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The following proposal outlines a specific job placement program for homeless adults, describing in detail different program phases and strategies.

AGENCY DESCRIPTION

St. Francis Center is the largest day shelter in Colorado. More than 400 people visit SFC each day, coming from nighttime homeless shelters and "street" encampments. St. Francis Center provides services that include mental health and substance abuse counseling, medical services, job training and placement, telephones, showers, storage space and clothing. All services are provided free of charge. St. Francis Center is open weekdays from 6:30am until 4pm, and Sundays, 8am-noon

The Center provides showers, soap, shampoo, hygiene products, clean socks, locked personal storage, telephones, a private messaging service and a mailing address. Our employment program has placed close to 400 persons in full-time jobs over the past two years. Close to 100 people attend Basic Skill (English and Math) or English as a Second Language classes.

Each year 8,000 visitors receive health services at our clinic, including drug/alcohol counseling, basic medical treatment, and mental health counseling. Volunteer nurses complement paid staff. St. Francis Center is a testing and treatment site for tuberculosis, the flu, STDs, and other communicable diseases. We also help individuals locate treatment, housing, employment, and other social services. An on-site mental health caseworker provides important one-on-one counseling services. A "payee" program helps individuals manage and wisely budget their income and take steps to move into housing and jobs.

We receive more than 2,000 in-kind donations a year, including food, donated labor, work clothing, toiletries, towels, soap, books, and many other items. Between three and five volunteers donate time each day, and contribute more than 10,000 hours of service each year, helping with the adult education/job program, clothing distribution, life skills classes, and much more. Volunteer nurses assist with the health clinic; one Colorado Vincentian Volunteer is placed full-

time for one year. Support of volunteers and in-kind donations increases the number of services provided by St. Francis Center, and keeps its administrative costs at approximately 5%.

PROPOSED PROGRAM

Over the past three years, our job program has placed 500 men and women in full-time employment. However, we serve hundreds of men who have a limited education, few skills, and lack a strong work ethic necessary to hold a job. Many times these individuals come from families who have been on welfare for years, and rarely did their parents or peers stress the importance of responsibility and self-sufficiency. Today they are dependent on public and social service systems, and lack a positive outlook toward their future. They may cope with their present situation by abusing alcohol and drugs with the limited income they do obtain.

We propose to address this issue through our job training and placement program, which also incorporates case management services. We can help homeless men and women increase their self-confidence, skills in reading, math, English, and computers, and eventually obtain and retain employment, escaping homelessness for good. With your help, over the next year 225 men and women will participate in the program, with 115 participants placed in full-time jobs.

Program Area 1: Job Readiness

We recognize that people who are homeless will not succeed without life skills and a positive attitude. Even if they were to complete job training and be placed in a job, they are likely to fail without those resources.

Job readiness activities are designed to help participants set long-term goals and overcome barriers to personal success. In individual meetings and group classes, they will explore issues such as self-control, coping skills, and success, and ask difficult questions of themselves. Who would they be if they were not homeless? Why do they feel limited in their possibilities? Does failure seem inevitable, and if so, why? What do they believe constitutes their responsibility? How can they transcend feelings of inadequacy? How might they reinvent and renew themselves?

Weekly presentations will be made by people who are now employed but at one time were homeless or faced similar struggles with poverty and addiction. A case manager will meet one or more times each week with each participant. Progress will be measured by changes in attitude and presentation, punctuality and reliability, and a dedication to personal success and advancement.

St. Francis Center will also provide substance abuse counseling and referrals to outside treatment agencies. For individuals with a history of substance abuse, St. Francis Center will serve as a "payee" of Social Security income, and helps manage their finances. Continuity of substance abuse counseling and monitoring is viewed as critical to ensuring the success of participants in becoming job-ready and retaining employment. Participants will not advance to phase 2 until they have been "clean and sober" for three months. Other services at St. Francis Center include a health clinic, mental health case counseling, clothing, locked storage, telephones and a phone messaging service, showers, and bus tokens.

Program Area 2: Support and Pre-Employment Services

We will advance men and women from the job readiness services once they complete and obtain job readiness skills. We will also enroll those who have existing job readiness skills, but are looking for ways to increase their earning power. Program activities will include the following:

A) Basic skills classes will build verbal and math skills necessary for employment, including basic math, reading comprehension, grammar, science and other subjects. Individualized tutoring will help students better understand these subjects. In most cases, participants will obtain grammar and math skills relevant for holding a full-time job.

B) Some participants will enroll in a self-paced English as a Second Language class, supported by a qualified ESL instructor. They will build vocabulary and grammar skills through handouts, props and gestures, with group discussions held in English. Standard curriculum will build grammar and sentence structure.

C) Computer classes will be provided for four hours each week, with ten computers available in our adult education and employment center. Areas of instruction will include an introduction to Microsoft Windows, word processing and data management applications. Participants will learn how to type letters and resumes, use spreadsheets, and gain an introductory understanding of the Internet.

D) Life skills workshops will build self-esteem, improve communication skills, emphasize personal responsibility, and build budgeting and financial management skills.

E) Job preparation classes will focus on employer expectations, appropriate work attire, resume preparation, and job search skills. Potential employers will make presentations to participants about their companies, job opportunities, and performance expectations.

An emergency service fund will be established to help individuals respond to immediate crisis situations, but only after careful consideration by the case manager and a plan to address those needs for the long-term. Funds will also be available to pay first month rent deposits (again, based on the discretion of the case manager). To support our participants in maintaining a professional appearance and feeling good about themselves, the program will provide work clothing and suits.

Program Area 3: Job Placement and Post Employment Services

Participants who complete pre-employment training will be assisted in locating full-time jobs. St. Francis Center has successfully developed dozens of employer relationships. Participants will also learn how to conduct a successful job search. As participants seek employment, they will continue to have access to free bus tokens, telephone service and phone messaging. To be successful, case managers must help them resolve barriers and problems that traditionally have led to failure, address personal problems, and hold a job. Frequent post-employment meetings between the case managers and participants will be held to discuss progress on the job, training activities, and personal issues.

PROJECT BUDGET

INCOME

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|---------------------|-----------------|
| Grants/Gifts | \$66,400 |
| <u>Total Income</u> | <u>\$66,400</u> |

EXPENSES

| | |
|--|-----------------|
| Program Coordinator | \$30,000 |
| Program Assistant 3/4 time | \$20,000 |
| Materials (program supplies, internet access computer supplies) | \$ 6,000 |
| Job Bank Membership | \$ 400 |
| Emergency Services/1st Month Rent | \$10,000 |
| Revolving Fund | |
| <u>Total Expenses</u> | <u>\$66,400</u> |