

SEDD REQUEST FOR PAYMENT FORM

Date of Expenditure: July 15, 2024
Amount of Expenditure: \$1,000.00
Type of Expenditure: Budgeted Project Expense
Name of Vendor/Payee*: St. Matthews Church of Christ
Date Board Approved Expenditure**: July 15, 2024

Source of Payment (check one):

Hotel/Motel Tax Receipts (Project: Budgeted Project Expense)
 State Appropriations Other _____

Explanation of Compliance with Applicable Fund Restrictions, Including Projects:

Approved Cooperative Endeavor Agreement attached.

Public Works and Purchasing Policy:

Is the expenditure for a Public Works Project or the Purchase of Materials and Supplies under state law or the City of Monroe's Purchasing Policy? Yes No

If yes, has the Board followed all applicable laws and policies (e.g., advertising, soliciting quotes, letting to the lowest bidder, etc.) necessary to authorize the expenditure? Yes No

Note: If no, please explain why not in a separate memorandum.

Travel Reimbursement:

If the request is for travel or travel reimbursement, was the City of Monroe's Travel Policy followed? Yes No

The undersigned hereby certifies that this expenditure complies with all applicable state laws, local laws, and the City of Monroe's policies and procedures.

July 15, 2024
Date Prepared

Signature: 

Name: Roosevelt Wright

Title: Secretary-Treasurer

*An executed, current W-9 must be provided for each vendor or payee to whom payment is issued.

**A copy of the minutes authorizing the expenditure and all receipts, bills, invoices, and contracts related to the expenditure must be attached.



Requisition Form

Requisition #2024-07-15

Description	Type	Budg Cat.	Amount	Total Cost
St. Matthews Church of Christ		Hotel/Tax	1,000.00	1,000.00

As per cooperative Endeavor Agreement approved July 15, 2024

Sub Total \$1,000

Date: 2024-07-15
Attachments

A handwritten signature in black ink, appearing to read "Roosevelt Wright, Jr.", is written over the signature line.

By: Roosevelt Wright, Jr.



Cooperative Endeavor Agreement

This Cooperative Endeavor Agreement ("Agreement") is made and entered into as of

July 15, 2024, by and between the Southside Economic Development

District ("SEDD") and St. Matthews Church of Christ Celebrate Recovery Program (Pearl Wise)

WHEREAS, Article VII, Section 14(C) of the Louisiana Constitution of 1974 provides that for a public purpose, the State and its political subdivisions may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual; and

WHEREAS, the SEDD is a political subdivision of the State of Louisiana created pursuant to La. R.S. 33:1321 et seq., for the purpose of promoting economic development within its district;

WHEREAS, St. Matthews Church of Christ Holiness U.S.A. is a non-profit organization duly organized and validly existing under the laws of the State of Louisiana; and

WHEREAS, the SEDD desires to provide financial assistance to St. Matthews Church of Christ Celebrate Recovery Program to support programs that reduce crime, improve neighborhood safety, remove blight and debris, or promote non-violence for non sectarian purposes; and

WHEREAS, St. Matthews Church of Christ Celebrate Recovery Program desires to partner with the SEDD to achieve these goals.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual covenants contained herein, the parties agree as follows:

1. Services

St. Matthews Church of Christ Celebrate Recovery Program agrees to develop and implement programs that address the following objectives:

- Reduce crime
- Improve neighborhood safety
- Remove blight and debris
- Promote non-violence

2. Funding

The SEDD agrees to provide a grant of \$2,000 to St. Matthews Church of Christ Celebrate Recovery Program to support the aforementioned programs. One Thousand dollars (\$1,000) will be disbursed at the program's commencement, and the remaining \$1,000 will be disbursed upon receipt of a satisfactory written report and photos documenting the program's activities and outcomes (as outlined in Section 3).

3. Reporting Requirements

St. Matthews Church of Christ Celebrate Recovery Program agrees to submit a written report to the SEDD within 30 days of program completion. The report shall include:

- Project name
- Date(s) of program activities
- Number of participants
- Description of program outcomes
- Photos of program activities (which may be used on the SEDD website or published in local media with the Participating Non-Profit's consent)

4. Public Recognition and Branding

St. Matthews Church of Christ Celebrate Recovery Program agrees to have program participants wear SEDD-provided t-shirts or insignia while engaged in program activities.

5. Conflict of Interest

St. Matthews Church of Christ Celebrate Recovery Program confirms that none of its program leaders, officers or board members are directly related to any member of the SEDD Board of Commissioners that would create a conflict of interest or the appearance of the same.

6. Program Timeline

Programs funded under this Agreement must be initiated between July 10, 2024, and September 10, 2024.

7. Liability Insurance

St. Matthews Church of Christ Celebrate Recovery Program agrees to maintain general liability insurance coverage of at least \$1 million for participants involved in program activities. If an event is staged in a public or private venue, St. Matthews Church of Christ Celebrate Recovery Program agrees to purchase additional event insurance naming the SEDD as an additional insured. The SEDD will reimburse St. Matthews Church of Christ Celebrate Recovery Program for the cost of event insurance, not to exceed \$200.

8. Protection of Minors

St. Matthews Church of Christ Celebrate Recovery Program agrees to comply with all applicable Louisiana laws regarding the protection of minors participating in its programs. This includes but



Minor Participant Consent Form

Project Name: _____

Date: _____

Participating Non-Profit: [Participating Non-Profit Name]

Parent/Guardian: _____

Child _____ (Age: _____)

Project Description: Briefly describe the community service project and its objectives.

Parental/Guardian Consent

I, _____ hereby grant permission for my child,

_____, to participate in the] community service project sponsored by St. Matthews Church of Christ Celebrate Recovery Program.

I understand that this project involves the following activities: Briefly describe the activities the minor will be involved in.

I acknowledge and agree to the following:

- My child will be supervised by a responsible adult at all times during the project.
- I will ensure my child wears appropriate clothing and footwear for the project activities.
- I will inform the project leader of any medical conditions or allergies my child may have.
- I will notify the project leader if my child needs to leave the project for any reason.

Photo/Media Release

I hereby grant [Participating Non-Profit Name] and the Southside Economic Development District (SEDD) permission to use photographs or video footage of my child participating

in the project. This permission includes the use of the photographs or video footage in the following ways:

- On the websites and social media pages of [Participating Non-Profit Name] and the SEDD.
- In printed materials promoting the work of [Participating Non-Profit Name] and the SEDD.
- In local media coverage of the project.

I understand that I can revoke this permission at any time by providing written notice to St. Matthews Church of Christ Celebrate Recovery Program.

Signature:

[Parent/Guardian Name] (Printed)

Date:

Emergency Contact Information:

Name: _____

Phone Number _____



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2022-2023

(<https://www.sos.la.gov/Pages/default.aspx>)

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Name	Type	City	Status
ST. MATTHEWS CHURCH OF CHRIST HOLINESS USA	Non-Profit Religious Corporation	MONROE	Active

Previous Names

THE CHURCH OF CHRIST (HOLINESS) OF THE UNITED STATES OF AMERICA (Changed: 4/15/2016)
 CHURCH OF CHRIST HOLINESS U S A, INC. (Changed: 6/27/1963)

Business: ST. MATTHEWS CHURCH OF CHRIST HOLINESS USA

Charter Number: 02503050W

Registration Date: 7/28/1955

Domicile Address

500 SOUTH 7TH
 MONROE, LA 71202

Mailing Address

500 SOUTH 7TH
 MONROE, LA 71202

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 7/28/1955

Last Report Filed: 7/6/2023

Type: Non-Profit Religious Corporation

3:04

Registered Agent(s)

Agent:	ZELMA BALLARD
Address 1:	352 EDWARDS ROAD #B
City, State, Zip:	WEST MONROE, LA 71292
Appointment Date:	4/9/2024

Officer(s)

Additional Officers: No.

Officer:	WILLIE WISE
Title:	Officer, Trustee
Address 1:	2820 OLD STERLINGTON RD.
City, State, Zip:	MONROE, LA 71203
Officer:	OSCAR AUGURSON
Title:	Officer
Address 1:	209 MARX STREET
City, State, Zip:	MONROE, LA 71202
Officer:	ZELMA BALLARD
Title:	Secretary
Address 1:	352 EDWARDS ROAD #B
City, State, Zip:	WEST MONROE, LA 71292
Officer:	FELTON SHAW
Title:	Treasurer
Address 1:	290 SANGRIA ST
City, State, Zip:	WEST MONROE, LA 71292
Officer:	PATRICK WATKINS
Title:	Trustee
Address 1:	212 DAYWOOD DRIVE
City, State, Zip:	MONROE, LA 71203

1:04

Amendments on File (3)

Description	Date
Name Change	6/27/1963
Name Change	4/15/2016
Domicile, Agent Change or Resign of Agent	4/9/2024

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Grant Proposal for Celebrate Recovery Meetings at St. Matthew Building Proposal Summary

We seek funding to support weekly Celebrate Recovery (CR) meetings on the south side of our community at St. Matthew's building. Celebrate Recovery is a Christ-centered, 12step recovery program for individuals struggling with addictions and other life issues. The grant will cover a portion of utilities, provide a light meal for attendees, and train group leaders to facilitate the meetings. Our goal is to create a safe, supportive environment that promotes sobriety, stable employment, family cohesion, and overall community stability.

Goals and Objectives

- **Reduce Drug Use:** By providing a supportive environment, we aim to help individuals achieve and maintain sobriety.
- **Promote Crime Prevention:** Sobriety is linked to a decrease in drug-related crimes, contributing to a safer community.
- **Encourage Stable Employment:** Individuals in recovery are more likely to find and keep stable employment, contributing to their personal and economic stability.
- **Enhance Family Cohesion:** Recovery support can improve family dynamics and relationships, fostering a stronger community fabric.
- **Community Stability:** Overall, the program aims to contribute to a more stable and thriving community.

Statement of Need

The south side of Monroe lacks adequate support for individuals in recovery from addictions. This absence of resources has contributed to higher rates of drug use, crime, and family instability. By establishing a regular Celebrate Recovery meeting, we aim to fill this gap and provide a structured, faith-based support system that encourages sobriety and positive life changes.

This grant will help to fulfill both Objective 1: Reducing Crime and Objective 2: Improving Neighborhood Safety. Individuals that engage in the Celebrate Recovery Program will decrease drug related crimes. Substance abuse is often linked to criminal behavior, including theft, assault, and other drug-related offenses. By providing a recovery program that helps individuals overcome addiction, we aim to reduce the incidence of such crimes. Studies show that participation in recovery programs can lead to a significant decrease in drug use and related criminal activities.

Secondly, the presence of a supportive recovery program can foster a sense of community and belonging among participants. This can lead to greater community engagement and vigilance, thereby enhancing neighborhood safety. Engaged community members are more likely to report suspicious activities and work together to maintain a safe environment.

Third, substance abuse often co-occurs with mental health issues, which can contribute to erratic and sometimes dangerous behaviors. The CR program provides emotional and psychological support, leading to improved mental health and stability among participants. Better mental health reduces the likelihood of participants engaging in harmful behaviors, thus contributing to overall neighborhood safety. Individuals in recovery are more likely to secure and maintain employment. Stable employment reduces financial stress and the temptation to engage in illegal activities to make ends meet. Economic stability among community members can reduce crime rates and contribute to a safer neighborhood.

Lastly, recovery programs help improve family relationships and dynamics, which can reduce domestic conflicts and related criminal incidents. Strong family support systems are crucial for sustained recovery and can contribute to a safer and more cohesive community.

Project Description

The Celebrate Recovery meetings will be held every Tuesday night from 6 PM to 8 PM at St. Matthew's building. The program will cater to men and women in recovery and help to foster a community of support to those who need it. We expect to walk alongside 20 individuals on the road to recovery. This program will be successful in the hands of a key individuals. We will have the program coordinator, 2 weekly facilitators, a refreshment coordinator, a member of St. Matthew to act as security, and the backing of the members of St. Matthew Church.

Program Key Components:

1. Advertising: July 10-September 2024

There will be three ways in which we advertise. Recovery Centers/community partners, social media, neighborhood canvassing. We will use our personal connections and those of the church to recruit participants

2. Weekly Celebrate Recovery Meetings: July 30-September 24, 2024

The CR Meetings will be held every Tuesday from 6 PM to 8 PM between the July 30, 2024- September 24, 2024. There will be separate groups for men and women. This will ensure that everyone feels safe enough to learn, grow, and share with one another. Each meeting will follow the structured, proven curriculum that will help to transform the lives of those who are active participants of the program.

3. Building Rental and Meal Provisions: July 30-September 24, 2024

A portion of the grant will cover the reduced rent to St. Matthew Church located at 500 South 7th Street. Funds will also provide healthy snacks for attendees, fostering a communal and supportive atmosphere.

4. Leader Training: July 10-30, 2024

Leaders will participate in the Celebrate Recover online training for group leaders to ensure effective facilitation of the meetings. Leaders will be equipped to guide discussions, provide support, and encourage participants on their recovery journey.

Budget Narrative

The requested funding of \$2,000 will cover essential components of the Celebrate Recovery (CR) program, ensuring its success and sustainability. This budget is designed to ensure that all necessary aspects of the Celebrate Recovery program are covered, from venue rental and insurance to training, advertising, and materials. With this funding, we will create a supportive, well-resourced environment that promotes recovery, reduces crime, and enhances neighborhood safety and cohesion. Below is a detailed narrative explaining each budget item:

1. Advertising Flyers/Social Media Posts: \$250

To ensure a successful turnout, it is essential to advertise the CR meetings effectively. This budget will cover the costs of design, printing, and distribution of physical flyers in the community. We will also engage in paid promotions on social media platforms to reach a broader audience, including targeted ads to individuals who might benefit from the program.

2. Building Rental: \$400

St. Matthew's building will be rented for CR meetings, with the budget covering \$50 per week for 8 weeks. This amount ensures we have a consistent, reliable space for our meetings, providing a stable environment that is crucial for recovery.

3. Liability Insurance: \$104

To protect the organization and participants, liability insurance is necessary. The budget will cover \$52 per month for 2 months. This insurance will cover any potential accidents or incidents that may occur during the meetings, ensuring a safe and secure environment for all attendees.

4. Leader Trainer: \$134

Training for group leaders is critical to the program's success. The budget will cover fees for professional online training sessions for a men's leader and a women's leader to equip facilitators with the skills necessary to facilitate meetings, provide support, and handle various situations that may arise.

5. Healthy Snacks/Water: \$400

Providing refreshments is an important aspect of the meetings. The budget will cover healthy snacks and bottled water for attendees during each meeting. This not only creates a welcoming environment but also ensures participants are nourished, which can be particularly important for those in recovery.

6. Program/Curriculum Kit Materials: \$313.78

Structured and effective materials are needed for the CR program. The budget will cover: books, workbooks, and other educational materials necessary for the program. These materials will guide the sessions and provide participants with resources to support their recovery journey.

7. 20 Study Bibles: \$392.08

Providing Study Bibles is essential for the faith-based aspect of the CR program. The budget will cover the purchase of 20 Study Bibles at \$16.99 each. These Bibles will be given to participants who do not have one, enabling them to engage fully with the program's faith-based teachings. We want 10 bibles per class to ensure everyone can participate.

Total Requested Funding: \$2,000

Budget

Advertising Flyers/Social Media Posts	\$ 250.00
Building Rental	\$ 406.14
Liability Insurance	\$ 104.00
Leader Trainer	\$ 134.00
Healthy Snacks/Water	\$ 400.00
Program/Curriculum Kit	\$ 313.78
Study Bibles	\$ 392.08
Total Requested Funding	\$ 2,000.00

Evaluation

The success of the Celebrate Recovery meetings will be measured by attendance records and participant feedback and testimonies. Meeting attendance will be taken each week by facilitators. There will be a pre and post survey about the impact of the program for participants. We hope to see an increase in the employment rates/stability among attendees. We will encourage family cohesion and hope to see this reported by participants.

Conclusion

By funding this initiative, you will help create a vital support system for individuals in recovery, leading to a decrease in drug use and crime, and fostering a healthier, more stable community. We believe that with your support, the Celebrate Recovery program at St. Matthew's building can make a significant positive impact on the south side of our community.

Thank you for considering our proposal.