

GRANT ASSISTANCE SERVICES, INC.

"STRENGTHENING THE NON PROFIT SECTOR ONE ORGANIZATION AT A TIME"



ANNUAL REPORT 2010

PROVIDING THE TOOLS NECESSARY FOR NON PROFITS TO REACH SUCCESS

Our Mission:

To strengthen our communities by enriching, educating, and providing unparalleled support to Non Profit Organizations that seek to provide community service to other organizations and individuals for the sake of essential humanitarian needs.



Our Values:

- We believe in building communities by promoting transformation, growth and sustainability within the Non Profit Sector.
- We believe in order to develop social change Non Profits must *be* the change.
- We know that nonprofits can achieve long-term success when they have effective leaders, sound strategies, and diversified resources.
- We believe that a transparent, active, attentive Board is one of the most important components of a Non Profit Organization.
- We know that a Non Profit must be accountable to donors, its board, and the public. Therefore, we believe strongly that Non Profits should develop best practices for maximum transparency.

Grant Assistance Services, Inc. FY 2010 Board of Directors

Michelle Puckett - President and Founder - "To lighten the hearts & souls of others, lessening uncertainties & burdens, conquering fear & doubts in the face of adversity...these are the actions of both great and small non profits near & far. By providing avenues & doorways, we empower, accomplish & sustain. In turn, our communities connect, grow, and provide a platform for success."



Charles R. Puckett – Vice President - If you are a small, midsize or large Non Profit Organization, you can't escape the daily challenges of exceeding your goals. You may have adequate resources, but without determination and drive, you will not be able to take on new challenges. In the end, all Non Profit operations can be reduced to three words: people, programs and funding. Unless you have assembled a good team, you can't do much with the other two.



Holly McKeon –Executive Director - "Human services are a personal endeavor we persistently strive for in our efforts to bring justice and following, serenity to the lives of those who cannot for themselves. To do so we capture the very essence of inspiration and empower it with creativity and conviction. This is not only our vision in this continually complicated world, but has become a much more personal and intimate goal. Our hope is to inspire those who have lost those life qualities."



Odie Davis – Board Member “Volunteering is a vessel used to promote motivation, encouragement, advocacy, and empowerment for the greater good of all.”



Max Shields – Board Member “Regardless of who or where we are in this world, each of us can effect a positive social change. This can move mountains and miracles will happen!”



Terra Duck – Secretary /Treasurer “In securing the future of our communities, we secure our strength, perseverance, and diversity.”



"Your time and dedication to our project has truly been an inspiration to our each of our staff! The new structure you organized for us has made our day to day operations much more time efficient! It has made all the difference to our programs effectiveness! We are so grateful to have found you! Here is to our total success!"

-Thank you, Lori

Dear Friends,

Often we stand in awe by the resilience of our communities and the men, women and children who reside within them. Stories of the challenges and crises they have endured in the face of adversity has been the driving force for our dedication and the inspiration in our work. In 2010, Grant Assistance Services assisted 29 Non Profit organizations reach their goals of stable housing, feeding the elderly, provide outreach to youth at risk, expand and develop senior service centers, community emergency management programs, fighting addiction and domestic violence programs, and mentorship programs for the boys and girls of our communities. The experiences we have shared and the personal growth we have completed together are the essence of who we are and what our programs mean to the communities we assist! We truly appreciate those who have contributed their time and efforts to such worthy causes close to our hearts and yours.

The economic downturn brought funding cuts for many area organizations, services, and operations. Grant Assistance Services met these challenges using our own organizational skills, to adjust, adapt, and advance the missions of our brothers and sisters core missions and causes within the Non Profit sector. Our dedicated team and volunteers worked together to provide in-kind services and resources for these organizations.

In the coming months our professional program members will begin pursuing interns who can provide assistance with new technology, marketing, fundraising and event planning which will further our reach within our communities and assist those organizations who need strategic development planning in order to advance their cause. Our Board of Directors is committed to increased funding and program expansion efforts for many struggling Non Profit organizations. We will continue to engage in advocacy for our Non Profit Organizations from city, state, and federal levels as well as corporate sponsorship and major event planning.

We know that the economic crisis is not over. In FY11, we will begin developing collaboration with other professional service organization and continue to seek opportunities to pull vital resources to ensure professional quality management and education to the Non Profit Sector.

We are grateful for your commitment to our mission and your understanding that your support directly touches hundreds of lives "one organization at a time".

Sincerely,

The Team of Grant Assistance Services

“We appreciate you guys working so hard to make things happen! It’s only a matter of time before it all comes together!”

- Tony

Programs:

Our focus over the course of the 2009 – 2010 year was to provide assistance with program expansion, event planning, direct consulting/mentoring, and building collaborative networks within the Non Profit Sector. Our program services reached a wide array of Organizations whose missions are primarily humanitarian such as:

- **Youth at Risk** - the children of today will be our leaders tomorrow. Many of our cities children go without a meal, from broken homes, or are at risk of being lost in a juvenile system. It is our mission to ensure that these children are provided with programs that will enrich their lives, fill their bellies, stabilize their environment, and have a dream to achieve. By doing so we provide our children with hope, love, kindness and a solid foundation, which ultimately can reduce the risk of recidivism.



"Thanks for all of your help and suggestions! We could not have done it if it were not for all of your hard work on making our dream a reality!"
-Shuntray



- **The Aging** - Seniors often represent that segment of the population frequently overlooked and even neglected or abused. Vulnerable and spiritless, their voices silenced because they are no longer heard. Due to fixed incomes which no longer cover basic living essentials, debilitating health issues, absence of social interaction, housing concerns, etc., their opportunities are greatly reduced with age. Seniors often lack the ability to advocate on their own behalf. Grant Assistance Services strives to reach out to those nonprofit organizations that assist our elderly. By providing a safety net for our aging we instill faith and open doors by providing a host of desperately needed services and resources needed by that fragile segment of society who needs us...our Senior Citizens.



"Thank you so much for all of your guidance and hard work! We appreciate your organization being so straightforward and offering us an education in the process of locating funding for our community kitchen. We are excited and look forward to you guiding us through. Your expertise is free flowing! We are starting up our Facebook page and working on obtaining donations as you instructed. The program is beginning to come full circle and it appears we will have enough money raised to sustain us for the next three months. After that our additional funding should be in place!"

-Brenda



- **The Homeless** - In 2010 there were close to 10,000 Houstonians who experienced homelessness. That is one out of four people in our communities! The economic downward spiral caused job loss, foreclosure, and even eviction. The hopelessness is overwhelming and daunting. There is a tremendous shortage of shelters and transitional housing for our homeless. On any given day more than 3,000 men, women and children struggle daily with life on the streets. Physical or mental health impairments, lack of skills and a support network immobilize many of these individuals. By providing services to organizations serving our homeless community we offer hope, engagement, outreach, awareness, education, job and life skills training, employment opportunities, and long term transitional housing.

Grant Assistance Services, Inc. has assisted several relief organizations for the homeless. Community kitchens, transitional housing programs, counseling, job placement assistance, and housing for persons with disabilities. We are proud to be a part of these Non Profit organizations program implementation. We will continue to strive to reach out to these organizations and are currently working on sustainable long-term affordable housing for this population.



“Thank you very much for all the help. We could not have done it without you. We are going to have a meeting and get everything voted on signed, notarized and mailed. Then we will be on our way! Again, thank you so much for all of the hard work!”

-Thank you! Freddie and Carol



- **Emergency Management** – Emergency Management is a crucial element to every community although often overlooked until a catastrophe unfolds. It is vital that we extend our reach in to the communities in an effort to assist individuals and families before, during, and after an emergency event. We must expand knowledge within our community on emergency response, preparedness, and the preservation of life. Providing rescues, food, water, and essential necessities to those who are in need are vital to the recovery process.

We will continue to help those programs whose missions are youth at risk, the elderly and the homeless for our 2011 year. In addition to these wonderful programs and organizations we will expand our outreach to those programs which promote literacy, education, job skills training, community development, and veterans.



Fiscal Year 2010 Major Accomplishments:

Grant Assistance Services understands that Non-Profit organizations are vital to our communities underserved and underprivileged. With that in mind we forged ahead to assist and mentor our local area Non-Profits in an effort to provide strategic development of their programs. These programs raise awareness and provide crucial community actions, which promote health, wellness, stability, and unwavering support and advocacy for local causes. Our assistance over the course of the last year has helped organizations that serve a strong humanitarian need. Our 2010 year proved to be bigger than we could have ever imagined! Grant Assistance Services, Inc. provided in-kind and free professional consulting services totaling \$184,658.00 to 29 Non-Profit organizations. Approximately 79% of our time and resources were dedicated to assisting our area Non-Profits. Completion of business plans, budget projections, State formation and amendment filings, research and development, completion of required reporting, consultations, grant writing, mentorship and project development were at the forefront of our successes last year!

Grant Assistance Services Inc., remains diverse in its quest to provide support to Non Profit Organizations. As we continue to grow our outreach will as well. Below is our calculation of the number of Non Profit organizations we have assisted with program development over the course of the last year.

- (3) Aging/Elderly community - Health/Wellness, Food Delivery, Sustainable Housing, & Senior Centers.
- (4) Arts and Culture Community – Educational programs
- (2) Addiction - Counseling and Program Resources
- (3) Domestic Violence – Safe Houses, Education, Job Skills Training, Counseling & Resources.
- (2) Disability Programs – Housing & New Technology.
- (2) Emergency Management – Project Strategies and Implementation, Community Development
- (3) Health Organizations – Aids Programs, Wellness Checkups for the Underserved
- (3) Homeless Organizations – Transitional Housing, Job Skills, Community Kitchens, Resources.
- (2) Literacy – New Technology, Education, and Tutoring
- (7) Youth – Youth at Risk, Mentoring, Educational, Sport Camps, Counseling, Employment Preparation.

Grant Assistance Services, Inc.

Consolidated Statement of Activities

Support and Revenue	<u>FY 10</u>
Support	
Individuals	\$5,000.00
Foundations, churches, corporations and Organizations	
Government grants and contracts	
In-Kind Services	\$36,000.00
Fundraising Events	
Revenue	
Merchandise	
Rent and rent subsidy	
Program Fees	
Management Fees	
Interest	
Other	
Total Unrestricted Revenue and Support	\$41,000.00
EXPENSES (G.A.S. In-kind Services Provided)	
Program Services	
Youth at Risk Programs	\$51,451.00
Aging Programs	\$27,924.00
Homeless / Disability Programs	\$10,456.00
Emergency Management Programs	\$17,130.00
Arts and Culture Programs	\$31,728.00
Community Development	\$15,855.00
Health and Wellness Programs	\$12,119.00
Digital Humanities	\$10,250.00
Employment Support Program	\$ 7,745.00
Supporting Services	
Management and general	
Fundraising	
Total Functional Expenses	\$184,658.00
Noncontrolling interest in subsidiary's net loss	
Discontinued operations	
Decrease in unrestricted net assets	
Changes in temporarily restricted net assets	
Net assets	
Beginning of year	\$ 26,000.00
End of year	\$ 35,500.00

Grant Assistance Services, Inc., believes that a well educated / trained Non Profit sector will positively influence the willingness on part of donors, grant makers, corporate sponsors, city and state government offices, and individual giving. We provide training workshops as a vehicle for raising awareness about the importance of good governance. Our communication and support programs seek to provide information and services that are critical to the Non Profit sector. To assist these organizations more effectively, Grant Assistance Services, Inc. offers personalized support services to Non Profit organizations to apply practically the knowledge disseminated at our workshops.



FY2010 Accomplishments

- More than 75,000 hours of service provided to organizations for FY2010.
- Over 108 workshops conducted
- 31 Programs / Projects
- 59 Grant proposals drafted and submitted
- 29 Letter of intents completed
- 15 Business plans
- Assisted 12 Non Profit Agencies with State formations
- Assisted 12 Non Profit Agencies with Organizational Documents/Policies
- Prepared and attended 3 meetings with City Council for funding on behalf of 2 Non Profit Agencies
- Assisted 5 Organizations with their IRS 1023 Application
- Completed 58 required reporting documents for area Non Profit organizations

In closing, Grant Assistance Services, Inc., would like to extend our many thanks to the people and organizations that supported our FY 2010 journey! We remain motivated and diligent in our efforts to assisting the Non Profit Sector which; in turn provides the support that is so critical to individuals, families and our communities as a whole. To keep our dedicated supporters updated Grant Assistance Services hopes to launch our new monthly newsletter beginning in June 2011.



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