

Agenda

**Bloomington Common Council
Jack Hopkins Social Services Funding Program
Technical Assistance Meeting
22 March 2012
4:00pm
McCloskey Room (#135)
401 North Morton Street**

1. Introductions
2. New or Different for 2012
3. Schedule
4. Form and Content of Applications
5. Elaboration of Criteria and Other Policies
6. Funding Agreements and Monitoring Grants
- Living Wage Requirements
7. Other Questions and Answers

Jack Hopkins Social Services Funding Program

Technical Assistance Meeting

Introductions

Committee Members

Council Members

Dorothy Granger
Tim Mayer
Andy Ruff
Susan Sandberg (Chair) &
Marty Spechler

CDBG - CAC CFR Commission

Douglas E. Mattick
Sharon Lucas

Staff

Council Office

Daniel Sherman and
Stacy Jane Rhoads

HAND Department

Marilyn Patterson

Collaborative Advisors

Charitable Advisors Community and Family Resources Department (for appointments)

Bryan Orander
Nancy Woolery
(wooleryn@bloomington.in.gov
349-3851)

Agency Representatives

Please write your name and organization on the sign-up sheet.

Jack Hopkins Social Services Funding New or Different in 2012

- **Additional \$30,000 to Allocate (Now \$250,000)**
- **Allow Second Application for Collaborative Projects**
 - **Highly Recommend Seeking Consultation with Bryan Orander (Charitable Advisors)**
- **Other Changes to the Criteria and Policies**
 - **Clarified “ongoing” or “operational” costs**
 - **Added 3rd exception to the One-Time-Investment Rule**
 - **Collaborative Projects**
 - **Sets forth requirements for Collaborative Projects**
- **Deadline is Monday, April 9th (4:00 p.m. Hard Copy Applications / Noon – Email Applications)**



**City of Bloomington
Office of the Common Council**

**2012 Jack Hopkins Social Services Funding Committee
Notice of Meetings and Deadlines**

Action or Meeting	Date, Time, and Place
Council Office Holds Technical Assistance Meeting	Thursday, 22 March 2012, 4p McCloskey Room (#135)
Agencies Submit Proposals (Deadline)	Monday, 09 April 2012 4p, Council Office; 12p if via e-mail
Council Office Distributes Application Packet to Committee Members	Wednesday, 30 April 2012
* Committee Initially Discusses and Eliminates Some Applications	Thursday, 10 May 2012, 5p Council Library (#110)
* Committee Hears Agency Presentations	TUESDAY, 15 MAY, 2012, 5p Council Chambers (#115) – Note change
Committee Members Submit Rating of Applications	Wednesday, 23 May 2012, Noon
* Committee Discusses Funding Recommendations at a Pre-Allocation Meeting	Tuesday, 29 May 2012, 5p McCloskey Room (#135)
* Committee Makes Funding Recommendations	Thursday, 31 May 2012, 5p Council Chambers (#115)
Agencies Complete Funding Agreements	Monday, 11 June 2012
* Committee Evaluates the Program	Wednesday, 13 June 2012, 6p Council Library (#110)
Council Office Distributes Legislative Packet	Friday, 15 June 2012
* Common Council Action on the Recommendations	Wednesday, 20 June 2012, 7:30p Council Chambers (#115)
HAND Holds Technical Assistance Meeting	Tuesday, 26 June 2012, 8:30 a.m., McCloskey Room (#135)

** These are either meetings of the Committee or Common Council. The other listings are either Committee deadlines or staff meetings and actions.*

Dated and Posted: Friday, 02 March 2012

401 N. Morton Street • Bloomington, IN 47404

City Hall

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council@bloomington.in.gov

**Form and Content of Application for
Jack Hopkins Social Services Funding Program**

1. Important Restrictions

- Satisfy the Criteria
- Only one application per agency (unless also submitting one as a Collaborative Project)
- An agency may be a member of a consortium of agencies (not the lead agency) and still submit a standard application of its own.
- \$1,000 minimum request - actual grants may be under \$1,000.
- *No late applications will be accepted.*

2. Standard Application

- **Two-page statement** indicating:
 - mission of the program or agency (and, if you can do so briefly, how you achieve that mission)
 - the amount, use, and purpose of the request
 - how the request meets the three criteria
(e.g. one-time funding will shape your application)
 - partnerships involved in the program and what each partner will bring to the program or project.

* *Example(s)*

Agency Mission

The Boys & Girls Clubs of Bloomington is a guidance organization whose mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Our programs and services are designed to build character and strengthen life skills while providing hope and opportunity. The Club is unique among other local youth organizations for a number of exceptional reasons. It is a community-centered program with both Clubs being conveniently located near those members who need us most. It provides bus transportation to members, offering a seamless connection from school to the Club. It is facility-based, staffed with full time trained youth professionals and caring adult volunteers. It maintains and develops partnerships with other youth service organizations and programs such as Girl's Inc., Big Brothers Big Sisters, Rhino's and the Banneker Center. It boasts specialized creative programs, low annual dues, and scholarship opportunities to welcome ALL children. The Boys and Girls Clubs of Bloomington currently reach over 1,300 youth in the community who are registered members of our two Clubs.

Nature of the Project

The Boys and Girls Clubs of Bloomington is requesting \$15,000 from the Jack Hopkins Social Services Funding Committee to serve as bridge funding for the Crestmont Boys and Girls Club. The funds received from the Jack Hopkins grant will be used to support the salary of the full time Unit Director.

In November, the Crestmont Club applied for Community Development Block Grant funds for fiscal year 2009/2010. Due to a fund shortage and a focus on emergency services, the Club did not receive funding support. This loss of funding represents 28% of our annual operating budget. Plans to reduce costs have been implemented, additional resources have been sought, and capacity building initiatives have been utilized. The Crestmont Club's budget has been reduced by 14% through anticipated reductions and cuts. Most significantly, the Assistant Unit Director's position will likely be eliminated. Other funding sources have been sought such as those listed on the Program Funding Sheet. Most important however, the current Board of Directors, professional staff, and other key club volunteers, have been actively utilizing a capacity building grant provided through the Lilly Foundation. This 2.5 million dollar three year grant, awarded to Indiana Boys and Girls Clubs, is designed to strengthen our Club's ability to improve resource development efforts through strategic planning, board development, and marketing and resource development plans. Grant deliverables ensure that the Clubs attain aggressive goals in fund raising through specific planning and board development strategies. Through these efforts, the Club will be able to adjust to the reduction in funding, utilize Jack Hopkins funding, and soundly position itself for fiscal year 2010/2011.

Satisfaction of the Funding Criteria

The Program Should Address a Previously Identified Social Service Fund Priority

The Service Community Assessment of Needs (SCAN) of 2003 highlights the needs of youth in Monroe County. SCAN addresses the point that youth in households "experiencing socioeconomic ills" may suffer from a lack of basic necessities or be subject to the effects of anxiety, stress, and other unhealthy behaviors and choices. According to American Academy of Pediatrics, youth living in poverty are 100% more likely to experience grade retention, 98% more likely to be expelled or suspended from school, and 119% more likely to drop out of school. The Crestmont Club members come from such disadvantaged backgrounds with 84% coming from households making less than \$10,000 annually. Club programs such as the Power Hour tutoring program have increased Club member reading and math skills by 33% and 43% respectively, strengthening our youth's ability to be successful in school. An additional finding from SCAN, in reference to after-school

programming, found that, "not all youth are able to access these opportunities equally". In Monroe County, 22% of families below the poverty level, reported that it was a problem for them to find after-school programs. The Boys and Girls Clubs' mission addresses these specific findings, working in a way so that anyone who comes to the Club to become a member is not turned away. An annual Club membership costs only \$5.00, with scholarships for those who need assistance. Additionally, the club is accessible, located within the Crestmont Neighborhood, within walking distance for our community's residents who are most in need of service. Further SCAN findings point to challenges and barriers to learning opportunities for the "working poor". Many parents need accessible and affordable after-school care, allowing them to attend adult education programs, necessary for their upward mobility. The same is true for those that have work schedules that require them to find accessible after-school care. The Crestmont Club provides this care for adults of the Crestmont Neighborhood and surrounding communities. Lastly, in regards to SCAN findings per Youth Development, key informants cited the following challenge, "basic needs, like hunger and family disruption, need to be addressed for youth to maximize their learning opportunities in school and elsewhere. For some students, the free and reduced lunch programs available during the school year may be their only daytime meal." Again, the Crestmont Club addresses this need. Members are provided with a meal each day of the school week, with Thursday's meal being prepared by members in the "Cooking" Club.

The Club is accessible, provides vital tutorial aid and mentoring, serves the needs of working parents and feeds its members. On a daily basis, this program serves as an anchor for the youth of the Crestmont Neighborhood and surrounding community.

The Funds Should Provide a One-Time Investment with Leveraged Matching Funds

The funds requested for this program would provide a one-time "bridge" funding investment. As outlined in the project description, necessary cost saving measures will be taken to lower operational costs. Most importantly, the Clubs will continue to work through year two and three of the Lilly Foundation grant, resulting in lasting growth and stability.

The Boys and Girls Clubs of Bloomington does not receive a significant percentage of its budget from county property taxes. We estimate that we have received less than 1% in county funds. Clearly this is not a primary source of our revenues.

The Program Should Have Broad and Lasting Benefit to the Community

Without the Crestmont Club, many youth within the Crestmont Neighborhood and surrounding communities would not have a safe, productive place to go after-school. Of the 107 current members, 103 are City residents. Total membership numbers will rise to more than 125 by the end of the program year and an additional 225 youth will benefit from outreach services.

The Crestmont Club feeds, mentors, tutors, and protects its members. The program provides emergency and preventative service to this community's most vulnerable and yet most promising citizens. Without the Club's programming, these children face a most certain future riddled with devastating costs that are felt both personally and community-wide. Lack of educational attainment, teen pregnancy, hunger, disease, emotional disorders, crime, and abuse and neglect follow these children of poverty unless someone steps in to provide hope and opportunity. Nothing represents the Club's impact more profoundly: In an independent survey, conducted by the Boys and Girls Clubs of America, 57% of Club Alumni agree or strongly agree that, "the Club saved their life."

Common Council Social Services Funding Application 2009
Community Kitchen of Monroe County, Inc.

Community Kitchen (CK/the Kitchen) is respectfully requesting a one-time grant of \$1,005 to purchase additional backpacks for our Backpack Buddies program for children and families.

The mission of Community Kitchen is "to work alone and in collaboration with others, to eliminate hunger in Monroe County and surrounding areas, through direct service, education and advocacy." Community Kitchen has provided warm, nutritious meals to anyone in need since 1983. In 2008 the Kitchen served a 151,460 to such individuals. Of those meals, 51% went to children under the age of eighteen; another 12% went to seniors. Hot meals are served on site at 917 S. Rogers Street and for carryout at 1100 W. 11th Street (CK Express) from 4-6pm each Monday through Saturday. Meals are also provided to at-risk children through the Summer Breakfast Program and the Feed Our Future program for youth serving agencies. Additionally, backpacks of food are provided to selected families of Fairview, Summit, Arlington and Grandview Elementary School students each weekend of the school year through our Backpack Buddies Program. Finally, two nutritious meals are provided to area HIV+ patients through a partnership of home delivery with Bloomington Hospital's Positive Link.

Our Backpack Buddies Program is active in four elementary schools. Through this program, MCCSC school social workers identify children of families most in need of additional food supplies. On Fridays, Community Kitchen delivers backpacks of weekend food stuffs to the four elementary schools (Fairview, Summit, Arlington and Grandview). The social workers hand out the backpacks before the end of school on Friday and children take them home to help them and their families with food needs for the weekend. Backpacks include child friendly items such as instant oatmeal, cereal, canned or pouch chicken or tuna, boxed pasta or rice dishes, dried fruit or fruit cups, simple bread mixes, etc. Approximately 8 lbs. of food is included in each backpack. Children then bring the empty backpack back to school the following week. Near the end of the 2008-09 school year, over 100 different children have been on the program this year, which right now serves about 80 families each week.

Addressing a previously identified priority: The 2003 Service Community Assessment of Needs (SCAN) identified hunger as a significant issue in our community. SCAN results indicate that many low-income families report a problem paying for food (39% of families with household income less than \$25,000; and 43% of families with household income less than \$15,000) and report having sought emergency supplemental food assistance in the previous twelve months (23% of families with less than \$25,000 household income and 34% of families with less than \$15,000 household income). The 151,460 meals served by the Kitchen in 2008 represent a 16% increase over just two years prior. 63% of the meals served by Community Kitchen in 2008 went to children and seniors, both populations identified vulnerable by the 2003 SCAN report. The Kitchen's hunger relief programs have also met funding priorities as determined by United Way of Monroe County and the City of Bloomington Community Development Block Grant process.

Community Kitchen addresses the general public service category (high priority) of the Consolidated Plan 2005-2010 for the City of Bloomington by providing emergency food assistance to anyone in need. While hunger wasn't specifically mentioned as a high priority unmet need, page 119 of the Consolidated Plan states that,

"It is important to note that some issues, such as hunger, were mentioned throughout the data collection process, but did not rate highly because the work of existing agencies is widely recognized as efficient and successful. Several organizations, including *Community Kitchen*...work hard to combat hunger in our city. They are making a difference in our community... It is difficult to surmise

what would happen if their current level of funding were to fall, but the assumption is that if existing services were decreased, then hunger would again become an issue to tackle.”

According to the Bloomington Housing Authority survey, Community Kitchen was the second most highly utilized agency among the general public services category (Consolidated Plan, p. 121). And not only is Community Kitchen a vital agency functioning in line with the City’s Consolidated Plan, CK also fits into the City of Bloomington’s Anti-Poverty Strategy. According to page 125 of the Consolidated Plan, a significant part of the Strategy is to “provide access to information and emergency assistance to the most vulnerable elements of the community.” Community Kitchen’s emergency free meals service is directly addressing that part of the Strategy by providing access to warm nutritious meals and additional food programs for children. CK also provides information and referral services on site three days each week.

One-time investment: The Kitchen is requesting funding for a one-time investment to providing ongoing and expanded service through the Backpack Buddies program. As we help low-income children and families with this program and lives tend to be chaotic and transient, we lose a good number of backpacks each year through the program. While we have finally worked collaboratively with the school social workers to put in place a sign in system that minimizes the loss of backpacks, we still do lose some. And we require additional funds to purchase new backpacks as more children and families enroll in the program and we expand into additional schools. Our request is as follows and the estimate is attached.

1. Purchase 202 new backpacks for the 2009-2010 school year.

Fiscal leveraging and contribution to program: With the continual need for our services and the importance of access to basic food resources for all, CK has worked to minimize operating costs and provide our services in the most efficient manner possible. While Community Foundation supported the first four years of this program, it has continued to grow. Community Foundation will no longer be funding this program, so we have been working on new sources of funding. We have secured some funding for this program and would like to be able to put as much money as possible into buying food for the program. Jack Hopkins funding to purchase the backpacks will allow us to leverage all additional funding for Backpack Buddies for the purchase of healthy foods for the program.

Provide broad and long-lasting community benefits: Access to food and nutrition are commonly accepted necessities for healthy individuals and families. Proper nutrition helps ensure success in school and work, and better physical and mental health. This supplemental food program, Backpack Buddies really enables Community Kitchen to help get additional food supplies to needy children and their families through a minimal level of effort from the family. This allows them to stretch their food and family budgets a little farther, while contributing to the health and development of children, as well. Common Council Social Services funding would provide a long-term investment in the lives of low-income children in Bloomington.

Community Kitchen appreciates the Committee and the Council’s past support and consideration of its request for 2009 Social Service funding. Thank you.

Attachments:

- ✓ Estimate 202 backpacks, printed for Backpack Buddies (X-Printwear)

- **Simple program budget** detailing use of funds:
 - Itemizing salaries, rent, utilities, etc
 - Noting any leveraged or in-kind contributions
 - Providing written and signed estimates for any capital projects

* *Example(s)*

Bloomington Hospital Positive Link
Grant Support Program Budget

Description	Formula	JHSSF	Leverage	Total
<i>Mpowerment</i> Training Materials	\$250 per trainee x 2 (CDC requirement)	\$ 500.00	\$ -	\$ 500.00
Client Services Group Materials	\$100 per group x 3 groups	\$ 300.00	\$ -	\$ 300.00
Transportation Assistance	\$2/cl x 15cl x 52 wk	\$ 1,560.00		\$ 1,560.00
Personnel and Fringe	\$29.50/hr x 6 hr/wk x 52 wk		\$ 9,204.00	\$ 9,204.00
Program Advertisement	\$100 per group x 3 groups		\$ 300.00	\$ 300.00
TOTAL		\$ 2,360.00	\$ 9,504.00	\$ 11,864.00

BIG BROTHERS - BIG SISTERS OF SOUTH CENTRAL, INC.						
Amachi Volunteer Recruitment Pilot Project				Jack Hopkins	Other	Total
				Request		
Revenues						
			Bloomington City Council	5,215		5,215
			Health and Human Services Dept. Grant		8,775	8,775
			Big Brothers Big Sisters General Fund		28,305	28,305
			Area Congregations (in-kind)		7,200	7,200
			Total Income	5,215	44,280	49,495
Expenses						
			Congregation Volunteer Coordinator Stipend	4,000		4,000
			4 coordinators x \$1000 stipend each (10-15 hrs month for 10 months)			
			Personnel			
			Director of Operations/Partnership Coordinator			
			10% of salary + fringe		3,900	3,900
			Amachi Materials			
			2000 brochures x \$.30 each	600		600
			Posters (50 @ \$1.90 each)	95		95
			Recruitment Mailings (2000 piece) (postage/letter)	340		340
			Partnership Packets (BBBSA)			
			20 packets x \$9 each	180		180
			Monthly Information and Training Sessions			
			Info - 9 sessions x 4 congregations x \$20		720	720
			Training - 9 sessions x 4 congregations x \$35		1,260	1,260
			Meeting Space (Info/Training/Interviews)			
			\$100 x 18 sessions x 4 congregations		7,200	7,200
			Interview, screen, match support ongoing			
			BBBS case management/admin for			
			40 matches /12mos @ \$780/match		31,200	31,200
			Total Expenses	\$5,215	44,280	49,495

Jack Hopkins Social Services Funding Committee
 Project Budget
 Submitted by Stone Belt Arc

Budget Item	Cost	Funding Source	Total Provided	Confirmed	Pending
Deep Cleaning	\$15,000	Stone Belt Resources	\$15,000	yes	
Painting of Non-Art Spaces	\$5,000	Stone Belt Resources	\$5,000	yes	
Manufacturing Furniture	\$15,000	JP Morgan Chase	\$15,000		yes
Career Advancement Furniture	\$5,000	Private Donor	\$5,000	yes	
Art Studio Lighting	\$3,880	Jack Hopkins			yes
Metal Drying Rack	\$1,325	Jack Hopkins			yes
Security Door	\$1,750	Jack Hopkins			yes
Storage Units	\$700	Jack Hopkins			yes
Art Studio Dry Wall	\$300	Jack Hopkins			yes
Art Studio Painting	\$300	Jack Hopkins			yes
Art Studio Renovation Labor	\$850	Jack Hopkins			yes

TOTAL PROJECT COST \$49,105
 TOTAL LEVERAGED FUNDS \$40,000
 TOTAL REQUESTED \$9,105

Mother Hubbard's Cupboard, Inc.

Jack Hopkins Social Service Funding 2008 - MHC Food Pantry Program Budget

Item	Cost to Food Pantry Program	Funding Source	Status and Source of Funds
Income			
Individual Contributions	\$20,000	Contributions	1/4 confirmed - ongoing
Corporate Contributions	\$7,000	Contributions	1/3 confirmed - ongoing
Total General Contributions	\$27,000		
Grants			
Jack Hopkins Social Service Fund	\$30,000	Jack Hopkins	Pending
Neighborhood Assistance Program	\$24,000 (leveraged)	NAP	Pending
Emergency Food & Shelter - FEMA	\$3,336	EFSP-FEMA	Confirmed
South Central Indian REMC Operation Round Up	\$6,000	SCI REMC	Pending
Total Grants	\$63,336		
Special Events			
Annual Harvest Team Breakfast	\$26,000	Contributions	Confirmed
Homeward Bound Walk	\$5,000	Contributions	Pending - April
Dinner Benefit	\$3,000	Contributions	Pending - June
Bike Ride	\$2,000	Contributions	Pending - July
Total Special Events	\$36,000		
In-Kind			
In-kind Labor - Volunteers	4,680 hrs @ \$15.79/hr* = \$73,897	Volunteers	In-kind income (*Value of volunteer hour for Indiana as set by the Bureau of Labor Statistics)
In-kind Food - Hoosier Hills Food Bank	\$45,000	HHFB	In-kind income
In-kind Food - TEFAP Commodity Food	\$14,000	TEFAP	In-kind income
In-kind Rent - Perry Township Trustee	\$15,760	Perry Township	In-kind income
In-kind Supplies	\$1,000	general	In-kind income
Total In-Kind	\$149,657		
Total Income	\$275,993		
Expense			
Executive Director Salary <i>(full time spent on food pantry program)</i>	\$30,000	Jack Hopkins	Pending
Assistant Director Salary <i>(1/2 time spent on food pantry program)</i>	\$12,500	NAP	Pending
Employee Health Benefits <i>(reflects 1.5 staff time on food pantry prog.)</i>	\$3,000	Contributions	Pending
Payroll Taxes <i>(reflects 1.5 staff time on food pantry prog.)</i>	\$3,251	Contributions	Pending
In-kind Labor - Volunteer	\$73,897	In-Kind Volunteers	Confirmed
Hoosier Hills Food Bank Food Purchase			
HHFB Shared Maintenance Cost	\$46,800	EFSP, SCI REMC, Special Event Contributions	EFSP- confirmed, SCI- Pending, Special Events - 2/3 confirmed
HHFB food (in-kind)	\$45,000	In-Kind HHFB	Confirmed
TEFAP commodity food (in-kind)	\$14,000	In-Kind TEFAP	Confirmed
Repair and Maintenance - Facility	\$600	Contributions	Confirmed
Repair and Maintenance - Equipment	\$1,500	Contributions	Confirmed
Repair and Maintenance - Vehicle	\$2,000	Contributions	Confirmed
Unexpected Repair - Emergency Equipment Replacement	\$5,000	Contributions	Confirmed
Insurance	\$1,630	Contributions	Confirmed
Licenses and Permits	\$100	Contributions	Confirmed
Postage and Delivery	\$1,100	Contributions	Confirmed
Printing and Reproduction	\$1,200	Contributions	Confirmed
Miscellaneous	\$200	Contributions	Confirmed
In-kind Rent - Perry Township Trustee	\$15,760	Perry Township	Confirmed
Rent - Perry Township Trustee	\$1	Contributions	Confirmed
Supplies and Equipment	\$4,100	Contributions	Confirmed
In-kind supplies	\$1,000	In-kind donation	Confirmed
Utilities - (electric, gas, internet, phone, trash removal)	\$8,093	Contributions	Confirmed
Total Expense	\$270,732		
Net Income	\$5,261		
Total Leveraged Funds	\$240,732		
Total JHSSF Request	\$30,000		

- **Year-end financial statement** for agency including cash flows as well as fund balances

* *Example(s)*

11:43 AM

04/03/09

Accrual Basis

ReStore
Profit & Loss
July 2007 through June 2008

	Jul '07 - Jun 08
Income	
4100 · Contributions	
4110 · Individuals	2,505.88
Total 4100 · Contributions	2,505.88
4200 · Grant	500.00
4706 · Restore Interest Income	546.83
4750 · ReStore Sales	
4751 · wall/floor/paint	17,107.31
4752 · plumbing	7,901.95
4753 · cabinets/furniture	36,676.64
4754 · doors/windows	18,945.01
4755 · building materials	10,376.29
4756 · hardware	3,705.56
4757 · appliances	16,666.69
4758 · miscellaneous	12,924.04
4759 · electrical/lighting	9,339.08
4770 · Over/short	-29.72
4780 · Refund	-55.00
Total 4750 · ReStore Sales	133,557.85
Total Income	137,110.56
Gross Profit	137,110.56
Expense	
4760 · Returns - sales	694.80
8000 · ReStore	
8010 · Salary Expense	70,356.14
8020 · Property Taxes	70.22
8128 · Advertising	372.55
8140 · Building Maintenance	1,470.00
8202 · Contract labor	6,855.00
8250 · Computer Exp	1,498.60
8258 · Credit card fees	460.24
8330 · Professional Fees	1,227.50
8335 · food and lodging	212.85
8341 · Food for volunteers	48.45
8400 · Hospitality	48.33
8510 · Office Supplies	2,289.04
8525 · Other Expenses	992.22
8540 · Postage and Delivery	251.58
8550 · Printing and Reproduction	294.75
8615 · Rent	4,473.52
8620 · Repairs & Maintenance	758.17
8670 · Telephone	315.94
8730 · Travel	1,187.29
8740 · Utilities	10,376.72
8750 · Vehicle Expense	508.65
8751 · Bad Check	312.70
8760 · Waste/Haul off	1,685.85
Total 8000 · ReStore	102,066.31
Total Expense	102,761.11
Net Income	34,349.45

ReStore
Balance Sheet
 As of June 30, 2008

	Jun 30, 08
ASSETS	
Current Assets	
Checking/Savings	
1100 · Cash and Cash Equivalents	
1101 · Petty Cash	150.00
1102 · Cash in Bank	58,706.59
Total 1100 · Cash and Cash Equivalents	58,856.59
Total Checking/Savings	58,856.59
Total Current Assets	58,856.59
Fixed Assets	
1300 · Fixed Assets Net	
1301 · Cars and Trucks	2,200.00
1361 · Office Equipment	649.99
Total 1300 · Fixed Assets Net	2,849.99
Total Fixed Assets	2,849.99
TOTAL ASSETS	61,706.58
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Sales Tax Payable	832.86
2509 · Due HfH	
2510 · Salary & Wages Payable due HfH	6,134.87
2515 · Non-payroll due HfH	270.27
2509 · Due HfH - Other	735.00
Total 2509 · Due HfH	7,140.14
Total Other Current Liabilities	7,973.00
Total Current Liabilities	7,973.00
Total Liabilities	7,973.00
Equity	
3000 · Opening Bal Equity	2,269.04
3300 · Retained Earnings	17,115.09
Net Income	34,349.45
Total Equity	53,733.58
TOTAL LIABILITIES & EQUITY	61,706.58

Mother Hubbards Cupboard, Inc

Profit & Loss

January - December 2008

	Jan - Dec 2008
Income	
Contributions Income	59,222.14
Grants	46,663.40
In-kind Income	89,309.79
Interest Income	388.06
Special Events	53,566.93
Total Income	\$ 249,150.32
Gross Profit	\$ 249,150.32
Expenses	
Automobile Expense	851.09
Building R&M	400.00
Dues & Fees	557.77
Equipment R&M	1,021.00
FDE Fundraising Direct Expense	7,329.34
HHFB SMC	34,779.71
In-Kind Donated Services/Assets	89,309.79
Insurance	2,378.94
Licenses and Permits	28.56
Misc. Expenses	-35.00
Payroll Expenses	66,810.49
Postage and Delivery	989.44
Printing and Reproduction	1,892.13
Professional fees	7,755.00
Supplies	6,145.51
Utilities	6,701.98
Total Expenses	\$ 226,915.75
Net Operating Income	\$ 22,234.57
Net Income	\$ 22,234.57
See Independent Accountants' Report	

Mother Hubbards Cupboard, Inc.

Balance Sheet

As of December 31, 2008

As of Dec 31, 2008

ASSETS	
Current Assets	
Bank Accounts	
Checking	46,289.16
Total Bank Accounts	\$ 46,289.16
Accounts Receivable	
PayPal	585.00
Pledges Receivable	41,739.53
Total Accounts Receivable	\$ 42,324.53
Other Current Assets	
Certificate of Deposit	10,226.83
Equipment-VAN	1,045.00
Prepaid Ins - D&O	186.00
Prepaid Ins - Wkrs Comp	582.75
Prepaid Ins - Auto	321.48
Undeposited Funds	1,761.42
Total Other Current Assets	\$ 14,123.48
Total Current Assets	\$ 102,737.17
Other Assets	
Equipment	16,457.70
Total Other Assets	\$ 16,457.70
TOTAL ASSETS	\$ 119,194.87
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,410.75
Total Accounts Payable	\$ 3,410.75
Credit Cards	
Maxwell's on account	26.75
Mr. Copy on account	134.10
Total Credit Cards	\$ 160.85
Other Current Liabilities	
Payroll Liabilities	676.06
Total Other Current Liabilities	\$ 676.06
Total Current Liabilities	\$ 4,247.66
Total Liabilities	\$ 4,247.66
Equity	
Opening Bal Equity	8,375.58
Retained Earnings	65,577.23
Net Income	40,994.40
Total Equity	\$ 114,947.21
TOTAL LIABILITIES AND EQUITY	\$ 119,194.87

See Independent Accountants' Report for Audited 2007 Statement

- **Agency contact and information sheet** * (helps with contacting agencies and preparing funding agreements)
 - Lead agency
 - Name, address, phone, e-mail & website
 - President of board (*as of this June*)
 - Director (name, address, phone & e-mail)
 - Presenter (name, address, phone & e-mail)
 - Grant writer (name, address, phone & e-mail)

- **Program Funding Sheet** * (*helps with Council Office summaries and committee deliberations*)
 - Agency
 - Name of lead and other agencies participating in the program
 - 501(c)(3) Status
 - Collaborative Project
 - Number of Employees – FT/PT/Volunteers
 - Location of project
 - Name and contact information for project administrator
 - Program/Project
 - Name or title of program
 - Total cost of program
 - Amount requested from this funding source
 - Amount of funding from other sources
 - Number of clients to be served in 2012
 - Number of City residents to be served in 2012
 - If requesting operational expenses – indicate whether Pilot Project or Bridge Funding
 - Funding Information
 - Items and Costs (e.g.) – listed in order of your priorities
 - Personnel
 - Equipment
 - Capital Projects
 - Expected Claim Submission Date

Jack Hopkins Social Services Funding Application

Funding Sheet

Lead Agency:

Name _____

Is the Lead Agency a 501(c)(3)? Yes No | Is this a collaborative project? Yes No

Number of Agency Employees: Full-time _____ Part-time _____ Volunteers _____

Address where Project will be facilitated or housed:

Name of Project Administrator: _____

Address _____

Telephone & E-mail _____

Name of other participating agencies, if different from Lead Agency: _____

Proposed Project:

Title of Project: _____

Total Cost of Project: _____

Requested JHSSF Amount: _____

Other Funds Expected for Project:

Amount	Source	Confirmed or Pending
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of Clients Served by this Project in 2012: _____

Number of City Residents Served by this Project in 2012: _____

Is this a request for operational costs? Yes No

If "yes," is the request for a pilot project or for bridge funding? Pilot Bridge

<i>Example:</i> Tables: 5 tables @ \$12.00 each Chairs: 20 chairs @ \$8.00 each

Funding Information:

Please note: Due to limited funds, the Committee often recommends partial funding for a program. In the interest of helping the Committee best decide how to distribute funds, please provide an itemized list of program elements, ranked by priority and their costs.

ITEM	COST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Claim Submission

Date: (check one)

J July 2012 – September 2012

October 2012 – December 2012

Other

Jack Hopkins Social Services Funding Application

Agency Contact Sheet

Lead Agency:

Name: _____

Address: _____

Phone & E-Mail: _____

Website: _____

President of Board of Directors: _____

Director Information

Director of Lead Agency: _____

Director's Address: _____

Phone & E-Mail: _____

Presenter Information

Name of Person to Present
Application to the Committee _____

Address _____

Phone & E-mail _____

Grant Writer Information

Name of Grant Writer: _____

Address: _____

Phone & E-Mail: _____

Please also include:

- The Agency's Mission Statement in Two-Page Application Narrative
 - A Simple Program Budget for use of requested funds (please check your math)
 - A year-end financial statement that includes fund balances and total revenue & expenditures
-

3. Application as a Collaborative Project (Additional Information)

- **Two Page Narrative:** must

- Indicate it's a Collaborative Project
 - Identify participating agencies
 - Demonstrate a high level of communication and coordination among participating agencies
 - Identify goals shared by the agencies
 - Set forth steps addressing greatest challenges to achieving those goals (via collaboration)
- Address the standard criteria particularly focusing on:
- Serving a previously-identified community need
 - Achieving fiscal leveraging and efficiencies
 - Providing broad and long-lasting benefits to the community

- **Memorandum of Understanding**

- Setting forth the agreement (e.g. duties and responsibilities of agency partners)
- Signed by participating agencies

Always feel free to contact Dan or Stacy Jane at the Council Office (349-3409) or Marilyn Patterson in the HAND Department (349-3577) with your questions.



**City of Bloomington
Office of the Common Council**

Jack Hopkins Social Services Funding Program

**Elaboration of the Three Criteria for Evaluating and Awarding
Grants and Other Policies**

(updated: February 2012)

Elaboration of Three Funding Criteria

In 1993 Jack Hopkins wrote a letter to the Committee outlining a set of criteria for the use of these social services funds. Aside from referring to a more recent community-wide survey, those criteria have served as the basis for allocating the funds ever since. The following is an elaboration of those criteria which has been approved by the Committee.

- 1. The program should address a previously-identified priority for social services funds (as indicated in the *Service Community Assessment of Needs (SCAN)*, the *City of Bloomington Housing and Neighborhood Development Department's 2010-2014 Consolidated Plan* or any other community-wide survey of social service needs);**

“priority for social services funds”

The Common Council has used these funds for programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

City Residency - Programs must primarily serve City residents. Individual programs have occasionally been located outside of the City but, in that case, these funds have never been used for capital projects (e.g. construction, renovation, or improvement of buildings).

Low income - Programs primarily serving low-income populations are given a high priority.

Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and medical services) will be given a high priority.

- 2. The funds should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the program; and**
- a. “one-time Investment”**

This restriction is intended to encourage innovative projects and to allow the funds to address changing circumstances. To make funds available for those purposes, this restriction discourages agencies from relying on these funds from year to year and from using these funds to cover on-going (or operational) costs, particularly those relating to personnel.

Ongoing or Operational Costs

These costs are recurring rather than non-recurring costs. Recurring cost typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other like ongoing budget items. Non-recurring costs typically include outlays for capital improvements and equipment.

Exceptions

While ongoing or operational costs are not generally considered a “one time investment,” they will be eligible for funding in three circumstances:

- first, when an agency is proposing start-up funds or a pilot project and demonstrates a well developed plan for funding in future years which is independent of this funding source;*
- second, when an agency demonstrates that an existing program has suffered a significant loss of funding and requires “bridge” funds in order to continue for the current year; or*
- Third, when agencies seek funds as a Collaboration Project (see below)*

Elaboration

Renovation versus Maintenance

Costs associated with the renovation of a facility are an appropriate use of these funds, while the costs associated with the maintenance of a facility are considered part of the operational costs of the program and, when eligible, will be given low priority. When distinguishing between these two kinds of outlays, the Committee will consider such factors as whether this use of funds were the result of unforeseen circumstance or will result in an expansion of services.

Conferences and Travel

Costs associated with travel or attending a conference will generally be considered as an operating cost which, when eligible, will be given low priority.

Computer Equipment

Generally the costs associated with the purchase, installation, and maintenance of personal computers and related equipment will be considered an operational cost and, when eligible, be given low priority. However, the costs associated with system-wide improvements for information and communication technologies, or for specialized equipment may be considered a one-time investment.

Scholarships and Vouchers

Scholarships and vouchers allowing persons to participate in a program are generally considered as an operational cost.

b. “through matching funds or other fiscal leveraging, make a significant contribution to the program”

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This is based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit of city resources at their disposal. Except on rare occasions, the Council has not directly or indirectly funded agencies that have the power to levy property taxes or whose primary revenues derive from property taxes.

3. This investment in the program should lead to broad and long lasting benefits to the community.

“broad and long-lasting benefits to the community”

Again, in the words of Jack Hopkins, “priority 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) ..., etc).

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. It appears that this is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required by this third criterion.

Collaborative Projects

The Committee wishes to encourage social services agencies to collaborate in order to solve common problems and better address local social services needs. To serve these ends, the Committee will allow agencies to submit an application for funding as a Collaborative Project in addition to submitting a standard application. Applicants pursuing such funding should declare that they are seeking funds as a Collaborative Project, demonstrate a high level of communication and coordination among participating agencies, identify goals shared by the agencies and set forth steps that address the greatest challenges to achieving those goals, along with addressing the standard criteria. In that regard, agencies should focus on how the project serves a previously-recognized community need, achieves any fiscal leveraging or efficiencies, and provides broad and long lasting benefits to the community.

Other Policies and the Reasons for Them

Agency acting as fiscal agent must have 501(c) (3) status

The agency which acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations: 1) with boards who are legally accountable for implementing the funding agreements; and 2) with the capability of raising matching funds which is an indicator of the long-term viability of the agency. Given its mission, the presence of a board, and its general viability, an exception has historically been made for the Bloomington Housing Authority.

One application per agency – Exception for Collaborative Projects

Except as noted below, each agency is limited to one application. This policy is intended to: 1) spread these funds among more agencies; 2) assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time; and 3) lower the administrative burden by reducing the number of applications of marginal value. As noted above, an exception to this rule applies to agencies which submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

\$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds –Expenditure Before End-of-the-Year

The Housing and Neighborhood Development (HAND) Department has been monitoring the funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

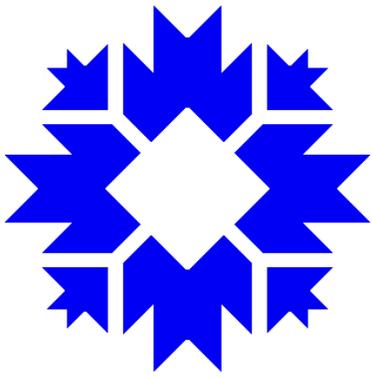
And, in order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grants were awarded, unless specifically approved in the funding agreement. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

Funding Agreements

Sets forth:

- **Amount and Purpose of Grant**
- **Deadline for Submitting Claims**
- **Accounting and Reporting Requirements**
- **Reasons and Means for Termination**
- **Living Wage Requirements**

Signed by Parties



**BLOOMINGTON COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM**

The Living Wage Requirement
(Bloomington Municipal Code §2.28)

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 paid employees** (full, part and temporary); and
- 2) the agency receives **\$25,000 or more** in assistance (JHSSF, CDBG, tax abatements; BIIF; CRED) from the City in the same calendar year; and
- 3) at least \$25,000 of the funds received are devoted to the **operation** of a social services **program**, not for physical improvements and not for equipment (computer, refrigerator, loading dock, etc.)

If all of the above obtain, then the agency is subject to a two-year phase-in period:

Year 1: The agency must reduce the gap between its wages and the living wage by 15%.

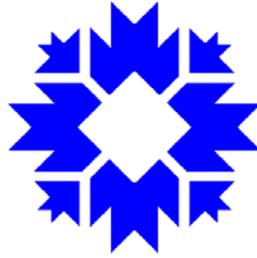
Year 2: In the second year, the agency must reduce the gap by 35%.

Year 3+: Must pay full living wage.

- In 2012, the living wage is \$11.66/hour (\$9.91 if the agency provides health care insurance).
- The obligation to pay the living wage only applies to the grant that triggered the applicability of the ordinance.
- The obligation only attaches to employees performing the work operating the program.

Jack Hopkins Social Services Funding

**Solicitation Letter
&
Contact and Funding Sheets**



**City of Bloomington
Office of the Common Council**

01 March 2012

Dear Social Services Agency:

Once again, the City of Bloomington Common Council's Jack Hopkins Social Services Funding Committee invites agencies serving City residents to apply for funds. This year, the Mayor and City Council have added \$30,000 to the Hopkins fund, giving the Committee \$250,000 to distribute to social services agencies. Since 1993, the Jack Hopkins Committee has granted approximately \$2.45 million to agencies who serve our community's most vulnerable residents.

Each year, the demand for Hopkins funding exceeds the supply. This demand is even more marked in light of shrinking federal support for social service agencies. As a consequence, more social service agencies are looking to the Hopkins fund to help them maintain and improve their vital services.

CHANGES IN 2012

To encourage the best applications possible, this year the Hopkins Committee is doing things a little differently. We are keeping our traditional funding program intact, whereby individual social service agencies are eligible for funding provided they meet the Hopkins criteria. However, the Committee is also encouraging agencies to submit proposals for collaborative projects, projects that work to address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Unlike previous years, this year, agencies will be able to submit two applications: one for a collaborative initiative and one for an individual, agency-specific funding proposal.

To help agencies identify and work through collaborative proposals, the City of Bloomington and the Monroe County United Way have retained Charitable Advisors to hold an Agency Collaboration Workshop followed by one-on-one coaching sessions. Workshop and coaching session attendance is highly recommended for those seeking funds for a collaborative project.

COLLABORATION WORKSHOP

Tuesday, 06 March 2012	9:00a-11:30a	Cascades Golf Course Clubhouse (3550 N. Kinser Pike)
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COACHING SESSIONS

Wednesday, 21 March 2012	by appointment	Dunlap Room (#235), City Hall
Thursday, 29 March 2012	by appointment	Dunlap Room (#235), City Hall

CRITERIA

Any proposal, collaborative or individual, must meet the traditional Hopkins fund criteria:

- 1) **Address a previously-identified priority for social services funding.**
The need should be documented in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's [2010-2014 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) **Hopkins funds are intended as a one-time investment.**
This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide operational funding for pilot projects, bridge efforts and collaborative initiatives, an agency should not expect to receive or rely on the Hopkins fund for on-going costs (e.g., personnel) from year to year.
- 3) **Leverage matching funds or other fiscal mechanisms.**
Leverage includes in-kind contributions, collaborative partnerships, etc.
- 4) **Make a broad and long-lasting contribution to our community.**
As co-founder of the program Jack Hopkins put it: "[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 events or celebrations.

Additionally, any application must also meet the following requirements:

- 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 not a 501(c)(3) but is sponsored by one, the sponsoring agency must provide a letter acknowledging its fiscal relationship to applicant. (Know that the Committee may request further information about this relationship.)
- Agencies submitting an application on behalf of their own organization are limited to **one application per agency**.
- **NEW! In addition to submitting an application on behalf of their own agency, agencies may also submit a second application as a participant in a Collaborative Project.**

ABOUT THE HOPKINS COMMITTEE

The Committee is composed of five members of the Bloomington Common Council and two members representing City entities. The 2012 Council representatives are: Dorothy Granger, Tim Mayer, Andy Ruff, Susan Sandberg and Marty Spechler. Sharon Lucas of the City of Bloomington Community and Family Resource Commission and Douglas Mattick of the 2012 Community Development Block Grant - Citizen Advisory Committee for Physical Improvements complete the Committee.

HOW TO APPLY

To apply, your agency must submit a complete application. A complete application includes:

- 1) **A two-page statement** describing the mission of the agency (or agencies), the amount being requested, the nature of the proposed project and a description of how the project meets the Hopkins criteria as outlined above.
- 2) **Two information sheets** (*Funding Sheet* and *Agency Contact Sheet*).
- 3) **A simple program budget** detailing the use of these funds.
- 4) **A year-end financial statement** for all agencies involved in the proposal. The statement should include fund balances as well as total revenue and expenditures.
- 5) **Signed, written estimates** should accompany requests for capital improvements.
- 6) **Memorandum of Understanding** signed by all agencies participating in an application as a Collaborative Project.

APPLICATION DEADLINE

Monday, 09 April 2012

You can submit your application in one of two ways:

1) *Deliver* a complete application to the Council Office by **4:00 PM**

The Council Office is located at 401 N. Morton, Suite 110

OR

2) *E-mail* a complete application to council@bloomington.in.gov by **12:00 PM**

If submitting your application via e-mail, you must call the Council Office (349-3409) to confirm receipt of your application.

Sorry -- no late applications accepted.

LIVING WAGE REQUIREMENTS:

Starting in 2008, some not-for-profit agencies receiving Jack Hopkins Funds were required to begin the phase-in period of their living wage obligation as defined in the City's *Bloomington Municipal Code* §2.28. 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. During this two-year period, the agency must take steps to reduce the gap between its wages and the living wage by 15 percent in the first year, and by 35 percent in the second year. For 2012, the living wage is \$11.66 per hour. Please visit [A Non-Profit's Guide to the Living Wage](#) on the JHSSF Committee's website for more information.

HELPFUL HINTS

- Consider attending the voluntary Technical Assistance Meeting on Thursday, March 22nd at 4pm in the McCloskey Room (City Hall, Room 135).
- [Review an example](#) of a well-written application.
- Consult the below schedule for notable dates.
- If recommended for funding, be prepared to sign a funding agreement by June 11th.
- Plan to spend any grant money in 2012, unless you specifically request more time.
- Learn more about the Committee's funding criteria by reading the [Elaboration of Criteria and Funding Statement](#).

2012 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

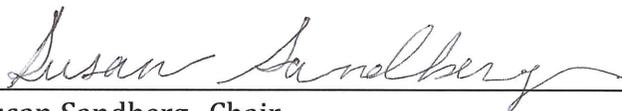
Technical Assistance Meeting	Thursday, 22 March 4pm, McCloskey Room
Application Deadline	Monday, 09 April 12 pm by e-mail 4pm by hand delivery, Council Office
Invited Agencies Present Applications	TUESDAY, 15 MAY 5:00pm, Council Chambers
Committee Recommends Allocation of Funds	Thursday, 31 May 5:00pm, Council Chambers
Agencies to Sign Funding Agreements	by Monday, 11 June
Common Council Acts on the Recommendations	Wednesday, 20 June 7:30pm, Council Chambers
HAND Technical Assistance Meeting Regarding Claims & Reimbursements	Tuesday, 26 June 8:30am, McCloskey Room

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 contact Dan Sherman or Stacy Jane Rhoads in the Council Office at 349-3409. Marilyn Patterson in the Housing and Neighborhood Development Department is also happy to help. Marilyn can be reached at 349-3577. You may contact Committee members at 349-3409 or council@bloomington.in.gov.

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

Sincerely,



Susan Sandberg, Chair
2012 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council

Application materials may also be found at: <http://bloomington.in.gov/jack-hopkins-social-services-funding-committee>