

# **PROPOSAL ABSTRACT SAMPLE**

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**PROPOSAL NUMBER:** (Assigned by PGHF)  
**ORGANIZATION:** HER Shelter  
**PROGRAM TITLE:** Volunteer Program  
**FUNDING CATEGORY:** Health and the Family  
**AMOUNT REQUESTED:** \$6,000  
**PROGRAM BUDGET:** \$27,620  
**PREVIOUS FUNDING:** 2000: \$5,960

**PROGRAM DESCRIPTION:** In an effort to address the needs of victims seeking shelter, H.E.R. has evaluated and identified a way to bridge the gaps in the area of supportive services and service delivery. HER has developed a comprehensive volunteer program for women and children seeking shelter services. This program is staffed by a Volunteer Coordinator, who is responsible for recruiting, interviewing, assessing volunteer strengths, background checks, processing paperwork, maintaining volunteer files, and collecting statistical data. Recruitment efforts include participation in several community events, college fairs, United Way Annual Day of Caring and active membership with Volunteer Connection, Volunteer Hampton Roads, and South Virginia Association for Volunteer Administration. Successful recruitment efforts have secured internship agreements between H.E.R. and Regent University, NSU, ODU, TCC, and EVMS. ODU has recently launched their Community Service Internship program, which connects students with paid, project-oriented work with non-profits serving the Hampton Roads area. H.E.R. is the recipient of two such skilled seniors and anticipates receiving additional students in the future. Students and volunteers serve in many programmatic capacities. The majority of students/volunteers work with the Children's Program staff. The Art Therapist interns from EVMS are supervised by H.E.R.'s professionally trained Art Therapist, and are responsible for conducting individual and family art assessments, co-facilitating group, case management, and providing information and referral. Students are evaluated according to the dictates of their learning agreements, while performance is based on observation, documentation, and educational competencies. Volunteers are evaluated every six months with on-going supervision, including monthly volunteer meetings, which provide continuous feedback and instruction.

Volunteer time is valued at \$15.39/hour. Based on this figure, H.E.R.'s 30 volunteers provided 681 hours of volunteer service this past spring alone, resulting in \$10,481 of in-kind services.

**BUDGET REQUEST:** Provide supplemental funding to increase the amount of work hours for the Volunteer Coordinator by 5 hours per week and additional programmatic expenses required to maintain a consistent core of volunteers.

**OTHER SOURCES OF FUNDING:** Secured \$21,315 from the Department of Social Services "Victims of Crime Act" grant.

**RECOMMENDATION:** (Determined by PGHF staff)