

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 **\$1,000-\$7,500**.

Fund for Chester County Capacity Building Grants (Due 9/10)

- ◇ For eligibility in this grant program, nonprofits must be **located in & serve only 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. 10** are eligible for consideration.
- ◇ Grant **awards** typically range from **\$1,000-\$5,000**.

- 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 9/9/25

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, 19475, 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 2024-2025, we provided direct food aid a total of 61,455 times.

Annual Budget \$15,673,541

98.9 % of budget for program expenses

0.5 % of budget for administrative expenses

0.6 % of budget for fundraising expenses

100 % total

8.5 # of Full-Time Equivalent Paid Staff

11 # of Board Volunteers

217 # of Active Non-Board Volunteers

25,480 # of Volunteer Hours

Top 3-5 funding sources: *Phoenixville Community Health Foundation (PCHF)*, \$600,000 for infrastructure upgrades, \$80,000 for general operating, and \$5,000 for tech purchases; *Compass Pro Bono (On Track consulting program)*, \$236,236 for developing funding strategy; *McLean Contributionship*, \$68,780 for infrastructure upgrades; *Foxwynd Foundation*, \$60,000 for infrastructure upgrades; *Detwiler Family Foundation*, \$50,000 for 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 FY25-26 are budgeted at \$219,660; 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 278 food appointments each month. In FY24-25, April was our busiest month, with a total of 5,368 sign-ins at the market; May 25, 2025 had 270 sign-ins, the most in a single day. (These numbers have since been surpassed in FY25-26 as the need increases among our neighbors.) With grant (and matching) funds, however, we were able to purchase supplemental produce for the market, ensuring an additional source of healthy, nutritious food for our guests.

We continue to make progress on our infrastructure upgrades, and Phase 2 (initial market expansion and installation of a materials lift, an ADA-accessible bathroom, and a generator on our rooftop) is now complete. As of May 12, 2025, Phase 3, our final phase, is underway to install two more lifts, update the HVAC, and construct staff offices, as well as a break room, a conference room, two bathrooms, and a trash room. Our goal is to have this project completed by the end of 2025, and we still have \$550,000 left to raise.

Even with all of the construction going on, we have managed to remain open (Mondays 9am-6pm; Tuesdays-Fridays 9am-4pm; and Saturdays 10am-1pm) and have even increased the time the market is open on Mondays, which are our busiest days. With an increase in neighbors scheduling monthly food appointments, we now spend an average of \$16,000 each month (compared to \$2,700 in what was 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 nurture food security. Ninety-three percent of our income consists of in-kind food donations, and we formed a community advisory board in April 2025 to help guide our efforts at ensuring culturally-appropriate food provision and getting the word out to neighbors unaware of PACS.

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 (for seniors and students).

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 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; visits to the market; and food shared with other agencies). Continuing to provide direct food aid a total of 61,455 or more times annually through our food distribution services (our numbers from FY24-25) 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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