

April 21, 2020

Community Foundation of Portage and District Inc.
206 Saskatchewan Avenue East
Portage la Prairie, Manitoba
R1N 0K9

RE: Unsolicited Application for emergency funding due to COVID-19

Dear Ms. Dubois,

I am writing this proposal on behalf of PCRC, Portage MCC and the Tupper Street Family Resource Centre(TSFRC). In March 2019 several organizations in Portage la Prairie closed their doors due to the COVID-19 pandemic. This includes many service agencies that provided essential services to vulnerable clients. PCRC is currently working with many organizations to address housing and food security for Portage's most vulnerable as these areas have been identified as an immediate need due to these closures.

One of the service agencies that has closed is the Portage Soup Kitchen. The Soup Kitchen provided between 40-50 meals per day for those in need. In discussion with the Director of the Portage Soup Kitchen there were several reasons for their closure:

1. They had a severe lack of food, funding and donations
2. Their volunteer base was unwilling to continue due to the pandemic mostly due to the fact the majority of them are elderly and would be considered high risk
3. There was a fear of clients being uncooperative with social distancing
4. The Soup Kitchen Director has immediate family considered to be high risk

Looking ahead the Director of the Soup Kitchen is supportive of us opening a temporary soup kitchen during the pandemic. The Director has indicated she will help us in any way she can but from afar. PCRC along with the other mentioned service providers have come up with a plan on how to operate safely. We will operate a soup kitchen on Monday, Wednesday and Fridays and provide citizens with takeout containers outside of the TSFRC building. Other service groups and organizations have offered volunteer time or their staff who are seeking additional duties to work at the soup kitchen. This includes CMHA, PCRC, TSFRC, Portage MCC, Portage Rotary Club, City Council, Baker Colony etc. PCRC has policies and procedures ready to be set in place with direction from Southern Health Santé Sud on sanitization and personal protective equipment (PPE). If clients are not going to comply with social distancing protocols outside of the TSFRC building they will not receive food and be asked to come back when they are willing to comply with all safety measures for the protection of all staff and volunteers. We have also considered the fact that only being open three days per week may still be a significant struggle for some individuals or families and therefore we would like to be able to offer small hampers

to those in greatest need on Friday afternoons. Food hampers are available at the Food Bank however there are limitations at the food bank such as needing a Health Card in order to access the service. After hosting an identification clinic this year where over 2000 people attended, we know that there are still people in our community who do not have a health card or other forms of identification in order to take advantage of the food bank service.

We have all of the pieces in place to make this happen but we are now seeking the funding we need for food, containers, PPE, cleaning supplies and we would like to provide TSFRC with an honorarium for the use of their kitchen and all equipment. We are seeking \$15,000 from CFPDI to open an emergency soup kitchen for the duration of the pandemic. We are also requesting funding from United Way and the City of Portage to help supplement the costs of this project. If we are successful in securing this funding, we could remain open to the community for several months without needing to reapply. Please see a breakdown of the budget below.

Emergency Soup Kitchen Budget

Item	Total Budget	Amount Req. CFPDI	Req. fr Other Source
PPE	\$ 500.00	\$ 500.00	\$ -
Cleaning Supplies	\$ 500.00	\$ 500.00	\$ -
Food	\$ 15,000.00	\$ 10,000.00	\$ 5,000.00
Carry Out Containers	\$ 600.00	\$ 600.00	\$ -
Honorariums	\$ 2,000.00	\$ 1,400.00	\$ 600.00
Hamper dollars	\$ 3,000.00	\$ 2,000.00	\$ 1,000.00
Totals	\$ 21,600.00	\$ 15,000.00	\$ 6,600.00

I understand that this is an unsolicited application but I appreciate your consideration on this matter as we are certainly in unprecedented times and doing our best to respond to emergent community needs as they arise.

Should you have any questions on this matter please do not hesitate to reach out to me at any time.

Sincerely,

Victoria Espey

Executive Director – PCRC

v.espey@portagecrc.com

204-240-6471