



HELP & SHELTER

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USAID Guyana Democratic Consolidation and Conflict Resolution (GDCCR) Project

Request for funding for Help & Shelter (Attachment to Grant Application Form)

Mission & Major Activities

The mission of Help & Shelter is to contribute to bringing about a society where attitudes to the use of violence (sexual, physical or psychological) have been transformed. Our goals are:

1. To assist to build respect for the rights of women, children, youth and for men to live free of violence and the threat of violence.
2. To assist women, children, youth and men to develop alternative ways of handling power and resolving conflicts.
3. To widen options for victims of domestic violence.
4. To establish a resource base to ensure the sustainability of Help & Shelter.

Our objectives are as follows:

For Goal 1

To actively foster a high level of awareness among all sectors, government and non-governmental, about the prevalence, causes and costs of violence, including violence in the home and other personal relations, and about alternatives to the use of violence.

For Goal 2

To provide progressively enhanced counseling for women, children, youth and men who are the victims or the perpetrators of violence.

For Goal 3

To provide temporary (6 months) shelter for abused women and their children, with training that can develop psychological and practical skills needed for increased self-sufficiency.

To contribute to improved legal recourse for victims of domestic and sexual abuse.

For Goal 4

To work towards the economic self-support of the Shelter.

To develop staff and implement a well articulated fundraising plan.

Related areas of action are:

- Public education, advocacy and networking with like-minded individuals and groups, including men, youth and children / children's advocates organizing against violence.

- Provision of counseling services, including a 24 hour hotline.
- The maintenance of the Shelter.
- Lobbying for the strengthening of relevant laws and implementation mechanisms where necessary.
- Fundraising.

Organizational structure

Help & Shelter is a charitable non-governmental organisation in the form of a company limited by guarantee.

Membership applications are subject to approval by the board as the emphasis is upon active contributions by all members.

A board of directors elected annually by the members sets policy and generally oversees the affairs of Help & Shelter, while day to day work is performed by such staff as funding enables us to employ and volunteers.

Financial & Accounting

We use Peachtree accounting software. Full financial statements are prepared every month and after review by the Treasurer, are submitted to the board. We also comply with the various reporting requirements of our donor agencies.

We use specially printed receipts and vouchers. Receipts are issued for all payments received and all expenses must be supported by a payment voucher approved by the Coordinator and/or a director and (subsequently) a receipt (where receipts are not available – eg for bus fares – honour vouchers are accepted).

The coordinator is responsible for all cash receipts and payments. All capital expenditure requires board approval.

All cheques and withdrawals from our bank accounts must be signed by 2 of the (at present 5) authorised signatories.

Our accounts are audited every year as required by the Companies Act and periodic audits are carried out by donor agencies.

January 2005

BUDGET FOR 18 MONTHS (FEB 2005 – JULY 2006)

Item	Per month G\$	Total 18 months G\$
*Coordinator	*80,000	* 280,000
Administrative Assistant/ Accounts Technician	55,000	990,000
Cleaner	12,000	216,000
Electricity	50,000	900,000
Water	12,000	216,000
Telephone	30,000	540,000
Insurance premiums	20,500	369,000
Other expenses (stationery, repairs/service to office equipment, alarm monitoring, pest control, travelling for office duties etc)	100,000	1,800,000
Subtotal		5,311,000
Contingencies (5%)		265,550
Total		5,576,550

* The Coordinator's salary is covered under our current CIDA/Gender Equality Project und until mid-April 2006. We therefore request that salary be provided for the 3½ month period after that project ends