

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 9/8/2025

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): ☒
Year Incorporated: 1972 Primary Contact Name: Aaron Karpas
FEIN: 23-7231577 Primary Contact E-mail: akarpas@oxfordnsc.org

Organization Information:

Field/s of Interest:

☐ Arts, Culture & Humanities ☐ Environment/Animal Welfare ☐ Education
☐ Health ☒ Human Services ☐ 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 households across greater Oxford who are food-insecure and/or housing-insecure. We served more than 2,000 unduplicated individuals in fiscal 2024. Roughly 70% of those we serve identify as Hispanic, 25% as non-Hispanic White, and 5% as non-Hispanic Black. The vast majority of participants we serve have household incomes below 200% of the federal poverty level.

Annual Budget \$ <u>654,584</u>	<u>7</u> # of Full-Time Equivalent Paid Staff
<u>90</u> % of budget for program expenses	<u>11</u> # of Board Volunteers
<u>8</u> % of budget for administrative expenses	<u>30</u> # of Active Non-Board Volunteers
<u>2</u> % of budget for fundraising expenses	<u>1,500</u> # of Volunteer Hours
100 % total	

Top 3-5 funding sources:

PHARE, \$100,000
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 ☒ ?

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: \$5,000.00

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. As more Oxford residents fall below the poverty line and federal benefits shrink, we must obtain more private support from our community to ensure that hunger and homelessness do not become widespread in our service area. OANSC is requesting general operating support to help us respond to the exceptionally high current need for our services and keep our community safe and stable for all who live and work here.

II. CHESTER COUNTY COMMUNITY FOUNDATION GRANT PROPOSAL NARRATIVE

Provide clear, concise information. 3 pages maximum.

1. Organization's history, goals, key achievements and distinctiveness

OANSC was founded in 1970 to help families in crisis with basic needs. Our work helps to keep families from experiencing hunger and homelessness during times of financial crisis. When families receive short-term support during times of crisis, they are able to continue with work and school commitments, preventing a short-time crisis from spiraling into longer-term family failure and breakdown. For more than 55 years, we have been the primary organization providing basic needs support in greater Oxford, and work closely with other organizations providing complementary services to ensure that people in need receive the support they need to stabilize. When community crisis strikes – such as a major fire in 2023 that destroyed the homes and possessions of 25 families – we are the central resource families turn to for support and recovery. Our compassionate, bilingual, comprehensive services and community connections are critical components of our community's health and stability.

OANSC has a long history of successful partnerships for the benefit of those we serve. 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. 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. Our partnership with AARP offers free tax preparation assistance to our community each spring. 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. Specific 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**

We are perhaps best known for our Food Pantry, the only permanent food resource in our service area. Our Food Pantry serves low-income residents of our service area with healthy food to promote positive nutrition and prevent hunger. OANSC also offers free bagged lunches to school-age children over the summer and food baskets for Easter, Thanksgiving and Christmas. In the fiscal year just ended (7/1/24-6/30/25), OANSC served more than 1,600 people at our Food Pantry. Of that number, 130 (9% of the total) were seniors age 60+, and 654 (36% of the total) were children. Of those participants who self-identified their ethnicity on our intake form, 70% identified as Hispanic, 25% as non-Hispanic White, and 5% as non-Hispanic Black.

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. Our Direct Services impact more than 500 individuals each year.

In fall 2023, Oxford experienced a disastrous fire on our main street in town, which simultaneously destroyed the entire possessions of 25 low-income families who lived in apartments above local shops, and destroyed the town's small and shrinking supply of affordable housing units. Although we were able to successfully resettle all of the fire victim families into new safe housing, the availability of local housing for low-income residents remains a serious challenge. One internal change that emerged from this time was the establishment of a Community Closet providing free clothing to families in need. This started as a benefit to families impacted by the fire; however, it soon became clear that many poor families in Oxford struggle to afford clothing, especially for growing children. The Community Closet is now a permanent fixture at OANSC, serving about 200 families each year.

The poverty rate in Oxford is 23.8%, twice the rate of Pennsylvania as a whole (11.8%) and four times the rate in Chester County as a whole (5.9%). Oxford recently surpassed Coatesville as Chester County's poorest community. Oxfordians, even those not in poverty, generally have low incomes: the median household income is just \$64,908, less than half of the median household income in the County as a whole (\$130,000). Nearly two-thirds of residents are renters (63%) as opposed to homeowners (37%). These figures illustrate sharply rising poverty year after year, as well as low home ownership levels that leave residents at the mercy of landlords and vulnerable to rent increases that can render them homeless at any time. (All data in this paragraph is from [CensusReporter.org](https://www.censusreporter.org).)

At the same time, government programs supporting low-income families are at risk. Major cuts to SNAP, federal housing supports, and Medicaid are likely to push more families into poverty and force difficult financial choices between food, rent and healthcare. Federal funding cuts to USDA food programs have already substantially impacted the Chester County Food Bank, which nevertheless has promised its partners consistent food supplies through 2026. The long-term outlook, however, is increasingly challenging for both the families we serve and organizations like ours who support them. Private support from families who understand the importance of community stability will be necessary to close the gap and prevent even higher rates of poverty, hunger and homelessness.

We offer our programs on a year-round basis depending on each family's individual needs and timeline. When necessary (for example, in the cases of the families impacted by the fire), we provide complex case management over time and across multiple referrals to ensure that families in exceptionally difficult circumstances are able to stabilize.

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, as many of the families we serve have multiple concurrent and urgent needs. We measure success by the achievement of our organizational goals (such as securing adequate funding and food for our community) and also by the success of those we serve (supplying families in need with food, securing stable housing for families, etc.).

For the 2025-2026 fiscal year, we expect to achieve the following objectives:

- Serve at least 1,600 unduplicated participants annually with regular supplies of healthy food.
- Increase food donations from the community to at least \$40,000 worth to ensure that we have an adequate supply to meet local need. for the year.
- We will help at least 300 households with rental assistance and 200 with utility assistance.
- We will provide free clothing for at least 200 households to ease financial distress.
- For our diversion and housing stability programs, the objectives will be for most of the families assisted by Direct Services to stay in their homes and avoid homelessness, and for 80% of families assisted with finding new housing to remain in those homes one year later.
- OANSC also expects to raise funds to transform our Food Pantry to a shopping model, which will improve the user-friendliness and dignity of the facility for the families who benefit from it.

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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