

Capability Statement

The Lindsay Group, LLC, Management Consultants

The Lindsay Group, LLC. - Management Consultants
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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 obtained HUB Zone status with the SBA in 2010.

Expertise

Grant Writing 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, LLC. uses a team approach in working with clients to design and produce the best proposals and grant applications consistent with the goals and the mission of the organization and of the funding source's requirements. Over 70% of the proposals written by the Lindsay Group LLC have been funded. The Lindsay Group, LLC. also provides seminars, workshops and conferences on grant and proposal writing. James Lindsay's and Marie Wilson-Lindsay's book on grant writing "Get In Line and Win! A Comprehensive Manual for Raising Funds from All Sources" is a step by step guide to grant writing, planning and starting a nonprofit agency.

The book is for sale at www.thelindsaygroupllc.com, Amazon.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), at Create space.com and can be purchased by calling 202 986-6590.

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 List of Funded Government Grants & Proposals Prepared by The Lindsay Group, LLC	
Funded Proposals	Amount
National Urban League Second Chance Reentry U.S. Dept. of Justice	\$1.170 million
Montgomery County Public School Superintendent's Office Smaller Learning Comm. USDOE	\$1 million
ERCPCP HHS Mentoring for Children of Incarcerated Parents	\$450,000
STRIVE DC – National Department of Labor	\$600,000
Serenity Social Services U.S. Dept. Of Justice Mentoring (Second Chance Act)	\$299,000
Ionia R. Whipper Home for Abused, Neglected, and Abandoned Girls (over 15 years) CFSA	\$15 million
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 & Proposal Writing and Fund Development, Starting Businesses, 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.

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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	National Urban League	D.C. Dept. of Employment Services
The American Red Cross	Howard University School of Divinity	Los Angeles Urban League	DC Department of Human Resources
Catholic Charities of the Archdiocese of Washington	The Ionia R. Whipper Home	Children's Focus Foundation	Federal Data Corporation
Community of Hope, Inc.	D.C. Office of Returning Citizens Affairs	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. The firm managed a two year Disproportionate Minority Representation Study, in Washington County, Maryland and 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. He is an adjunct professor in Sociology at the Northern Virginia Community College. He is a member of Mayor Gray's Commission on Reentry & Ex-Offenders. He has a B.A. Degree in Sociology from Mercer University, in Macon, Georgia, a Master's 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. co owns 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 20 years. Ms. Wilson-Lindsay is responsible for overall project management and timely completion of all projects. 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 and proposal writing, "Get in Line and Win! A Comprehensive Manual for Raising Revenue From Sources" 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 in the Bush Administration 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 was published in the Social Sciences Quarterly in September 2011. In 2010-2011 Dr. Lindsay worked as an analyst in the Chancellor's Office for the District of Columbia Public Schools. She is a research analyst with CAN. She has a Bachelor's Degree in Economics from Duke University, a Master's 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 a 2010 graduate of Hampton University, Hampton, Virginia with a Bachelor of Science in Business Administration and is a 2006 graduate of DeMatha Catholic High School, Hyattsville, Md. He assists the firm with research and proposal writing, business development and marketing.

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 Children's Focus Foundation application for license to operate DYRS Group Home and Contract for Funding of Group Home Approved
\$276,000 Thomas Comprehensive Counseling Services, Inc. (Substance Abuse Treatment Program Maryland US Probation and Parole Obtained Certification from Montgomery County Mental Health Dept.
\$1.170 million National Urban League Second Chance Reentry U.S. Dept. of Justice
\$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
\$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, Prepared Marketing & Feasibility Studies
\$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 grant writing 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
Thomas Comp. Counseling Services, Inc.
The American Bankers Association
Learning Tree International, Inc.

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
Urban League of Essex County New Jersey

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.
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

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