-Time Equivalent Paid Staff

11 # of Board Volunteers

170 # of Active Non-Board Volunteers

6,768 # of Volunteer Hours

Top 3-5 funding sources: Phoenixville Community Health Foundation (PCHF), \$75,000, general operating; Foxwynd Foundation, \$60,000, market sponsorship; Detwiler Family Foundation, \$50,000, infrastructure upgrades; Food Recovery Infrastructure Grant (PA DEP), \$50,000, 2nd refrigerated van; Pennsylvania Department of Agriculture (Emergency Food Assistance Program Reach and Resiliency Grant), \$50,000, infrastructure upgrades

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 FY24-25 are budgeted at \$221,185; 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: PACS completes an average of 264 food appointments each month; we are a "food center" (no longer a "food pantry"), and the "daily pantry" is now called the "market" – a cost-free grocery shopping experience for anyone experiencing food insecurity. In 2023, we provided 314 households (1,198 individuals) with frozen turkeys, produce, and sides so they could enjoy a Thanksgiving dinner. In December, we celebrated the "Heart of PACS" awards to honor our volunteers, many of whom were awarded The President's Volunteer Service Award. In January, with Phase 1 of our infrastructure upgrades complete, our 2,000 sq ft walk-in refrigeration space is up and running, and Phase 2 (expansion of market, materials lift, and bathroom) is now almost complete as well. We purchased our third refrigerated van on February 22, 2024; it has enabled us to pick up from five new sites, resulting in an additional 14,240 pounds of food recovered in March, April, May, and June. August 2024 was our busiest month on record, with a total of 4,543 sign-ins at the market; our busiest day, September 9, 2024, had a total of 250 sign-ins.

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 now spend an average of \$14,000 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-two 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 32 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 at 101 Buchanan Street for our neighbors experiencing food insecurity.

It is important to fund this now because we are at a key stage of growth; as a food center, PACS is determined to nurture the food security of the greater Phoenixville area for years to come. Ensuring that our daily operations continue without disruptions is essential to keeping our neighbors fed while our infrastructure upgrades are completed.

The impact of our work will be measured by keeping track of our service statistics (for example, monthly food appointments filled; receipt of senior boxes; visits to the market; and information, referrals, and other services provided). Continuing to provide direct food aid a total of 46,331 or more times annually through our food distribution services (our numbers from FY23-24) will indicate success. We share results on the PACS website, social media, 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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so their legacies make a difference.*