

Master Grant Application

_____ MINISTRIES, INC.

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Master Grant Application for _____ Ministries, Inc.

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Introduction

_____ Ministries, Inc. is a faith-based, 501 (c) (3) non-profit organization dedicated to helping victims of domestic violence. With offices in _____, Kentucky and _____, Illinois the goal of _____ Ministries, Inc. is to provide education, support, and services for women, teens and children who have been subjected to physical and emotional trauma, and provide domestic violence training to pastors, churches and organizations.

History

_____ Ministries originated in 1995 through monthly meetings in the western suburbs of Chicago. These meetings encouraged women and provided a forum for sharing personal needs. Two women from the group, _____ and _____ (single parents who have experienced spousal abuse, separation, and divorce) formed _____ Ministries to provide more services to women struggling with domestic violence. _____ Ministries has centers in _____, Illinois and _____, Kentucky and received their 501 (c)(3) status in 1997.

We serve suffering women in Illinois and Kentucky while also providing educational materials and counseling support on a national basis. We offer hope, encouragement, education, and assistance to women, teens and children who are struggling in difficult circumstances, especially dysfunctional relationships, spousal abuse, separation or divorce.

_____ Ministries encourages women to make long term changes through the development of resilience skills and healthy lifestyles.

Providing a number of services, _____ Ministries reaches out to hurting women and provides help to those who are suffering from domestic violence. We distribute monthly newsletters containing hope and encouragement, host support groups nationwide, train support group leaders, and educate pastors, churches, and businesses about domestic violence. We also distribute free literature worldwide and have a lending library to provide educational and inspirational books and videos.

Organizational Structure

The founders of _____, _____ and _____ are the only full time employees at this time. _____ is the Director of the Kentucky Women’s Center and office, while _____ is the Director of the _____, Illinois Women’s Center and office. They have a part time accountant for the organization. _____ has a seven member Board of Trustees, two of whom have a strong background in grant management and accounting.

_____ is co-founder and president of _____ Ministries, Inc. and director of _____ Women’s Center in _____, Kentucky. Brenda has experience as an office manager, managing over twelve people and was an executive assistant. She is a member of the American Association of Christian Counselors (AACC) and co-host of “*Restoring the Hope*” conferences for women held in Illinois and Kentucky. She has written over 800 motivational articles and educational materials on the topic of domestic violence, some of which have been published in *The Christian Counselor*, a magazine for pastors and counselors, which are distributed throughout the US, Europe and many other countries.

_____ is co-founder and vice president of _____ Ministries, Inc., the National Support Group Director for _____ Ministries, Inc., and the director of _____ Women's Center in _____, Illinois. She is a member of the American Association of Christian Counselors (AACC) and co-host of "Restoring the Hope" conferences for women held in Illinois and Kentucky. She was an elementary school teacher for 17 years and worked as counseling intake coordinator and administrative assistant for a family services agency. _____ has an MA in Guidance and Counseling from Northeastern Illinois University.

_____ Ministries has a strong background in financial management through Board Member _____ who has worked in the financial services business for almost twenty years. He is currently our treasurer and a Senior Marketing Director with *Capital Choice Financial Services* and is securities licensed and variable product licensed in the state of Illinois. Mr. _____ is also an experienced Financial Analyst, working with the U.S. Postal Service for over ten years and as an accountant for another seven years.

_____ served on the Board of Directors at Circle Urban Ministries and as a volunteer in the Emergency Care Department as an accountant. He assisted in the preparation of reimbursement of expense forms for DHS and FEMA grant monies for Circle Urban Ministries for the Emergency Care Department.

Board member _____ is an author, lecturer, founder of the *Family Peace Project* and has over twenty years experience working in the field of domestic violence. Ms. _____ has worked as a trainer, counselor, advocate, and national speaker for domestic violence issues throughout the country and served as Program Director for a battered woman's shelter in North Carolina from 1989-2001. Ms. _____ has successfully written and

managed multiple grants including a federal grant for the Victims of Crime Act. She is familiar with the necessary accountability procedures and documentation for managing grant funds.

Other board members include _____, host and Executive Producer for Moody Broadcasting Network's Midday Connection. She graduated from Moody Bible Institute with a major in Bible Theology.

_____ is the Board Operations Director, is retired from law enforcement where he served as a patrol officer, then a detective in the Criminal Investigation Division and he was trained as a hostage negotiator by the FBI. He also founded and served as past president of Northeast Wisconsin Men of Faith, a nonprofit organization reaching out to men of all races and denominations.

_____ is a pharmacy tech in western Kentucky. _____ is an office manager of the secretarial department for a large insurance company in Chicago.

While we are a small organization, _____ Ministries has greatly impacted the Illinois and Kentucky communities along with people throughout the United States and internationally. Our experienced board and knowledgeable staff provide high quality services to our clients. Our future plan is to open expanded womens centers in both locations which will house all of our programs and include new programs including transitional apartments, satellite seminars, retreats and play/therapy group for children. As we grow we will hire more employees as our ultimate goal is to serve more families struggling with domestic violence.

Mission Statement and Target Population

The mission of _____ Ministries is to encourage women who are struggling through domestic violence in difficult circumstances to find strength and hope in Jesus

Christ. _____ Ministries desires to reach women who are hurting and help them realize their value before God. Furthermore, we teach clients to become more productive, assure them they are not alone, and point them to Jesus Christ as the ultimate stability and hope for their lives. We go beyond the crisis intervention to provide encouragement and life-skills training to women for months or years as we help them rebuild their lives and grow into mentally, physically, and spiritually healthy women who can support themselves and their children.

Our primary target population includes women in the Illinois and Kentucky regions who are victims of spousal abuse or domestic violence. Our expanded target population includes the United States, Canada and several other countries; we currently have 15 support groups nationwide and have been guests on _____ *on the Family* with Dr. James Dobson and on the *Moody Broadcasting Network*.

Need Statement

According to the *American Institute on Domestic Violence*, a woman is beaten every nine seconds in the United States. Domestic violence is in every region of the world. In the United States alone 4,500,000 women each year are physically assaulted according to the *American Institute on Domestic Violence*. The Institute reports over 500,000 women are stalked by an intimate partner each year and 1,232 women are killed by an intimate partner. The great majority of all domestic violence victims are female, and they are more likely to be attacked by someone they know than by a stranger.

According to the *Centers for Disease Control and Prevention* the costs of intimate partner violence against women exceeded an estimated \$5.8 billion in 1995. These costs include nearly \$4.1 billion in the direct costs of medical care and mental health care and nearly \$1.8 billion in the indirect costs of lost productivity and present value of lifetime earnings.

Domestic violence is a serious problem and many women will leave their abuser seven times before they leave for good. Abused women hesitate to leave their abuser due to the fear of risk, self-blame, shame and embarrassment, the need to protect the abuser, dissociation from the pain, denial, and fear of supporting herself and children. Other women remain with their abuser because they feel guilt, live on false hope the abuser will change, believe the children need a father figure, or suffer from post-traumatic stress syndrome.

Methods

_____ Ministries provides a three pronged approach to domestic violence treatment. We offer prevention trainings to churches and organizations, provide direct support programs to victims, and we provide conferences to educate workers in the field.

_____ has a women's center in two locations and provides various programs to women. We distribute free literature and resources, train leaders of support groups and pastors on their site, provide a forum for pastor's wives to network with other pastor's wives, conduct speaking engagements to discuss current domestic violence issues, conduct regional workshops and seminars, facilitate 15 support groups and maintain a website with useful domestic violence information.

A house was donated and is now the women's facility in _____, Kentucky which opened in January 2004 and serves as a resource center and place of encouragement for women of all ages. The center typically provides direct services to 60 women per month and serves as a place where women of all ages, races, and religious backgrounds can educate themselves on the dynamics of abusive relationships and receive support from women in similar situations. In addition, we provide weekly support groups on domestic violence, personal growth groups on parenting and building better relationships, bible study classes, and cooking

classes. The center is also available for women's groups to hold special meetings. We have a lending library and resource center to make information more accessible to people on the go. Our Dress Your Best program provides women with appropriate clothing for a job interview or church attendance; we also provide resume assistance.

We plan to purchase a school building in Kentucky in 2006 to provide the following services: four transitional apartments, health and wellness clinic, family attorney, professional counselor, lay counseling, hair salon, gift and craft shop, art gallery, library/book store, computer lab, Dress Your Best program and satellite seminars. The existing house in Kentucky will be converted into a safe house for emergencies.

The women's center in _____, Illinois is currently located in space owned by co-founder _____. The space includes a library, meeting center and _____ office. This is a temporary center with plans to move into a larger facility in the future, which will include transitional housing.

_____ provided lay counseling through scheduled appointments, phone and through e-mail to over 1,000 women and family members in 2004. The Internet and e-mail enable us to aid people around the world, as we have counseled people via e-mail in different parts of the globe.

_____ produces and distributes free literature on domestic violence to eight countries. We provide literature to churches and individuals throughout the United States and Canada, missionaries in Mexico, and counseling offices in Central America, South America and Europe.

In addition to the free literature, we produce 500 copies of a monthly newsletter that is distributed to shelters, crisis pregnancy centers, churches, support groups and individuals. The

newsletter contains inspirational and educational articles to encourage women who are going through difficult circumstances.

We provide training for pastors, church leaders, counselors and support group leaders on domestic violence. In 2004 we provided six trainings. The Train the Trainer seminar is a three day event for women who are interested in starting a _____ support group, or for current support group leaders. We go to churches and provide training on what they can do to meet the needs of women who are struggling and help develop a program for the church.

_____ provides support for pastor's wives who are in a controlling or abusive relationship. We provide one-on-one counseling and network them with other pastor's wives in the same situation.

Workshops and seminars and women's conferences on domestic violence are presented to churches, and various organizations throughout the United States. We are available for keynote addresses and seminars and for presentations to small groups. The annual "Restoring the Hope" conference started in 1997 and averages 125 women each year. The conference is a day of encouragement for all women and features a national keynote speaker.

Girl Talk workshops are held on weekends with a sleep over on Friday evening. It teaches teenage girls about dating violence, to spot red flags in dating relationships, and how to set healthy boundaries. Twenty girls attended this workshop. We are currently developing a manual for youth leaders which would include Girl Talk and Guy Talk (a workshop for teenage guys) to be used in churches, schools and organizations.

_____ has 15 domestic violence support groups in six states. The support groups meet anywhere from once a month to weekly. These groups provide a time of

encouragement, sharing, discussion of challenging topics, and fellowship with other women who have found themselves in difficult circumstances.

Our website contains a wealth of information about our organization and materials for women, including free downloads of articles, information on how start a support group, and information on how to request resource materials. The website allows us to reach people, not only in the geographic region of our two locations, but from around the world. The website provides women with the information on how to contact us with questions or to schedule counseling.

Our approach to domestic violence is to educate, inform, train and aid families who are suffering. We are able to accomplish this by all of the programs we have highlighted and we plan to add more programs and services as we continue to grow.

Results and Benefits

Funding _____ will benefit hundreds and thousands of women around the world. Purchasing a building in Illinois and Kentucky to serve as the new women's center will result in transitional housing for victims, more space for group meetings and provide the capacity to service 100 women per month at each location. The expanded library in each center would prove to be a valuable resource as clients will be able to check out books and tapes to educate themselves on various topics. We will expand the Dress Your Best program to accommodate and help 100 women a year to provide them with clothes and prepare them for interviews for jobs.

We will reach more people around the world through our lay counseling. We will increase the number of people we counsel to 2,000 per year in the next few years through various methods, and be able to respond to more e-mails from women all over the world.

_____ will increase the distribution of our free literature to ten countries and increase our monthly newsletter from 500 per month to 750 within two years. Increases in both areas of literature will allow us to reach and help even more victims.

Our training for pastors, church leaders, counselors and support group leaders on domestic violence will grow over time and provide eight trainings per year in various locations. The annual Restoring the Hope conferences will increase to 200 women in attendance each year.

We will increase the number of Girl Talk workshops to twelve a year and provide service to 240 girls a year. Our violence support groups continue to grow and we plan to have 25 groups in sixteen states over the next two years.

With the addition of more staff members and funding we will be able to expand our operations and provide services to more victims throughout the world. We provide support and services to the victims for however long they need it to become self sufficient.

Evaluations and Reporting

Evaluation and reporting will be handled by the co-founders of _____ Ministries. _____ and _____. We will provide reports on a regular basis to the _____ Ministries board and to funders.

The monthly report will document the number of people who access both women's centers and the number of customers using the library, Dress Your Best program, and transitional housing. The report will include the amount of literature mailed out and the countries mailed to. Reports will contain the number of trainings, along with locations, and the number of people attending. We plan to implement outcome based measures to show quantifiable data on all of our programs.

Budget

		<u>Fundraising</u>	<u>Earned</u>	<u>Unsecured</u>	
	COMPUTATION	Donations	Income	Funds	TOTAL
Personnel Costs					
_____, Director - IL		\$1,048.63	\$10,203.96	\$39,796.04	\$50,000.00
_____, Director		\$0.00	\$6,628.04	\$38,371.96	\$45,000.00
_____, Asst. Director		\$0.00	\$0.00	\$30,000.00	\$30,000.00
FT Office Manager - IL		\$0.00	\$0.00	\$40,000.00	\$40,000.00
FT Administrative Assistant - IL		\$0.00	\$0.00	\$30,000.00	\$30,000.00
FT Administrative Assistant		\$0.00	\$0.00	\$20,000.00	\$20,000.00
Part-time accountant		\$0.00	\$2,784.24	\$2,215.76	\$5,000.00
FICA	7.65%	\$581.78	\$1,768.08	\$14,480.14	\$16,830.00
Workers Comp.	1.50%	\$0.00	\$0.00	\$3,300.00	\$3,300.00
Personnel Costs Subtotal		\$1,630.41	\$21,384.32	\$218,163.90	\$240,130.00
Contracted Services					
Webmaster		\$1,160.00	\$0.00	\$40.00	\$1,200.00
Contracted Services Subtotal		\$1,160.00	\$0.00	\$40.00	\$1,200.00
Office Space					
Phone and Utilities - IL		\$0.00	\$0.00	\$3,500.00	\$3,500.00
Phone and Utilities - KY		\$0.00	\$4,874.96	\$2,325.04	\$7,200.00
Office Space Subtotal		\$0.00	\$4,874.96	\$5,825.04	\$10,700.00
Travel Expenses					
Conference & Seminars	IL and KY (\$10,000 each)	\$2,705.93	\$0.00	\$17,294.07	\$20,000.00
Travel & Hospitality	IL and KY (\$5,200 each)	\$5,887.85	\$0.00	\$4,512.15	\$10,400.00
Travel Expenses Subtotal		\$8,593.78	\$0.00	\$21,806.22	\$30,400.00
Materials					
Postage	IL and KY (\$3,000 each)	\$5,887.87	\$0.00	\$112.13	\$6,000.00
Office Supplies	IL and KY (\$4,000 each)	\$8,000.00	\$0.00	\$0.00	\$8,000.00
Books/Videos	IL and KY (\$5,000 each)	\$1,896.77	\$0.00	\$8,103.23	\$10,000.00
Printing	IL and KY (\$3,000 each)	\$0.00	\$0.00	\$6,000.00	\$6,000.00
Cell Phones	IL and KY (\$800 each)	\$965.67	\$0.00	\$634.33	\$1,600.00
Materials Subtotal		\$16,750.31	\$0.00	\$14,849.69	\$31,600.00

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Office Equipment Cost					
Copier at each location	2 x \$10,000	\$700.00	\$0.00	\$19,300.00	\$20,000.00
Paper folder at each location	2 x \$3,500	\$791.69	\$0.00	\$6,208.31	\$7,000.00
2 Computers at each location	4 x \$2,000	\$0.00	\$0.00	\$0.00	\$8,000.00
Color printer at each location	2 x \$700	\$0.00	\$0.00	\$0.00	\$1,400.00
LCD Projector/Screen for each location	2 x \$2,240	\$0.00	\$0.00	\$0.00	\$4,480.00
DVD Duplicator for each location	2 x \$1,200	\$0.00	\$0.00	\$0.00	\$2,400.00
Office Equipment Cost		\$1,491.69	\$0.00	\$25,508.31	\$43,280.00
Insurances					
Medical Insurance	IL and KY (\$10,800 each)	\$0.00	\$3,758.88	\$17,841.12	\$21,600.00
Property & Liability Insurance	IL and KY (\$2,500 each)	\$0.00	\$1,899.00	\$3,101.00	\$5,000.00
Car Insurance	IL = \$1,500, KY = \$1,200	\$0.00	\$0.00	\$2,700.00	\$2,700.00
Insurances Subtotal		\$0.00	\$5,657.88	\$23,642.12	\$29,300.00
Renovation Project costs of Women's Center in KY					
Air Conditioner/Furnace		\$0.00	\$0.00	\$10,000.00	\$10,000.00
Room Addition		\$0.00	\$0.00	\$45,000.00	\$45,000.00
Windows		\$0.00	\$0.00	\$3,000.00	\$3,000.00
Basement		\$0.00	\$0.00	\$5,000.00	\$5,000.00
Renovations Subtotal		\$0.00	\$0.00	\$63,000.00	\$63,000.00
Projects Total		\$0.00	\$0.00	\$63,000.00	\$63,000.00
Operating Expenses Total		\$29,626.19	\$31,917.16	\$309,835.28	\$386,610.00
Budget Subtotal		\$29,626.19	\$31,917.16	\$372,835.28	\$449,610.00
Indirect Costs (8%)		\$2,370.10	\$2,553.37	\$29,826.82	\$35,968.80
GRAND TOTAL		\$31,996.29	\$34,470.53	\$402,662.10	\$485,578.80

Budget Narrative and Justification

The cost to run the organization and the amount requested through this proposal is \$485,578.80. This is broken down into the following categories; Personnel costs, contracted services, office space, travel expenses, materials, equipment, insurance, renovation project and indirect costs.

Personnel costs

The following are personnel costs for the Illinois office. Provide full time Director with an annual salary of \$50,000 to lead the office. Secure a full time Office Manager in the Illinois office at \$40,000 per year to handle all office duties. Bring on board a full time Administrative Assistant at \$30,000 per year to work on all administrative aspects of the office.

The following are personnel for the Kentucky office. Provide the full time Director with an annual salary of \$45,000. Hire an Assistant Director at \$30,000 per year to aid the Director and oversee operations in her absence. Pay for an Administrative Assistant at \$25,000 per year to oversee all administrative aspects of the office.

Pay for a part time Accountant at \$5,000 per year. FICA based on all of the annual salaries listed above at \$220,000 times 7.65 percent equals \$16,830.00. Workers compensation at \$220,000 times 1.5% equals \$3,300. Personnel costs total \$240,130.00.

Contracted Services

Pay for a webmaster to provide services on the website at \$100 per month for twelve months, for a total of \$1,200 per year. The website provides victims information on all of our services and how to contact us for counseling. Contracted services costs total \$1,200.

Office Space

The cost for utilities and phone service for one year of operation at the Kentucky Women's Center is \$7,200.00. The cost of utilities and phone service for one year for the Illinois Women's Center is \$3,500.00. Office space costs total \$10,700.00.

Travel Expenses

Both co-founders attend conferences and seminars throughout the year at a cost of \$20,000 per year. These conferences and seminars are for education in the area of domestic

violence, leadership and theological training. *The Ultimate Leadership Conference* by Drs. Henry Cloud & John Townsend in California, costs approximately \$2,000 each for four employees equals \$8,000. *School of Spiritual Direction* by Larry Crabb in Colorado, costs approximately \$1,700 each for four employees equals \$6,870. A Seminar on Fundraising in Indianapolis, Indiana, costs approximately \$750 each times four employees equals \$3,000. *Leadership Summit* at Willow Creek Church in Barrington, Illinois for eight board members and staff at \$400 each equals \$3,200.

Travel and hospitality at a cost of \$10,400 per year is to pay for all travel expenses to conferences and seminars, and when we are guest speakers at churches or organizations. Hospitality is for guests and leaders who visit the centers. Travel expense costs total \$30,400.00.

Materials

Postage at \$6,000 per year primarily for the distribution center in Kentucky and used for newsletter, invitations and brochures. Office supplies at \$8,000 per year, toner, paper, binders for manuals, envelopes and other necessary office supplies. Books and videos for the support group training (\$8,000) and library (\$2,000) for a total of \$10,000. Printing is \$6,000 for brochures, manuals, newsletter and invitations. Buy a cell phone service plan for three phones at \$1,600 per year for both co-founders and one other counselor, creating an opportunity to counsel women at any time of the day. Materials costs total \$31,600.00.

Equipment

Buy a copier for each location at \$10,000 each for a total of \$20,000. Purchase a paper folder for each location at \$3,500 each for a total of \$7,000. The paper folder will allow us to fold our brochures internally instead of paying for this service somewhere else. Two computers at each location at \$2,000 each (2x2x\$2,000) equals \$8,000. The computers will allow us to

function more effectively and efficiently, by running financial software and other necessary applications. Two color printers, one at each location at \$700 each. The printers will allow us to print off materials from our office, instead of sending them elsewhere.

An LCD projector and screen at each location at \$2,240 each equals \$4,480. The projector and screen are needed for us to show our information video, or for presentations at the center or at another location. A DVD duplicator is needed at each location at \$1,200 each for a total of \$2,400. The duplicator is used to make copies of our information DVD's that we will hand out to individuals and organizations. Using the duplicator will save us money compared to the cost of having copies mass produced elsewhere. Equipment costs total \$43,280.000

Insurances

Medical Insurance for all employees at both locations is \$21,600. Property and liability insurance for both locations is \$5,000 per year. Car insurance for _____ owned vehicles at both locations. Insurance is \$1,500 per year in Illinois and \$1,200 per year in Kentucky. Insurances costs total \$29,300.00.

Renovation Project in Kentucky

Build an addition that will run the length of the house and is 12 feet wide. We have a room for meetings, a bathroom and more storage space.

A new central air conditioning and heat pump unit for \$10,000 will replace the 25 year old unit. The air and heat unit does not work all of the time. This new unit will also cover the new addition area.

Our windows are old single pane and are painted shut. We want replacement windows at a total cost of \$3,000, which will help with heating and cooling costs. Right now the basement is not useable as there is a gravel floor with a small slab of concrete for the central air condition

and heat pump unit. We want to weatherproof it and finish the floor. This will help cut down on the dampness, which is currently affecting the rest of the house. The total cost of the renovation project is \$63,000.

Total Expenses and Secured Funds

The total cost of the renovation project in Kentucky is \$63,000, will greatly improve the condition of the women's center. The total operating budget is \$386,610.00 and will allow _____ Ministries' to touch many sufferers of Domestic Violence. Indirect costs are figured by taking the subtotal of the items listed above, \$449,610.00 times 8% for a total of \$35,968.80.

The total expenses are \$485,578.80 per year. We receive close to \$36,000 through fundraising and donations annually. We are seeking \$449,578.80 to complete our funding goals.