

# Capability Statement

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**The Lindsay Group, LLC, Management Consultants**

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James Lindsay and Marie Wilson-Lindsay's book on grant writing "Get In Line and Win! A Comprehensive Manual for Raising Revenue from All Sources" has been selected for review, translation into Italian and posting on Italy's National Nonprofit Association Network by the Philanthropy Centro Studi - University of Bologna, Bologna, Italy. The Book is a step by step guide to grant writing and will help you take advantage of millions of federal stimulus money. The book is selling at [www.thelindsaygroupllc.com](http://www.thelindsaygroupllc.com) and tAmazon.com ([http://www.amazon.com/Get-Line-Win-Comprehensive-Writing/dp/1434848981/ref=sr\\_1\\_1?ie=UTF8&s=books&qid=1249066739&sr=1-1](http://www.amazon.com/Get-Line-Win-Comprehensive-Writing/dp/1434848981/ref=sr_1_1?ie=UTF8&s=books&qid=1249066739&sr=1-1)). Buy A Copy today

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**"Expect Success" (202) 363-7150**

## Capability Statement

The Lindsay Group, LLC is a management-consulting firm whose principals have extensive experience in managing nonprofit and for profit businesses. Since 1995 the firm has been providing services to clients in four principle areas: Organizational Development, Proposal Preparation and Fund Development, Management, Training & Facilitation. The firm recently obtained HUBZone status with the SBA.

## Expertise

**Grantwriting Services:** The Lindsay Group, LLC provides full service grants and proposal preparation. Services include: researching, and identifying foundation, corporate and government funding sources, writing, editing, and producing the final proposal. The Lindsay Group, Inc. uses a team approach in working with clients to design and produce the best grants and proposals consistent with the goals and the mission of the organization and of the funding source. The Lindsay Group, LLC. also provides seminars, workshops and conferences on grant writing and proposal writing.

### Proposal Services Include:

- ☞ Government and foundation research targeted to your agency/business' mission and goals.
- ☞ Assistance with building the case statement and fundraising goals.
- ☞ Guaranteed compliance with RFP, RFA, and government grant and proposal requirements.
- ☞ Facilitate and manage design, development, and production of the grants/proposals.

Partial Listing of Funded Government Grants & Proposals Prepared by the Lindsay Group, LLC	
Recent Proposals 2009-2011	Amount
Montgomery County Public School Superintendent's Office Smaller Learning Comm. USDOE	\$1 million
ERCPCP & Peaceoholics HHS Mentoring	\$450,000
Center City Community Corporation CBDG Renewals	\$327,000
Serenity Social Services DOJ Mentoring	\$299,000
Ionia R. Whipper Home for Abused, Neglected, and Abandoned Girls (over 15 years) CFSA	\$15 million
Prepared over \$85 million in funded grants and proposals	

**Management Training:** The Lindsay Group, LLC provides training in a variety of areas. Topics include: Strategic Planning, Grant writing and Fund Development, Managing Multiple Priorities, Leadership, Change Management, Team Building, Computer Software Applications-Microsoft Suite, and Real Estate Investing. The Lindsay Group, LLC. customizes each workshop, lecture, or seminar to meet the needs of the client.

### Training Services:

- ☑ Customized curriculum based on the clients need;
- ☑ Systematic Design and Approach;
- ☑ Learning methods include: role-play and group discussions; and
- ☑ Manage the entire event from registration to evaluation.

**Organizational Development:** The Lindsay Group, LLC consults in the areas of Strategic Planning, Staff Development, Volunteer Management, and Board Development.

### Sample Listing of Clients

General Motors	Montgomery County Public Schools	Executive Office of The Mayor, Washington, D.C.	D.C. Metropolitan Police Department
Learning Tree International, Inc.	D.C. Department of Health-APRA	Serenity Social Services, Inc.	D.C. Dept. of Employment Services
The American Red Cross	Howard University School of Divinity	Recreation Wish List Committee	DC Department of Human Resources
Catholic Charities of the Archdiocese of Washington	The Ionia R. Whipper Home	Residential Youth Services	Federal Data Corporation
Community of Hope, Inc.	Inner Thoughts, Inc.	ACTION, now the Corporation for National Service	Washington County Community Partnership for Children and Families

### Sample Course Content Strategic Planning

#### Strategic Thinking

- Mission Statement Analysis
- Creating a Vision Statement
- SWOT Analysis & Exercise
- Prioritizing Strategic Thrusts
- Develop Goals – Objectives and Action Plans – Hands On
- Matching Goals to Reality-Budgeting – Hands On
- Implementation – Who must do what!

### Sample Course Board Development

#### Course Objectives:

- Developing a mission statement
- Developing short and long term goals
- Developing budget projections
- Developing a fundraising plan
- Creating a climate that promotes commitment

#### Course Benefits

Crucial to the success of any non-profit organization is the **Leadership** and guidance provided by the Board of Directors. For busy Board Members it is important that they know their roles and responsibilities and help to develop a course of action that will help the organization flourish. The course offers special emphasis on Planning, Budgeting, Fund Raising, Policy Setting, Staff versus Board Responsibilities and Setting up Committee's *that Work*.

## Principals

**Principal: James R. Lindsay, M.S.A.** co-owns the firm with his wife. He serves as grants reviewer for the U.S. Depts. of Health and Human Services, Education and Commerce, the National Corporation for Community Service and the Executive Office of the Mayor of Washington, D.C. He is certified as an experienced grant writer by Washington, D.C.'s Mayor's Office of Grants and Partnership Services. Mr. Lindsay also teaches software applications. Mr. Lindsay served as the Executive Director of the Volunteer Clearinghouse of the District of Columbia now D.C. Cares for 11 years. During that time, the agency recruited more than 20,000 volunteers. He managed a two year Disproportionate Minority Representation Study, in Washington County, Maryland and in 2005 facilitated an evaluation of the Police Clergy Response Team for the Washington Metropolitan Police Dept. and East of the River Community Police Clergy Partnership under the U.S. Justice Dept.'s COPS Program. Mr. Lindsay Chaired the Selection Committee for the Washington Post Award for Excellence in Nonprofit Management sponsored by the Washington Council of Agencies and served as a committee member for 3 years. He is an adjunct professor in Sociology at the Northern Virginia Community College. He has a B.A. Degree in Sociology from Mercer University, in Macon, Georgia, a Masters Degree in Social/Business Administration from University of Georgia, Milledgeville, Georgia and has done doctoral studies at the University of Notre Dame South Bend, Indiana.

**Principal: E. Marie Wilson-Lindsay, J.D.** is a principal in the firm. She is Vice President and performs marketing, business development and operations for the firm. Ms. Wilson-Lindsay has extensive research and writing experience gained over 25 years. Ms. Wilson-Lindsay is responsible for overall project management and timely completion of all projects the firm undertakes for clients. She assists clients with obtaining certifications of programs and services from Federal, State, County agencies. She has written legal and other technical manuals, appellate briefs, and has taught continuing legal education classes. Ms. Wilson-Lindsay practiced law for 17 years. She has a B.A. in History from Trinity University in Washington, D.C. and a Juris Doctorate from Mercer University in Macon, Georgia. Mr. and Mrs. Lindsay are authors of a book on fundraising through grant writing, "Get in Line and Win! A Comprehensive Manual Grant Writing for Sources of Revenue" which is for sale on Amazon.com.

**Consultant: Constance A. Lindsay, PhD,** is an independent consultant with the firm. Dr.. Lindsay has extensive experience in researching using Quantitative Methods I/II/III, Public Finance, Macroeconomics, Microeconomics gained as a research assistant and student at Duke University, and in Georgetown University's Graduate Program in Public Policy as a teaching and research assistant. Dr.. Lindsay was a Presidential Management Fellow and was detailed to the U.S. Dept. of Education and to the Office of Management and Budget. At OMB she worked on President Bush's 2006 budget. A chapter of Dr. Lindsay's Dissertation will be published in the Social Sciences Quarterly in September 11,2011 She has a Bachelor's Degree in Economics from Duke University, a Masters Degree in Public Policy from Georgetown University, and a PhD from Northwestern University awarded December 2010.

**Consultant: Alexander M. Wilson, BBA** is an employee with the firm. Mr. Wilson is 2010 graduate of Hampton University, Hampton, Virginia with a Bachelor of Arts in Business Administration. He is a 2006 graduate of DeMatha Catholic High School Hyattsville, Md. He will assist the firm with marketing, business development, research and proposal writing.

## Strategic Alliances

On larger assignments, we add experienced professionals to our team with whom we have strong strategic alliances. We maintain collaborative relationships with top professionals in a range of disciplines to provide specialized expertise where needed.

Sample of Major Govt. Funded Grants / Proposals/ Certifications Prepared By The Lindsay Group,LLC
\$500,000 Holy Care Foundation Assisted Program For the Developmentally Disabled (Child & Family Services Agency District of Columbia) & Prepared Maryland Certification
\$276,000 Thomas Comprehensive Counseling Services, Inc. (Substance Abuse Treatment Program Maryland US Probation and Parole Obtained Certification from Montgomery County Mental Health Dept.
Neighbor's Consejo Prepared Certification Application from APRA DC Dept. of Health
\$1,300,000 Catholic Charities of the Archdiocese of Washington, D.C. Homeless Services (To support two homeless shelters for homeless individuals) DC Dept. of Human Services/HUD
Ionia R. Whipper Home Prepared & Obtained Certification from CFSA
\$15,500,000 (\$1,500,000 per year ten years renewed in 2010)-Ionia R. Whipper Home (CFSA to fund year round residential care facility for abused, neglected and abandoned girls ages 12-21)
\$550,000 Foster Care Program Catholic Charities Archdiocese of Washington (CFSA to provide adoption services to special needs population of foster children)
\$450,000 over three years Mentoring Children of Prisoners East of the River Community Police Clergy Partnership US Dept. of Health and Human Services
\$560,000 Catholic Charities of the Archdiocese of Washington Foster Care Program (To conduct Emergency Licensing of Foster Homes in Maryland)
\$1,000,000 Montgomery County, Maryland Public Schools Superintendent's Office U.S. Dept. of Education Smaller Learning Communities Program
\$351,000 Ionia R. Whipper Home Pre-development costs to build an educational complex for girls foster home D.C. Dept. of Housing and Community Development
\$260,000 Catholic Charities of the Archdiocese of Washington Prescription Drug Program D.C. Dept. of Health

## Strong Project Management

We develop project management plans and detailed work schedules for each project. We coordinate the activities of all subject matter experts and specialists through each phase of our assignments.

## Terms and arrangements

Our goal in working with our clients is to take the stress out of the grants process. With our work, we assist clients in developing the project or program design by facilitating all design meetings, preparing budgets and preparing the full proposal, grants application or government proposals, bids or contracts. Our fees for this work are based upon the amount of work involved including researching funding sources and requirements, and the amount of funding. We manage the entire process from beginning to completion of the proposal, or bid. For preparation of documents we require half of the professional fee to be paid upon execution of the contract and the balance of the fee is due at the completion and delivery of each document. For management training and organizational development work we require an advance retainer and payment of the balance upon immediate project completion. Costs and expenses are paid by the client. Costs and expenses include but are not limited to, copying, printing, overnight express fees, postage, costs of binders, notebooks, out of town travel, etc.

## Partial Client Listing

### Corporations

Edgewood Management Corporation  
Federal Data Corporation  
General Motors  
Jered Facility, Inc.  
Thomas Comp. Counseling Services, Inc.  
The American Bankers Association  
Learning Tree International, Inc.  
Creative Smiles Institute

### Government

ACTION, now the Corporation for National Service  
D.C. Department of Corrections  
D.C. Department of Health-APRA  
D.C. Department of Employment Services  
D.C. Department of Human Services  
D.C. Metropolitan Police Department  
Executive Office of The Mayor, Washington, D.C.  
Office of Grants & Partnership Services  
Montgomery County Public Schools  
Washington County Community Partnership for Children  
and Families  
U.S. Department of Energy  
U.S. Department of Education

### Nonprofit Agencies

Allen Chapel AME Church  
Allen Chapel AME Learning Institute, Inc.  
Alliance of Concerned Men, Inc.  
Anacostia Community Land Trust  
Beacon House Community Ministries, Inc.  
Bridges Community Development Center  
Catholic Charities of the Archdiocese of Washington  
Center City Community Corporation  
Central Florida Urban League  
Center For Non-Profit Advancement, Inc.  
CitiWide Computer Training Center  
Community of Hope, Inc.  
D.C. Area Health Education Center, Inc.  
East of The River Clergy Police Community Partnership,  
Inc.  
Edgewood Brookland Collaborative  
Far Southeast Family Support Collaborative

Greater Washington Urban League  
HFTC Collaborative Council, Inc.  
Higher Achievement  
Holy Care Foundation  
Howard University School of Divinity  
Jobs Partnership of Greater Washington  
Little Lights Urban Ministries, Inc.  
Metro TEEN AIDS  
National Urban League  
Neighbors' Consejo  
Parkland Community Center  
Phelps Stokes  
Recreation Wish List Committee  
Reaching Out To Others Together (ROOT), Inc.  
San Diego Urban League  
Serenity Social Services, Inc.  
STRIVE-DC  
The American Red Cross  
The Ionia R. Whipper Home, Inc.  
The National Center for Historic Preservation  
The Milton S. Eisenhower  
The Points of Light Foundation  
United Planning Organization  
Urban League of Eastern Massachusetts