

City of Bloomington Common Council Jack Hopkins Social Services Funding Committee

01 March 2016

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 2016 grant funding. This year, the Committee has \$280,000 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 \$3.41 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 fund – a fund 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.

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 [2015-2019 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.



NEW! Please note that the Committee recognizes the growing need for operational funds that do not fit one of the aforementioned exceptions. For that reason, this year -- in addition to accepting applications for operational funds for pilot, bridge, or collaborative programs -- the Committee is accepting applications for operational funds that *do not* meet one of the exceptions to the one-time funding rule. However, know that preference will still be given to initiatives that are one-time investments. Know further that this new allowance is specific to the 2016 funding cycle; the Committee may not offer this allowance in 2017. Applicants should be advised that, as always, **funding of any project or initiative this year does not guarantee funding in future years.**

As always, any request for operational funds must be accompanied by a well-developed plan for future funding.

3) **Leverage matching funds or other fiscal mechanisms.**

Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

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:

- 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 2, 2016.

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>

- 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:

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

APPLICATION FORM

- Please note that we encourage applicants to submit their applications in electronic form. Electronic forms are available at: <http://bloomington.in.gov/jack-hopkins>. Agencies may still submit applications in hard copy form.

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. 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 2016 (final claim submission date: December 2, 2016).
- Any quantitative and qualitative information to support your proposal
- Evidence or research, if any, of the prospects for long-term success of your project
- 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.

APPLICATION DEADLINE

MONDAY, 28 MARCH 2016, 4:00 PM

Submit a complete application via

E-mail council@bloomington.in.gov

OR

Hand 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.

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 2016, the Living Wage is \$12.32 per hour. Please visit [Living Wage FAQs for Non-Profits](#).

HELPFUL HINTS

- Consider attending the voluntary Technical Assistance Meeting on Tuesday, 15 March 2016, 4:00 pm in the McCloskey Room (#135).
- Take note of deadlines, as listed below.
- Plan to spend any grant money in 2016.

2016 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

Technical Assistance Meeting (optional)	Tuesday, 15 March 2016, 4:00 pm McCloskey Room (#135)
APPLICATION DEADLINE	MONDAY, 28 MARCH 2016, 4:00 PM
Invited Agencies Present Applications	Thursday, 05 May 2016, 4:00 pm Council Chambers (#115)
Committee Recommends Allocation of Funds (optional)	Thursday, 19 May 2016, 4:00 pm Council Chambers (#115)
Agencies to Sign Funding Agreements	early June 2016
Common Council Acts on Committee Recommendations (optional)	Wednesday, 15 June 2016
HAND Technical Assistance Meeting Regarding Claims & Reimbursements	Tuesday, 21 June 2016, 8:30 am Hooker Room (#245)

ABOUT THE JACK HOPKINS COMMITTEE

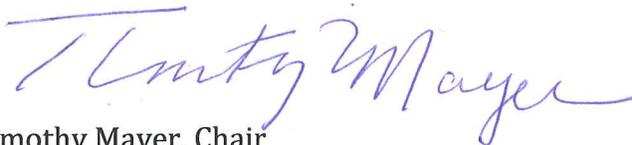
The Committee is composed of five members of the Bloomington Common Council and two members representing other City entities. Councilmembers serving are: Tim Mayer (Chair), Allison Chopra, Dorothy Granger, Isabel Piedmont-Smith, Susan Sandberg. Sue Sgambelluri and John West also serve on this year's Committee.

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. Dan Niederman in the Housing and Neighborhood Development Department is also happy to help; Dan can be reached at 349-3512. 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
2016 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council