



PROPOSAL KIT SAMPLE

Church Mission Shelter Sample Proposal

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Krista Lekkas
Foundation Manager
Sandos Foundation
P.O. Box 8127
Los Angeles, CA 9001

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
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Shelter and Training Program for Homeless Families

Prepared for: Krista Lekkas
Foundation Manager

Prepared by: Melanie Mitra
Pastor





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 Community Church Family Center a success. These are summarized below.

Provide safe temporary housing for up to 12 families

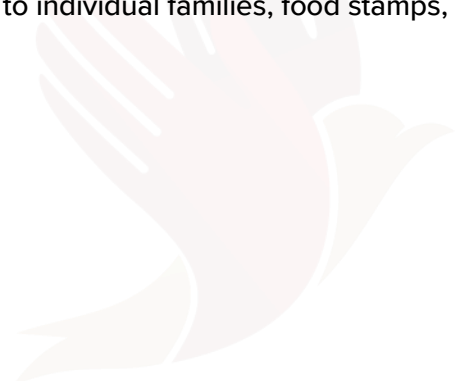
First and foremost, we must get homeless families off the streets and into an environment where they can focus on future goals instead of on everyday survival.

Providing that we receive the grant money requested, PeaceHope Community Church 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 13th 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

PeaceHope Community Church has outlined a number of long-term objectives to be reached in order to consider our PeaceHope Community Church 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

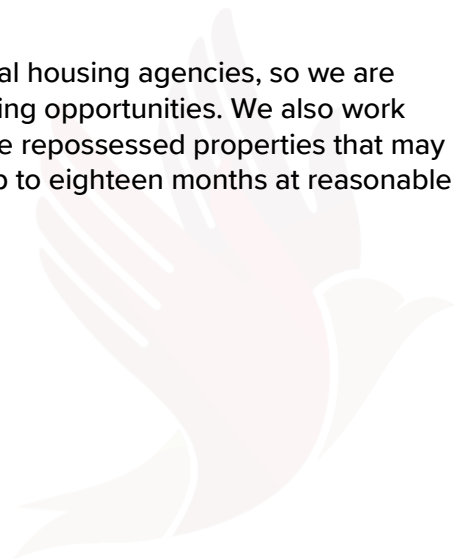
If a family is to thrive independently, one or more likely, both parents must find full-time employment. At least one parent must attain a job with benefits such as health care for the entire family.

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.





CAPACITY

As envisioned, our PeaceHope Community Church Family Center can accommodate up to 12 families or up to a maximum of 60 people at a time. In addition, our Center Coordinators will live on-site. Coordinators may be two single individuals or a couple who will share housing and duties.

We plan to lease the Morgan Retreat Center, which has the following facilities:

13 Family Dormitory Rooms

Each dormitory room comes furnished with four bunk beds and two dressers, making each room a reasonably comfortable fit for a family of four. Some of our families, however, may have additional children. Each dormitory room can accommodate an additional crib or single bed if needed. Small infants could also be placed in a bassinet in a dormitory room. If we select a large family (up to 10 people) for our Center, we may need to reserve two dormitory rooms for that family.

One dormitory room will be reserved for living quarters for our Center Coordinators.

Bath and Shower Facilities

The Morgan Retreat Center currently contains two large communal toilet/shower rooms and two smaller toilet/shower rooms. The large women's room has eight toilet stalls and sinks and six shower stalls with shelves, as well as a flip-down baby changing table. The large men's room contains four toilet stalls and four urinals, six sinks, and six shower stalls with shelves, as well as a flip-down baby changing table. The two smaller unisex rooms each contain two toilet stalls and sinks, one shower stall with shelves, and a fixed baby changing table. We plan to designate the smaller rooms as 'family rooms' in which a parent of either sex may accompany their children.

Communal Dining Area

The Morgan Retreat Center's dining area can seat up to 80 people. It is furnished with an eclectic collection of long tables that seat 12, round tables that seat 4-6, and square tables designed to accommodate four people. This area will be used for three meals a day on a strict schedule, for a children's play and study area between meals, and for a community gathering area in the evenings.



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