



City of Bloomington Office of the Common Council

To: Directors of Social Services Programs Serving City Residents
From: Mike Satterfield, Chair of the Jack Hopkins Social Services Funding Committee,
Bloomington Common Council
Re: Invitation to Apply for Social Services Funding
Date: March 1, 2010

The City of Bloomington Common Council's Jack Hopkins Social Services Funding (JHSSF) Committee invites applications for use of \$200,000 in social services funds. This figure includes an added \$20,000 dedicated by the Mayor and Common Council for the 2010 fiscal year. Since 1993, the Jack Hopkins Committee has granted over \$1.9 million to agencies who serve our community's most vulnerable residents. In the past, the Committee has funded initiatives such as: fixing a collapsed building foundation, purchasing equipment for a food bank and buying materials for a teen parenting project.

The Committee is composed of five members of the Common Council and two members representing City entities. The 2010 Council representatives are: Isabel Piedmont-Smith, Tim Mayer, Andy Ruff, Susan Sandberg and Mike Satterfield. Dr. Anthony Pizzo of the Community Development Block Grant Citizen Advisory Committee for Social Services and Hans Huffman of the Community and Family Resource Commission complete the Committee.

The JHSSF program allocates funds based on the criteria described below. Any proposal must satisfy these criteria to be considered for funding:

- **Address a previously-identified priority for social services funding** (as indicated in the *Service Community Assessment of Needs (SCAN)*, City of Bloomington, Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan*, its *2010-2015 Consolidated Plan* or any other community-wide survey of social service needs). Such priorities include funds for emergency services (food, shelter or healthcare) or other services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability or are otherwise disadvantaged.
- **Ask for JHSSF funds as a one-time investment in a social service initiative**
This restriction is intended to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide start-up and bridge funds, an agency should not expect to receive or rely on JHSSF to fund on-going costs (e.g., personnel) from year-to-year.
- **Leverage matching funds or other fiscal mechanisms** (e.g., in-kind contributions, collaborative partnerships, etc.) to maximize JHSSF dollars.
- **Make a broad and long-lasting contribution to our community**
As co-founder of the JHSSF 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.

The Committee encourages innovative and collaborative projects!

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.)
- **One application per agency**. The Committee encourages cooperative efforts among agencies; however, know that these cooperative applications will be attributed to the lead agency, serving as fiscal agent.

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 and indicating how much money is being requested, what it would be used for, and how this request meets the above three criteria.
- 2) **Two information sheets** (the *Funding Sheet* and *Agency Contact Sheet*).
- 3) A **simple program budget** detailing the use of these funds.
- 4) A **year-end financial statement**, providing both fund balances and total revenue & expenditures.
- 5) **Signed, written estimates** should accompany all requests for the funding of capital improvements.

APPLICATION DEADLINE

MONDAY, MARCH 29, 2010

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 **10:00 AM**

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

812.349.3409

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 2010, the living wage is \$11.25 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 11, 2010 at 4p.m.
- [View an example](#) of a well-written application.
- Consult the below schedule for notable dates.
- Be prepared to enter into a funding agreement by Thursday, May 27, 2010, if recommended for funding.
- Plan to spend any grant money in 2010, unless you specifically request more time.
- Learn more about the Committee's funding criteria by reading the [Elaboration of Criteria and Funding Statement](#).

2010 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

<i>What</i>	<i>When & Where</i>
Application Deadline	Monday, March 29, 2010 (10 a.m. by e-mail or 4 p.m. by hand delivery)
Invited Agencies Present Applications	Thursday, April 29, 2010, Council Chambers, 5:00 p.m.
Committee Recommends Allocation of Funds	Monday, May 17, 2010, 5:00 p.m., Chambers
Agencies to Sign Funding Agreements	by Thursday, May 27, 2010, Council Office
Common Council Acts on the Recommendations	Wednesday, June 16, 2010, 7:30 p.m., Council Chambers
HAND Technical Assistance Meeting Regarding Claims & Reimbursements	Tuesday, June 22, 2010, 8:30 a.m., 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,

A handwritten signature in blue ink, appearing to read "Mike Satterfield", with a long horizontal flourish extending to the right.

Mike Satterfield, Chair
2010 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>

Jack Hopkins Social Services Funding Application

Funding Sheet

Lead Agency:

Name _____

Is the Lead Agency a 501(c)(3)? 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 2010: _____

Number of City Residents Served by this Project in 2010: _____

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

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 2010 – September 2010

October 2010 – December 2010

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
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