

**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<br>(3550 N. Kinser Pike) |
|------------------------|--------------|---|

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](mailto: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 22<sup>nd</sup> 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 11<sup>th</sup>.
- 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**

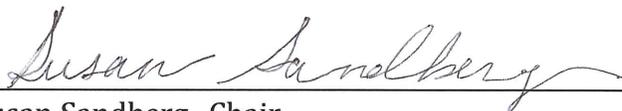
|  |   |
|--|---|
| Technical Assistance Meeting   | Thursday, 22 March<br>4pm, McCloskey Room                                   |
| Application Deadline   | Monday, 09 April<br>12 pm by e-mail<br>4pm by hand delivery, Council Office |
| Invited Agencies Present Applications                         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

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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 | 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

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## 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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