



## City of Bloomington Office of the Common Council

**To:** Directors of Social Services Programs Serving City Residents  
**From:** Timothy Mayer, Chair of the Jack Hopkins Social Services Funding Committee,  
Bloomington Common Council  
**Re:** Invitation to Apply for Social Services Funding  
**Date:** March 5, 2007

The City of Bloomington Common Council's Jack Hopkins Social Services Funding (JHSSF) Committee announces that it is accepting applications for use of \$145,000 in social services funds. This figure includes an added \$10,000 dedicated by the Mayor and Common Council for the 2007 fiscal year. So far, the Committee has allocated more than \$1 million to agencies who provide services to needy residents. In the past, the Committee has funded initiatives such as: construction of a public health facility, acquisition of land for a transitional living facility, fixing a collapsed foundation for a recovery program, equipment for a food bank, and materials for a teen parenting project.

The Committee is composed of five members of the Common Council and two members representing City entities. This year, the Committee's Council representatives are: Mike Diekhoff, Tim Mayer, Andy Ruff, David Sabbagh, and Susan Sandberg. Dr. Anthony Pizzo from the Community Development Block Grant Citizen Advisory Committee for Social Services and Hans Huffman from the Community and Family Resource Commission complete the Committee.

*The JHSSF program allocates funds based on the criteria described below.* It is key that any proposal satisfy these criteria if it wishes to be considered for funding. To be eligible, a program must:

- **Address a previously-identified priority for social services funding** (as indicated in the *Service Community Assessment of Needs (SCAN)*<sup>1</sup>, City of Bloomington, Housing and Neighborhood Development Department's *2005-2010 Consolidated Plan*<sup>2</sup> or any other community-wide survey of social service needs). Such priorities include basic 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; and
- **Propose one-time funding & fiscal leveraging**
  1. **One-time investment in a social service initiative**

The Committee aims to encourage innovative projects and to address changing community circumstances. Therefore, an agency should not rely on JHSSF from year-to-year to fund on-going costs (e.g., personnel). In some circumstances, the Committee may fund an agency's operational costs where the agency seeks funding for a pilot project or can clearly demonstrate that an existing program has suffered significant funding loss and requires "bridge" funds in order to continue for the current year. Applications for "bridge funding" are not encouraged; and
  2. **Leverage matching funds or other fiscal mechanisms** (e.g., in-kind contributions, collaborative partnerships, etc.) to maximize JHSSF dollars; and
- **Make a broad and long-lasting contribution to our community**

As co-founder of the JHSSF program, along with Councilmember John Fernandez, Jack Hopkins stated: "[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.

<sup>1</sup> <http://www.bloomington.in.us/~scan/>

<sup>2</sup> [http://www.bloomington.in.gov/hand/block\\_grants/con\\_plan\\_final.pdf](http://www.bloomington.in.gov/hand/block_grants/con_plan_final.pdf)

## **Additionally, any application must also meet the following requirements:**

- The program for which funding is sought **must primarily benefit City residents**; and
- The application must request a **minimum of \$1,000** for JHSSF; and
- 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); and
- **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**

Any agency applying for JHSSF funds must submit an application package that includes the following:

- A **two-page proposal** that includes:
  - The Mission of your Agency
  - Nature of Project
  - Amount Requested
  - A description of how your proposal satisfies *each* of the above-listed criteria;
  - If requesting funds for operational costs (on-going expenditures such as salary, rent, utilities, etc.) you must provide an evaluation of the program at the end of the process. Please briefly explain in your proposal how you will evaluate your program; and
- The attached **information sheets**; and
- A **simple program budget** detailing all funding sources for the program; and
- A **year-end financial statement** for the agency providing both fund balances as well as total revenue and expenditures; and
- Signed, **written estimates** should accompany all requests **for the funding of capital improvements**.

### **Deadline**

All applications must be received by the Council Office  
401 N. Morton, Suite 110, Bloomington, Indiana 47402

by

**Monday, April 2, 2007 at 4:00 pm**

► *No late applications will be accepted.*

## **Helpful Hints**

- Consider attending the voluntary Technical Assistance Meeting on Thursday, March 22, 2007; and
- Read the enclosed 2007 JHSSF Schedule for notable dates such as when applicants will be asked to present their proposals before the Committee; and
- Be prepared to enter into a *Funding Agreement* by June 4, 2007 if recommended for funding; and
- Plan to spend the funds and seek reimbursements in 2007 unless you specifically request more time in the Funding Agreement; and
- Learn more about the Committee's funding criteria by reading the attached *Elaboration of Criteria and Funding Statement*, also posted at: [www.bloomington.in.gov/council/funding.php](http://www.bloomington.in.gov/council/funding.php)

# 2007 JACK HOPKINS SOCIAL SERVICE FUNDING PROGRAM SCHEDULE

## *Notable Dates for Applicants*

### WHAT

### WHEN & WHERE

Request for Applications Issued	Monday, March 5, 2007
Technical Assistance Meeting for Applicants	Thursday, March 22, 2007, 4:00 pm McCloskey Room, City Hall
Deadline for Agencies to Submit Applications	Monday, April 2, 2007 <b>by 4:00 pm</b> Due in the Council Office, City Hall
Invited Agencies make Presentations to Committee <i>Attendance Mandatory</i>	Thursday, May 3, 2007, 5:00 pm Council Chambers, City Hall
Committee Recommends Allocation of Funds <i>Attendance Voluntary</i>	Monday, May 21, 2007, 5:00 pm Council Chambers, City Hall
Agencies to Confirm Terms of Funding Agreements	(by) Monday, June 4, 2007 Council Office, City Hall
HAND Technical Assistance Meeting Re: Claims & Reimbursements	Tuesday, June 26, 2007, 8:30 am McCloskey Room, City Hall

### **Assistance with Applications**

The application process is designed to be as simple as possible. However, should you have questions you may call Daniel Sherman or Stacy Jane Rhoads in the Council Office at 349-3409. Marilyn Patterson, Program Manager in the Housing and Neighborhood Development Department, is also happy to help prepare applications; Marilyn can be reached at 349-3577. You may also contact any of the Committee members at 349-3409 or [council@bloomington.in.gov](mailto:council@bloomington.in.gov).

Sincerely,

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