



# PROPOSAL KIT SAMPLE

## 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  
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February 1, 20xx



# Project

## Shelter and Training Program for Homeless Families

Prepared for: Krista Lekkas  
Foundation Manager

Prepared by: Melanie Mitra  
Pastor



## Description

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.



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

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

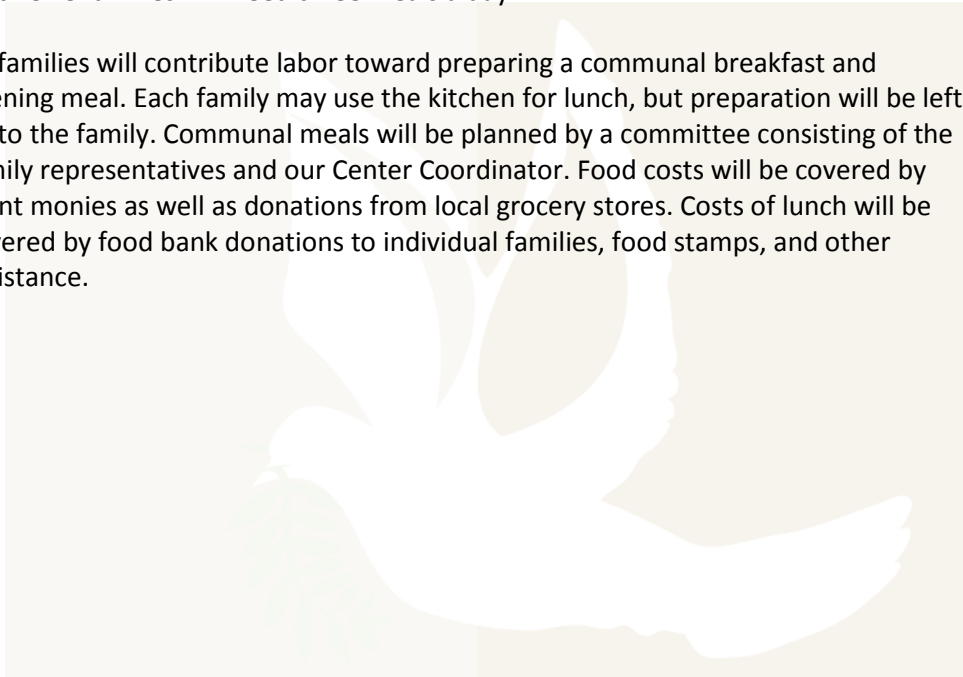
First and foremost, we must get homeless families off the streets and into an environment where they can focus on future goals instead of on everyday survival.

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.



### Provide adequate clothing for 12 families

Nobody can apply for jobs without decent clothing to wear, and children cannot attend school without winter coats, good shoes, and clothing that their classmates will not make fun of. We aim to provide a minimal wardrobe of functional clothing for our families.

Our area is blessed with many good thrift stores and consignment stores, and our congregation is generous with clothing donations. Through these various sources, we hope to supply our families with clothing with a minimum of expense.

### Provide analysis of immediate job training needs of homeless parents

Each parent will be unique in his or her needs for job training. We have volunteer vocational analysts who have agreed to analyze needed skills and recommend short-term training for each individual.





## Long Term Objectives

The PeaceHope Community Church has outlined a number of long-term objectives to be reached in order to consider our PeaceHope Family Center a success. Each objective is described below.

Our goal is create happy, independent families. Our success will be measured by the numbers of families that are able to move from our Center to their own homes.

### **Help Homeless Parents to Find Full-Time Employment**

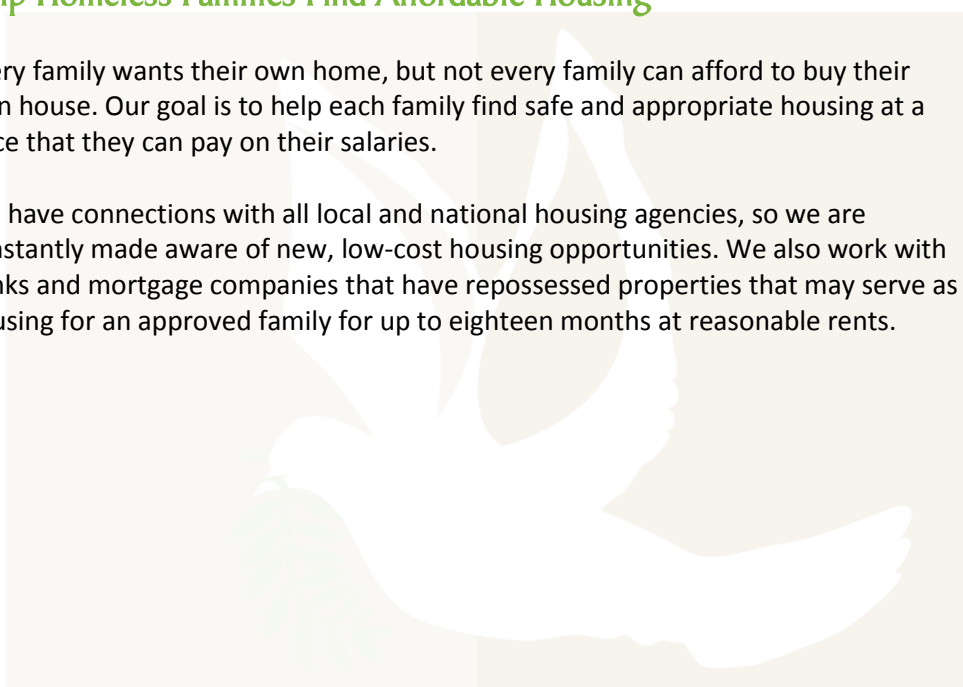
If a family is to thrive independently, one or more likely, both parents must find full-time employment. At least one parent must attain a job with benefits such as health care for the entire family.

To begin the journey toward this goal, we will analyze the particular situation of each parent. In one case, the barrier to good employment may be a lack of English skills; in another, it may be the need to earn a certificate from short-term schooling; in another, it may be simply a lack of job search skills. We have secured the agreements of a variety of local businesses and educational establishments to help in our training efforts, as well as the cooperation of local employment agencies that have agreed to assist our residents in finding work.

### **Help Homeless Families Find Affordable Housing**

Every family wants their own home, but not every family can afford to buy their own house. Our goal is to help each family find safe and appropriate housing at a price that they can pay on their salaries.

We have connections with all local and national housing agencies, so we are constantly made aware of new, low-cost housing opportunities. We also work with banks and mortgage companies that have repossessed properties that may serve as housing for an approved family for up to eighteen months at reasonable rents.



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