

City of Bloomington Common Council

Jack Hopkins Social Services Funding Committee

March 4, 2024

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2024 grant funding. This year, the Committee has \$350,000 (plus possible reverted funds) to distribute. Each year, the Mayor and City Council have allocated funding for the Jack Hopkins initiative. In fact, since 1993, the Jack Hopkins Committee has granted over \$6 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by City of Bloomington taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change -- projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

Changes in 2024

The Jack Hopkins Committee has made a few clarifications or additions within its criteria for 2024:

- 1) Priority Given to Programs Serving Historically Marginalized Groups
Programs providing services to historically marginalized populations or groups will be given a high priority.
- 2) Clarification added to Claims Submission Dates
Claims will only be considered for expenses incurred after the date that the Common Council allocates the Jack Hopkins funds via authorizing resolution (in mid-June).

Proposal Must Meet the Following Criteria:

1) Address an Identified Priority for Social Services Funding.

The need should be identified in some manner, such as in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's [Consolidated Plan](#) or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2) Scope of Funding

- a. One-Time Investment - One Time Investment – Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project.
- b. Operational Expenses - Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items. It is worth noting that paid time off and bonuses are not eligible for Jack Hopkins Social Services Funding.

3) Leverage Matching Funds or Other Fiscal Mechanisms.

Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

4) Make a Broad and Long-Lasting Contribution To Our Community.

As articulated by Jack Hopkins, the co-founder of this program: “[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.)” Historically, this criterion has excluded funding for events or celebrations.

5) Expenses Incurred Prior to the Allocation of Jack Hopkins Funds.

Expenses incurred prior the allocation of Jack Hopkins Funds as authorized via resolution (mid-June) will not be considered.

Collaborative Projects – Two Applications Allowed

The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Note that if you are submitting a collaborative application, you may submit two applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, applicants must include a Memorandum of Understanding (MOU).

Elaboration of Criteria

Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee's *Elaboration of Criteria*, posted on the Committee's webpage [here](#). Agencies are strongly encouraged to review this document.

Other Requirements

In addition to satisfying the Jack Hopkins criteria, to be eligible for funding an application must meet the following requirements:

- Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, agencies must submit final claims no later than December 2, 2024 (tentative).
- The program for which funding is sought **must primarily benefit City residents**.
- The application must request a minimum of \$1,000.
- The applicant must be a 501(c)(3), or be sponsored by one. In the event the applicant is sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. All new applicants are required to submit 501(c)(3) documentation.
- One application per agency, unless participating in a collaborative project.
- Any agency receiving Jack Hopkins funds must participate in the federal [E-Verify](#) program.

Living Wage Requirements

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2024, the Living Wage is \$15.75 an hour, of which \$2.36 may be in form of health insurance to the covered employee.

An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

1. The agency has at least 15 employees; and
2. The agency receives \$25,000 or more in assistance from the City in the same calendar year;
and
3. At least \$25,000 of the funds received are for the operation of a social services program, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City; instead they are subject to a phase-in requirement. Please visit the [City's Living Wage Ordinance page](#) to learn more.

How to Apply

To be eligible for consideration, your agency **must** submit the following. Applications that are missing any of the required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM.** Electronic forms are available [here](#). (Return as a PDF)
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS** A budget template is available [here](#). (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not the budget for the organization)
- ✓ **APPLICATION SUMMARY** available [here](#). (Return as a Word Document)
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for equipment or capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

2024 Jack Hopkins Social Services Funding Schedule

Technical Assistant Meeting for Applicants	Monday, 18 March 2024 at 4:00 pm
APPLICATION DEADLINE	Monday, 01 April 2024 BY 4:00 PM
Agency Presentations	Tuesday, 23 April 2024 at 5:30 pm
Committee Recommends Allocation of Funds	Tuesday, 14 May 2024 at 6:00 pm
Agencies Sign Funding Agreements	Early June 2024
Common Council Acts on Committee Recommendations	Wednesday, 12 June 2024 at 6:30 pm
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements (<i>tentative</i>)	Tuesday, 18 June 2024 at 9:00 am

Helpful Hints

- Consult the Application Checklist
- Attend the Technical Assistance Meeting for Applicants
While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.
- Read the [Elaboration of Criteria](#) as Posted on the [Committee's webpage](#).
This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.
- Keep your Application Clear and Concise.
Remember, in some years, Committee members have had as many as 50 applications to review.
- Applications Should Be Self-Explanatory and Self-Contained
(i.e., no need for staff follow up; **no** addenda accepted after the deadline)
- Review an Example of a [Well-Written Application](#)
as posted on the Committee's webpage.
- Peruse Other Successful Applications
as posted on the [Committee's webpage](#).

About the Jack Hopkins Committee

The Committee is composed of four members of the Bloomington Common Council and three City residents with experience in social services. Councilmembers serving are: Isak Nti Asare (Chair), Hopi Stosberg, and Andy Ruff (with a fourth member yet to be appointed). The citizen appointments are: Eddy Riou, Camryn Greer, and Nordia McNish.

Help with Applications

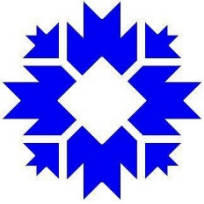
The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can email the Council Office at council@bloomington.in.gov or Cody Toothman in the Housing and Neighborhood Development Department at cody.toothman@bloomington.in.gov.

Thank you for all you do to make our community a better place!

Sincerely,

[/s/ Isak Nti Asare](#)

Isak Nti Asare, Chair
2024 Jack Hopkins Social Services Committee
City of Bloomington Common Council



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2024 GRANT APPLICATION**

APPLICATION CHECKLIST

All applicants for 2024 Jack Hopkins funding must submit the following:

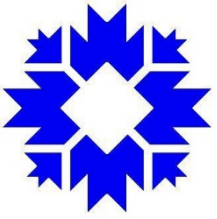
- ✓ **COMPLETED APPLICATION FORM** (return as a PDF)
- ✓ **COMPLETED APPLICATION SUMMARY** (return as a Word Document)
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUND** (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not an organization budget)
- ✓ **A YEAR-END FINANCIAL STATEMENT** fund balances, total revenue, expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for capital improvements
- ✓ **501(c)(3) DOCUMENTATION** for any first-time applicant.
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

ALL APPLICATIONS DUE BY MONDAY, 01 APRIL 2024 at 4:00 PM.

Send to: council@bloomington.in.gov

with subject line “[agency name] - 2024 JHSSF App”

Incomplete or late applications will not be accepted.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING
COMMITTEE 2024 GRANT APPLICATION**

CONTACT INFORMATION

Lead Agency Name: _____

Address:

Phone: _____

E-Mail: _____

Website: _____

President of Board of Directors: _____

Name of Executive Director: _____

Phone: _____

E-Mail: _____

Name of Grant Writer: _____

Phone: _____

E-Mail: _____

AGENCY INFORMATION

Is the Lead Agency a 501(c)(3)?

Yes

No

Number of Employees:

Full-Time	Part-Time	Volunteers

MISSION STATEMENT *(150 words or less)*

Note to faith-based applicants: If your organization is a faith-based agency, please provide the mission statement of your proposed project, not your agency. Please further note: 1) Hopkins funds may never be used for inherently religious activity; 2) Any religious activity must be separate in time or place from Hopkins-funded activity; 3) Religious instruction cannot be a condition for the receipt of services; and 4) Any Hopkins program must be open to all without a faith test.

PROJECT INFORMATION

Name of the project to be funded:

Total cost of project: _____

Requested amount of Jack Hopkins funding: _____

Number of City residents to be served by this project in 2024: _____

Number of clients to be served by this project in 2024: _____

PROJECT SYNOPSIS *(200 words or less)*

Describe the project to be funded. Begin your synopsis with the amount you are requesting and a concrete description of your proposed project. *Example - "We are requesting \$7,000 for an energy-efficient freezer to expand our emergency food service program."*

COLLABORATIVE PROJECTS

Is this a collaborative project?

Yes

No

If yes, list the name(s) of agency partner(s)

How do your missions, operations and services complement each other?

What is the existing relationship between agencies?

How will communication and coordination change as a result of the project?

Explain any challenges and steps you plan to take to address those challenges.

For collaborative projects, please attach a signed Memorandum of Understanding to this application.

PROJECT LOCATION

Address where the project will be housed (if different than agency address):

Do you own or have site control of the property at which the project is to take place?

Yes No N/A

If you are seeking funds for capital improvements to real estate and if you do not own the property at which the project will take place, please explain your long-term interest in the property. For example, how long has the project been housed at the site? Do you have a contract/option to purchase? If you rent, how long have you rented this property and what is the length of the lease? Be prepared to provide a copy of your deed, purchase agreement, or lease agreement upon the Committee's request.

If the property zoned for your intended use? Yes No N/A

If "no," please explain:

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval. *Note: Funds will not be disbursed until all requisite variances or approvals are obtained.*

PROJECT COSTS

Is this request for operational funds? *(e.g., salaries, rent, vouchers, etc),*

Yes No

If “yes,” indicate the nature of the operational request:

Pilot Bridge Collaborative

None of the above – General request for operational funds

Other Expected Project Funds: *(Indicate source, amount, and whether confirmed or pending):*

Describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds:

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received:

FISCAL LEVERAGING *(100 words or less)*

Describe how your project will leverage other resources (e.g., other funds, in-kind contributions, or volunteers.)

FUNDING PRIORITIES – RANKED

If the Committee is unable to meet your full request, will you be able to proceed with partial funding? (Due to limited funds, the Committee may recommend partial funding for a program)

Yes No

If “yes”, provide an itemized list of program elements, ranked by priority:

	Item	Cost
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
Total Requested		

JACK HOPKINS FUNDING CRITERIA

NEED *(200 words or less)*

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.

ONE-TIME INVESTMENT *(100 words or less)*

Jack Hopkins Funds are intended to be a one-time investment. Explain how your project fits this criterion. If you are requesting operational funds (e.g., salaries, rent, vouchers, etc), you must detail your plan for future funding.

LONG-TERM BENEFITS (200 words or less)

How will your project have broad and long-lasting benefits for our community?

OUTCOME INDICATORS (100 words or less)

Describe the outcome indicators to be used to measure the success of your project.

The ultimate outcome of a project (e.g., reduced hunger, homelessness or addiction rates) are often not readily observable within the Jack Hopkins funding period. For that reason, we are asking agencies to provide us with outcome indicators. In contrast to program activities (what you bought or did with grant funds) and the long-term impacts of a program (the lasting social change effected by your initiative), the data we seek are the short-term, preferably quantitative indicators used to measure the change your program has created during the period of your funding agreement. *Example: an agency providing a service might cite to the number of persons with new or improved access to a service.*

OTHER COMMENTS *(500 words or less)*

Use this space to provide other information you think the Committee would find useful. Any additional comments should supplement, not restate, information provided in the foregoing.