



City of Bloomington Common Council Jack Hopkins Social Services Funding Committee

03 March 2014

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Funding Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2014 grant funding. This year, the Committee has \$266,235 to distribute. Each year, the Mayor and City Council have increased funding for the Jack Hopkins initiative. Indeed, since 1993, the Jack Hopkins Committee has granted approximately \$3.14 million to social service agencies who serve our community's most vulnerable residents.

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

Note that the Committee has made several changes to the program this year. Please read closely the sections of this letter addressing the application, narrative, and claims.

To be eligible for consideration, any proposal must meet the following 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) Function as a one-time investment.

Hopkins grants are intended to be a one-time investment. This restriction is meant to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide operational funding for pilot, 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. Any request for operational funds must be accompanied by a well-developed plan for future funding.

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 articulated by Jack Hopkins, the co-founder of this program: “[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to...diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]...etc.).” Historically, this criterion has excluded funding events or celebrations. ¹

COLLABORATION

The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients.

OTHER REQUIREMENTS

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

- **NEW!** Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, the Committee requests that funded agencies submit their last claim for reimbursement no later than December 6, 2014.
- 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 the applicant.
- For agencies submitting an application on behalf of their own organization or acting as a fiscal sponsor, the agency is limited to one application per agency. Agencies who are participating in a collaborative initiative may submit two applications: one for the collaborative initiative and one for an individual, agency-specific funding proposal.
- Please note that, historically, the Committee has not granted funds for capital projects outside of the City’s corporate boundaries.

HOW TO APPLY

To be eligible for consideration, your agency must submit the following:

- 1) COMPLETED APPLICATION FORM – *see* details below
- 2) A TWO-PAGE PROJECT NARRATIVE (1" margins, 12pt. font)– *see* details below
- 3) PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS
- 4) A YEAR-END FINANCIAL STATEMENT including fund balances , total revenue and expenditures.
- 5) SIGNED WRITTEN ESTIMATES for any agencies seeking funding for capital improvements.
- 6) A MEMORANDUM OF UNDERSTANDING signed by all agencies participating in an application for a Collaborative Project.

APPLICATION FORM (Available at: <http://bloomington.in.gov/jack-hopkins>)

Please note that the application form has changed this year.

- Responses to questions about mission statement and satisfaction of criteria are now located within the form. In addition, we are asking agencies to provide a brief synopsis of their project. Be advised that your synopsis, mission statement, and responses to criteria satisfaction will be used in staff summaries of your proposals. Applicants will have the space to provide the details of their project in the narrative.
- We strongly encourage applicants to complete the savable electronic form. Should this not be possible, agencies are still permitted to submit hard copy applications.

NARRATIVE

The narrative is your opportunity to communicate in detail the nature of your project and your agency's services. While responses to mission and criteria are required in the application form, feel free to integrate and expound on these in your narrative if you feel it helps you make your case. The narrative should be clear and concise and should address any questions you anticipate will arise from your proposal. Your narrative should include, but is not limited to, the following:

- The amount requested
- The details of your project
- Your capacity to complete the project by the end of 2014 (final claim submission date: December 6, 2014).
- Any quantitative and qualitative information to support your proposal
- Evidence or research, if any, of the prospects for long-term success of your project
- The indicators you will use to measure the success of your proposed project (*see* "Outcome Indicators" below)
- If you are submitting a request for a collaborative project, you should describe: how your missions, operations and services do or will complement each other; the existing relationship between your agencies and how the level of communication and coordination will change as a result of the project; any challenges of the collaboration you foresee and the steps you plan to take to address those challenges.

¹ Learn more about the Committee's funding criteria by reviewing the "Elaboration of Criteria" posted on the Committee's webpage: <http://bloomington.in.gov/jack-hopkins>

OUTCOME INDICATORS

As noted above, in the narrative we are asking agencies to tell us how they plan to measure the success of their Jack Hopkins Social Services-funded project. We ask this question in interest of better discerning the efficacy of Hopkins-funded initiatives. Those agencies who receive funding will be required to report on their program outcomes by the date of the agency's last claim submission.

The ultimate outcome of a project (e.g., reduced hunger, homelessness or addiction rates) are often not readily observable within the Jack Hopkins funding period. For that reason, we are asking agencies to provide us with *outcome indicators*. In contrast to program activities (what you bought or did with grant funds) and the long-term impacts of a program (the lasting social change effected by your initiative), the data we seek are the short-term indicators used to measure the change your program has created during the period of your funding agreement. These measures should index whether your program is moving toward its goal of creating broad and long-lasting social change. Where possible, this information should be expressed in quantitative terms.

For example, an agency providing a service might cite to the number of persons with new or improved access to a service. If funds were used to meet a quality standard, the agency might report the number of people who no longer use a substandard service. An agency seeking to purchase equipment or to make a physical improvement might cite to the number of residents with new or improved access to a service or facility. If funds were used to meet a quality standard or to improve quality of a service or facility, an agency might report the number of people who have access to the improved service or facility.

Agencies understand their field of service best – we encourage you to use indicators that best measure the success of your program.

APPLICATION DEADLINE

MONDAY, 31 MARCH 2014, 4:00 PM

Submit a complete application *via*

E-mail council@bloomington.in.gov

OR

Personal or USPS delivery to the Council Office (Suite 110, 401 N. Morton)
If submitting your application via e-mail, you must call the Council Office (349-3409) to confirm receipt of your application.

No late applications accepted

ABOUT THE JACK HOPKINS COMMITTEE

The Committee is composed of five members of the Bloomington Common Council and two members representing other City entities. Councilmembers serving are: Tim Mayer (Chair) Darryl Neher, Andy Ruff, Susan Sandberg, and Marty Spechler. Linda Sievers and Mike Gentile join the Hopkins Committee this year.

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,



Timothy Mayer, Chair
2014 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council