



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING
COMMITTEE
2014 GRANT APPLICATION**

AGENCY INFORMATION

Lead Agency Name

Is Lead Agency yes
a 501(c)(3) no

Number of Employees

Full -time

Part-time

Volunteers

Address

Zip Code

Phone

Agency E-mail

Website

President of Board of Directors

Executive Director

Title

Phone

E-Mail

**Name of Person to Present Proposal to
the Committee**
(If not the Executive Director)

Title

Phone

E-Mail

Name of Grant Writer

Phone

E-mail

Agency's Mission Statement (150 words or less)

PROJECT INFORMATION

Project Name

Is this a collaborative project? yes
no

If a collaborative project, list name(s) of
non-lead agency partner(s)

Address where project will be housed

Total Cost of Project

Requested JHSSF Funding

Other Funds Expected for this Project
(Source, Amount and Confirmed or
Pending)

Number of Total Clients Served by this
Project in 2014

Total Number of City Residents Served
by this Project in 2014

Is this a request for operational funds? yes
no

If "yes," indicate whether the request is pilot
for a pilot project, bridge funding or a bridge
collaborative project. collaborative

Please indicate the period in which you July-September 2014
intend to draw down funds, if granted October-December 2014

Please 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.

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

yes

no

n/a

Is 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..

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

yes

no

If "yes," please provide an itemized list of program elements, ranked by priority and cost.

Priority #1 (Item and Cost)

Priority #2 (Item and Cost)

Priority #3 (Item and Cost)

Priority #4 (Item and Cost)

Priority #5 (Item and Cost)

Priority #6 (Item and Cost)

Priority #7 (Item and Cost)

PROJECT SYNOPSIS (250 words or less)

Please provide a brief overview of your project. Assume that this synopsis will be used in a summary of your proposal.

CRITERIA

In the spaces below, please explain how your project meets the Jack Hopkins Funding criteria. Assume that your responses will be used in a summary of your proposal.

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 [2010-2014 Consolidated Plan](#), or any other community-wide survey of social services needs.

ONE-TIME INVESTMENT (100 words or less)

Jack Hopkins Funds are intended to be a one-time investment. If you are requesting operational funds, explain if the request is for pilot or bridge funding and please explain your plan for future funding.

FISCAL LEVERAGING (100 words or less)

Describe how your project will leverage other resources, such as other funds, in-kind contributions, etc.

LONG-TERM BENEFITS (200 words or less)

Explain how your program will have broad and long-lasting benefits for our community.

2014 Jack Hopkins Social Service Fund Mother Hubbard's Cupboard Grant Proposal

Project Description

MHC requests \$30,947.86 in funding to expand the capacity of the Garden Education and Nutrition Education programs to reach low-income, food-insecure people. Garden Education Program increases access to healthy food by sharing with low-income, food-insecure individuals the skills and knowledge needed to start at-home gardens using sustainable, organic methods. MHC's four community gardens provide spaces for people to gain hands-on experience growing food for themselves. In 2013, 116 community gardeners spent over 500 hours planting seeds, watering plants, pulling weeds, turning compost, and harvesting food for their families. Our largest garden is located in the Crestmont Community, Bloomington's Section 8 housing neighborhood. Produce harvested from the Crestmont garden is distributed weekly to neighbors via bike cart. The fresh fruit and vegetables from MHC's community gardens provide a source of local, organic produce for our Food Pantry program, which serves over 3,000 people each week.

MHC helps food pantry patrons start at-home gardens through the distribution of free seeds and plant starts, over 3,800 in 2013. MHC garden staff and interns hold weekly garden "office hours" in the pantry, giving people the opportunity to ask gardening questions or learn about a new gardening technique. One of MHC's gardens is in the same location as the food pantry, allowing patrons to harvest directly from the garden when they come in to shop at the food pantry. The food pantry also houses a micro-greens demonstration display and a large-scale vermicomposting system. MHC also hosts approximately 20 gardening workshops annually that provide in-depth instruction on garden planning, seed starting, container gardening, composting, urban chicken-raising, fall and winter gardening, and seed saving. The workshops in our Garden Education program are truly forums for knowledge and skill sharing where all participants are encouraged to share their own experiences and expertise. In 2013, 179 individuals participated in MHC's garden workshops.

Our nutrition education program improves access to healthy food by addressing and eliminating barriers to using fresh, whole foods, by sharing simple, affordable ideas for healthy meals and snacks, and by encouraging people to try new, nutritious food found in the pantry. MHC uses a variety of strategies to engage our target population of low-income, food-insecure individuals. Sample tables introduce pantry patrons to new, healthy food available in the pantry. In-pantry demonstrations show how to prepare quick healthy snacks and free recipes offer nutritious, inexpensive meal options. For example, we often have kale available in the pantry, however, many people will not take it because they are not familiar with this nutrient-rich vegetable. When we have a lot of kale, our Nutrition Coordinator prepares samples of kale salad for people to try and provides easy, affordable recipes for them to take home. Our nutrition workshops offer in-depth instruction on cooking healthy meals from scratch using fresh, whole ingredients. We offer between 25-30 workshops annually and some of our most popular classes include soup making, cooking with beans, bread baking, canning, fermentation, and grocery shopping on a budget.

In Spring 2014, MHC will launch a tool share program for gardening, cooking, and food preservation equipment. MHC's tool share was developed to eliminate the cost-prohibitive barrier of purchasing tools for low-income individuals and families wanting to improve their food security. The tool share program will provide the opportunity for folks to apply the skills and knowledge gained in MHC's gardening and nutrition education programs, and will assist people in improving their health and increasing their self-sufficiency. The tool share program will be evaluated based on the level of utilization by our target demographic of low-income, food-insecure individuals.

2014 Jack Hopkins Social Service Fund
Mother Hubbard's Cupboard Grant Proposal

Project Impact

Gaining access to knowledge, skills, and tools enables families and individuals to increase their self-sufficiency and health by growing their own food, preparing healthy meals, and preserving food at home. The Nutrition Education Program also has long-term positive spill-over effects that impact health (people with better nutrition have lower health care costs), and employment and education (a balanced diet offers energy and allows increased productivity). The benefits of community gardening go beyond just having a sustainable source of food, but also help individuals develop healthy habits, such as increasing fruit and vegetable intake and the level of physical activity. In Fall 2012, MHC collaborated with the IU Department of Sociology to conduct a scientific study of MHC's Cresmont Community Garden's impact on the Crestmont neighborhood, which is all Section 8 housing.

Here are a few highlights from the report:

- 86% of those who had been to the garden stated that they eat more fruits and vegetables because of the garden.
- 91% of those who had been to the garden stated that participating in the community garden made them better able to provide for their families.
- 66% of those who had visited the garden said they spent more time being physically active outdoors because they had participated in the community garden.
- 79% of the parents whose children had spent time in the garden reported that their children were more interested in being active outdoors from spending time in the garden
- 71% of parents whose children spent time in the garden reported that their children were more willing to eat fruits and vegetables.

Project Outcomes

On an annual basis, MHC evaluates the success of the Garden Education program based the level of patron engagement in the program. During the 2014 program year, the Garden Education Program projects the following outcomes:

- Involve 625 people in the Garden Education Program.
- Distribute 2,000 plants and 5,000 seed packets to help patrons start at home gardens
- Reach 25% of households in the Crestmont neighborhood with the garden fresh bike cart.
- Provide 50 member households with gardening, cooking, or food preservation tools through the tool share.

Our nutrition education program's outcomes will be measured through an annual survey conducted in the pantry by volunteers and electronic surveys sent to workshop participants. The following benchmarks have been set for the program:

- 60% of clients report that they have increased their fresh fruits and vegetables intake.
- 50% of participants report an increase in understanding of whole foods and how they contribute to a healthier diet.
- 50% of participants report trying healthy recipes featured in pantry.
- 40% of participants report that they cook a meal from scratch for the family in the past week.

Mother Hubbard's Cuboard
2014 Education Program Budget

	2014 Budget	JHSSF request
Income		
Total Contributions	\$ 40,000.00	
Total Grants	\$ 48,000.00	\$30,947.86
Total In-kind Donations	\$ 4,000.00	
Total Special Events	\$ 27,500.00	
Total Income	\$ 119,500.00	\$30,947.86
Expense		
Automobile Expense		
Fuel	\$ 640.00	
Automobile expense other	\$ 250.00	
R&M	\$ 250.00	
Total Automobile Expense	\$ 1,140.00	
Building R&M	\$ 673.33	
Conferences/Trainings	\$ 225.00	
Equipment R&M	\$ 500.00	
In-Kind Garden Supplies	\$ 4,000.00	
Total Insurance	\$ 2,130.00	
Mileage Reimbursements	\$ 100.00	
Payroll Expenses		
Health Insurance, disability, life	\$ 5,945.28	
Director of Education and Outreach (1/2 salary for education)	\$ 18,000.00	\$ 7,515.86
Nutrition Education Coordinator	\$ 27,560.00	\$ 11,660.00
Youth Garden Educator	\$ 12,480.00	\$ 5,760.00
Community Garden Coordinator	\$ 12,480.00	\$ 6,012.00
TOTAL SALARIES	\$ 70,520.00	
SUTA tax	\$ 831.25	
taxes	\$ 5,394.78	
Total Payroll Expenses	\$ 82,691.31	
Rent/CAM/INS.	\$ 16,168.20	
Total Supplies	\$ 4,755.00	
Total Program Equipment	\$ 1,080.00	
Total Utilities	\$ 4,810.00	
Total Expense	\$ 118,272.84	\$ 30,947.86
Net income	\$ 1,227.16	

Mother Hubbard's Cupboard
Profit & Loss
 January through December 2013


 President & CEO


 Board Treasurer

	Jan - Dec 13
Ordinary Income/Expense	
Income	
Contributions Income	
Venison	370.00
Cannister	127.00
Capital Campaign	79,657.74
Church/Nonprofit	1,794.67
Client	594.14
Corporate	13,508.60
Education Events	330.30
Garden Matching	0.00
Individual	30,388.22
NAP Individual Contributions	31,010.00
Tee/Sweatshirt Sales	223.78
Total United Way	19,611.54
Total Contributions Income	177,615.99
Grants	
Venison Grants	18,750.00
Sophie Travis Grant	3,900.00
Jack Hopkins	24,226.79
CDBG	4,687.54
Emergency Food Asst. Program	2,000.00
Other Garden Grants	9,092.05
Other Nutrition Grants	3,262.01
Other Program Grants	1,000.00
Psi Iota Xi	1,700.00
SCI Comm Fund Grant	5,500.00
Grants - Other	4,046.21
Total Grants	78,164.60
In-kind Income	
HHFB Donated Food	114,569.18
Inkind - Rent Perry Township	5,253.32
Total In-kind Income	119,822.50
Interest Income	187.92
Misc. Income	0.00
Special Events	
Luv the Hub	6,119.13
Breakfast	111,930.13
Crop Walk	556.00
GG Garden Gala	11,801.99
Homeward Bound Walk	1,476.27
Other Misc. Events	1,479.00
Share Harvest	4,267.41
Truckload Sales	1,677.21

Mother Hubbard's Cupboard
Profit & Loss
 January through December 2013

	Jan - Dec 13
Total Special Events	139,307.14
Total Income	515,098.15
Gross Profit	515,098.15
Expense	
Advertising	203.34
Automobile Expense	
Fuel	1,138.69
Other	348.80
Van R&M	240.71
Total Automobile Expense	1,728.20
Bad Debt Expense	11,000.00
Board Resources	0.00
Building R&M	653.03
Conference/Travel	778.41
Conferences/Trainings	989.70
Depreciation	9,990.56
Dues & Fees	1,264.83
Equipment R&M	1,220.00
FDE Fundraising Direct Expense	
Breakfast	1,638.22
Capital Campaign	5,054.34
Donors	202.43
Garden Gala	1,387.94
Other	450.00
Share the Harvest/Donate Dollar	0.00
Supplies	356.62
Total FDE Fundraising Direct Expense	9,089.55
HHFB SMC	38,998.16
In-Kind Donated Services/Assets	
Donated Rent	5,253.32
HHFB In-Kind Food	114,569.18
Total In-Kind Donated Services/Assets	119,822.50
Insurance	
Auto-Insurance Vans	1,875.96
D&O Insurance	744.00
Liability Insurance	204.32
Worker's Comp	2,555.68
Total Insurance	5,379.96
Licenses and Permits	200.00
Mileage Reimbursements	360.18

Mother Hubbard's Cupboard
Profit & Loss
 January through December 2013

	Jan - Dec 13
Payroll Expenses	
Dental Insurance Employer Pd	1,439.04
Disability Ins Employer Pd	425.52
Health Insurance	15,044.46
Salary and Wages	166,438.59
SPEA Intern	1,875.48
Taxes	17,049.12
Total Payroll Expenses	202,272.21
Postage and Delivery	1,922.49
Printing and Reproduction	1,130.90
Professional fees	
Accounting	4,600.00
Audit	5,500.00
Professional fees - Other	165.00
Total Professional fees	10,265.00
Rent/CAM	23,740.29
Supplies	
Printing	1,793.75
Fundraising	39.80
Garden	11,652.98
Nutrition	2,714.34
Office	3,904.34
Pantry	5,359.21
Technology/Software	2,328.80
Volunteer Appreciation	597.72
Total Supplies	28,390.94
Utilities	
Electric	2,735.43
Gas	281.19
Internet Service	0.00
Telephone/Internet	2,380.07
Trash	1,581.87
Water	113.51
Total Utilities	7,092.07
Wholesale Food Purchase	1,370.00
Total Expense	477,862.32
Net Ordinary Income	37,235.83
Net Income	37,235.83

Mother Hubbard's Cupboard

2013 Balance Sheet

As of December 31, 2013

[Signature]
 President & CEO

Dec 31, 13

ASSETS

Current Assets

Checking/Savings

Venison Bank 102687474	19,111.09
Checking	38,452.27
Savings 1008023356	34,983.65
Total Checking/Savings	92,547.01

[Signature]
 Board Treasurer

Accounts Receivable

Pledges Rec

2018 Pledges Receivable	563.34
2008 pledges receivable	1,490.00
2009 pledges receivable	2,275.00
2010 pledges receivable	1,995.00
2011 pledges receivable	4,364.91
2012 Pledges Receivable	5,695.00
2013 Pledges Receivable	11,116.69
2014 Pledges Receivable	38,813.33
2015 Pledges Receivable	37,800.00
2016 Pledges Receivable	30,580.00
2017 Pledges Receivable	25,395.00
2013 Cap Camp AR	5,715.66
2014 Cap Camp AR	46,421.00
2015 Cap Camp AR	43,039.00
Total Pledges Rec	255,263.93

UPG - United Way 3,103.11

Total Accounts Receivable 258,367.04

Other Current Assets

Allow Doubtful Accts - Pledges	-15,000.00
Prepaid Ins - D&O	248.00
Prepaid Ins - Wkrs Comp	1,904.00
Prepaid Ins -Auto	1,038.37
Undeposited Funds	12,136.08
Total Other Current Assets	326.45

Total Current Assets 351,240.50

Fixed Assets

Furniture	6,643.38
Phone System	3,828.00
Awning	4,230.00
Dumpster Enclosure	3,500.00

Mother Hubbard's Cupboard
2013 Balance Sheet
As of December 31, 2013

	Dec 31, 13
Stoves (2)	1,300.14
Stainless Steel Sink	1,550.00
Walk-In Cooler/Freezer Combo	26,905.00
Equipment	27,198.07
Equipment-VAN	42,824.50
Garden Shed	4,330.00
Leasehold Improvements	81,632.97
Accumulated Depreciation	-26,359.15
Total Fixed Assets	177,582.91
Other Assets	
Rent Security Deposit	2,395.00
Total Other Assets	2,395.00
TOTAL ASSETS	531,218.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,200.08
Total Accounts Payable	4,200.08
Credit Cards	
Mr. Copy on account	39.24
Total Credit Cards	39.24
Other Current Liabilities	
Payroll Liabilities	2,251.29
Total Other Current Liabilities	2,251.29
Total Current Liabilities	6,490.61
Total Liabilities	6,490.61
Equity	
Opening Bal Equity	8,375.58
Retained Earnings	479,116.39
Net Income	37,235.83
Total Equity	524,727.80
TOTAL LIABILITIES & EQUITY	531,218.41