

# Sample Business Proposals



## Church Mission Shelter Sample Proposal

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February 1, 20xx

Krista Lekkas  
Sandos Foundation  
P.O. Box 8127  
Los Angeles, CA 90001

Dear Ms. Lekkas,

Please find attached our proposal for a shelter and training program for homeless families in Los Angeles.

PeaceHope Community Church is a welcoming and diverse community of individuals and families. We nurture the personal, spiritual and intellectual development of our congregation and promote respect and compassionate action for all people and our interdependent world. Our church has a long history of community service, as proven by our established lunch program for seniors and our nonprofit daycare for children of the working poor.

As you probably know, Los Angeles has one of the largest homeless populations in the United States. While many homeless shelters provide for single adults, there are few that allow homeless parents and children to stay together. We want to fill that need for up to 12 families. In addition to providing temporary shelter and food, we want to offer daycare and basic skills training to assist these parents move toward decent jobs and stable lives in our area.

We need donations of linens, clothing, toys, books, volunteer time, food, and of course, cash. Can you help us? Together we can give new hope to homeless families.

Sincerely,

Melanie Mitra  
Pastor  
PeaceHope Community Church  
555-512-5001  
pastor@peacehopecommunity.org  
www.peacehopecommunity.org

PeaceHope Community Church  
342 James Street  
Los Angeles, CA 9001

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[www.PeaceHopeCommunity.org](http://www.PeaceHopeCommunity.org)



## Shelter and Training Program for Homeless Families

February 1, 20xx

**Prepared for:** Krista Lekkas  
Foundation Manager

**Prepared by:** Melanie Mitra  
Pastor



Please find attached our proposal for a shelter and training program for homeless families in Los Angeles. We need donations of linens, clothing, toys, books, volunteer time, food, and of course, cash. Can you help us? Together we can give new hope to homeless families.

Proposal Number: 101 rev b



## Short Term Objectives

Every journey begins with only a few steps. While our long term goals are to connect homeless parents with full-time employment and establish homeless families in their own homes, these families have immediate needs that must be met.

PeaceHope Community Church has outlined a number of short term objectives to be reached in order to consider our PeaceHope Family Center a success. These are summarized below.

- ◆ **Provide safe temporary housing for up to 12 families**

First and foremost, we must get homeless families off the streets and into an environment where they can focus on future goals instead of on everyday survival.

Providing that we receive the grant money requested, PeaceHope has arranged to lease the now-vacant Morgan Retreat Center, which contains 13 small family dormitory rooms as well as four communal bathrooms with showers, a large community kitchen and dining area, and three education rooms. (The 13<sup>th</sup> room will be occupied by our Center coordinator.)

- ◆ **Provide daily meals for 12 families**

All twelve families will need three meals a day.

All families will contribute labor toward preparing a communal breakfast and evening meal. Each family may use the kitchen for lunch, but preparation will be left up to the family. Communal meals will be planned by a committee consisting of the family representatives and our Center Coordinator. Food costs will be covered by grant monies as well as donations from local grocery stores. Costs of lunch will be covered by food bank donations to individual families, food stamps, and other assistance.





# S A M P L E

This sample has been truncated to only show the first few pages. The complete version of this sample is included with any Proposal Kit or Proposal Pack at:

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