

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: Fund Development, Organizational Development, Management, Training, & Facilitation.

Expertise

Proposal Services: The Lindsay Group, LLC provides full service 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 proposal consistent with the goals and the mission of the organization and of the funding source. The Lindsay Group, Inc. also provides technical assistance to clients with grant writing.

Proposal Services Include:

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

Partial Listing of Funded Government Proposals Prepared by the Lindsay Group, LLC	
2003-2005	Amount
Montgomery County Public School Superintendent's Office Smaller Learning Comm. USDOE	\$1 million
Catholic Charities of the Archdiocese of Washington – WIC Program (Multi-yr program)	\$1.2 million – Start-Up
Greater Washington Urban League Community Technology Center US DOC	\$300,000
Thomas Comprehensive Counseling Services (3 yr – Outpatient Addiction Treatment).MDUS Probation & Parole	\$300,000
Ionia R. Whipper Home for Abused, Neglected, and Abandoned Girls (over six years).CFSA	\$7.5 million
Prepared over \$60 million in funded proposals	

Management Training: The Lindsay Group, LLC provides training in a variety of areas. Topics include: Strategic Planning, Managing Multiple Priorities, Leadership, Change Management, Team Building, and Computer Software Applications-Microsoft Suite. 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.
- ☑ 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	Thomas Comprehensive Counseling 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	The American Bankers Association	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
- Vision Statement
- SWOT
- Strategic Thrusts
- Develop Goals
- Budgeting
- Implementation

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 *Committees that Work*.

Principals

Principal: James R. Lindsay, M.S.A. co-owns the firm with his wife. He serves as grant 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 Development. 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 recently completed management of 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 2002-2004. He currently serves a committee member for the center for nonprofit Advancement's Excel in Leadership. 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 in charge of marketing, operations and billing and collections for the firm. Ms. Wilson-Lindsay researches and writes proposals and strategic plans. She has extensive research and writing experience gained over 25 years. Ms. Wilson-Lindsay is responsible for overall project management the firm's projects. She has written legal and other technical manuals, appellate briefs, workbooks, and concept papers and has taught continuing legal education classes. Ms. Wilson-Lindsay practiced law for 18 years. She has a B.A. in History from Trinity College in Washington, D.C. and a Juris Doctorate from Mercer University in Macon, Georgia.

Associate: Constance A. Lindsay, M.P.P. is research analyst and consultant with the firm. Ms. Lindsay has extensive experience using Quantitative Methods I/II/III, Public Finance, Macroeconomics, Microeconomics gained as a student research assistant at Duke University, and in Georgetown University's Graduate Program in Public Policy as a teaching and research assistant. Ms. Lindsay's work on affirmative action and conservative think tanks was published in the fall of 2003 in the National Committee for Responsible Philanthropy's quarterly periodical. Ms. Lindsay was a Presidential Management Fellow and was detailed to the U.S. Dept. of Education and the Office of Management and Budget. At OMB she worked on President Bush's 2006 budget. She has a Bachelor's Degree in Economics from Duke University, a Masters Degree in Public Policy from Georgetown University, and is a doctoral student at Northwestern University. She is a member of Delta Sigma Theta Sorority.

Associate: Cecilie A. Lindsay is a consulting artist with the firm. She designs and creates art work for documents including Annual Reports, Brochures, Manuals, and Handbooks. She has received many honors and awards including a Certificate of Merit from the Washington Chapter of the National Society of Arts and Letters. Her work was selected by the Washington Chapter of the National Society of Arts and Letters for submission to a national competition by the National Society for Arts and Letters. Ms. Lindsay is 2005 honors graduate of the Duke Ellington School of the Arts Visual Arts Dept. She is currently a freshman at the Parsons School of Design New School University.

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 Proposals Prepared By The Lindsay Group, LLC
\$1,000,000 Montgomery County, Maryland Public Schools Superintendent's Office U.S. Dept. of Education Smaller Learning Communities Program
\$300,000 Thomas Comprehensive Counseling Services, Inc. (Substance Abuse Treatment Program Montgomery Cty., MD)
\$276,000 Thomas Comprehensive Counseling Services, Inc. (Substance Abuse Treatment Program Maryland US Probation and Parole)
\$13,500,000 (\$1,000,000 over six years; \$1,500,000 five years)-Ionia R. Whipper Home (CFSA to fund year round residential care facility for abused, neglected and abandoned girls ages 12-21)
\$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
\$300,000 Greater Washington Urban League, Inc. U.S. Dept. of Commerce (Community Technology Center Grant)
\$560,000 Catholic Charities of the Archdiocese of Washington Foster Care Program (To conduct Emergency Licensing of Foster Homes in Maryland)
\$550,000 Foster Care Program Catholic Charities Archdiocese of Washington (CFSA to provide adoption services to special needs population of foster children)
\$265,000 Teen Life Choices Catholic Charities Archdiocese of Washington After School Program in Ward 7; (DHS, U.S. Attorney's Office general operating funding & to install ten unit computer lab)
\$100,000 Catholic Charities of the Archdiocese of Washington D.C. Homeless Services & Southeast Veterans Ctr. (To fund two vans to transport Veterans their new education and employment center) U.S. Veterans Adm.
\$100,000 Trinidad Concerned Citizens for Reform, Inc. Neighborhood Development Assistance Program D.C. Dept. of Housing and Community Development Youth Initiative-After School Program
\$200,000 Inner Thoughts, Inc. Neighborhood Development Assistance Program D.C Dept. of Housing and Community Development (2001 & 2002) (Employment and Entrepreneurship)
\$260,000 Catholic Charities of the Archdiocese of Washington Prescription Drug Program D.C. Dept. of Health
Sample of Founded Foundation Proposals Prepared By The Lindsay Group, LLC
\$50,000 Summit Fund, \$25,000 John Griffon Foundation, \$30,000 Clark Construction Co. Foundation, Teen Life Choices Catholic Charities of the Archdiocese of Washington (Gen. oper. funds)
\$35,000 Freddie Mac, \$5,000 Clark Winchcole Little Lights Urban Ministries-(After School Program)
\$35,000 Philip Graham Fund, \$50,000 Freddie Mac, \$30,000 Clark- Winchcole Foundation \$30,000 United Way) \$25,000 Cafritz Foundation Ionia R. Whipper Home(General operating support, capitol campaign, (Parent Support Program)
\$35,000 Capacity Building Institute for Youth Development
\$45,500 Bell Atlantic Foundation , \$30,000 Cafritz Foundation, \$25,000 Fannie Mae Foundation, \$15,000 William McGowan Fund, \$15,000 Philip Graham Foundation, (General Operating Support)
\$9,000 Agnes and Eugene Meyer Foundation (Management Assistance Grant) \$3,000 Rotary Club Beacon House Community Ministry, Inc. After School Program (Math and Science Program)
\$30,000 US Tennis Association, \$25,000 Philip Graham Fund, \$40,000 Freddie Mac Foundation, Recreation Wish List Committee
\$10,000 each Escheated Estate Fund- Reaching Out to Others Together, Allen AME Chapel Church, Trinidad Concerned Citizens for Reform, & Little Lights Urban Ministries, Inc.
\$10,000 Spring Creek Foundation D.C. Family Services Catholic Charities of the Archdiocese of Washington (Emergency Services)
\$15,000 William McGowan Fund \$5000 John Edward Fowler Memorial Foundation Allen AME Learning Institute, Inc.

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Member Washington Council of Agencies' Vendor Bank

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

With our fund development and writing work, we assist clients in developing the project or program design by facilitating all design meetings, preparing budgets and preparing the full proposal, grant application or government proposal, bids or contracts. Our fees for this fund development 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. Fees for writing product are based upon the amount of work involved. 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. In our organizational development, training, and strategic planning are based upon the amount of work involved, the length of the engagement and other relevant factors. Our fees are reasonable and a written contract is developed.