



Agenda and Notice

Bloomington Common Council Jack Hopkins Social Services Committee 23 May 2024 at 6:00 PM

This meeting will be held in the Allison Conference Room (Suite 225, City Hall, 401 N. Morton) and may also be accessed electronically via Zoom using the following link:

<https://bloomington.zoom.us/j/88573228807?pwd=EsvTxXAT36emw2sl4RobKzwQrgdqTH.1>

I. Brief Review of the 2024 Process

- A. This year there were 39 applications (including four collaborative applications) with requests for funding totaling \$649,067.36.
- B. The Committee awarded \$359,996.38 in funds to 30 agencies (including one collaborative project).

II. Any suggested changes going forward?

- A. Previously-discussed topics for further consideration:
 - i. Scoring rubric
 - ii. Transparency and equity
 - iii. Guidance for applicants
 - iv. Review of criteria and application form required in 2024
 - 1. Do any materials need to change in light of other adjustments the Committee recommends?
 - v. Others?
- B. Committee suggestions to forward to 2024 Committee?

III. Other matters

- A. Resolution 2024-13 - Council action on 12 June 2024
- B. Committee Report – *will need signatures from majority of committee members*

VI. Adjournment

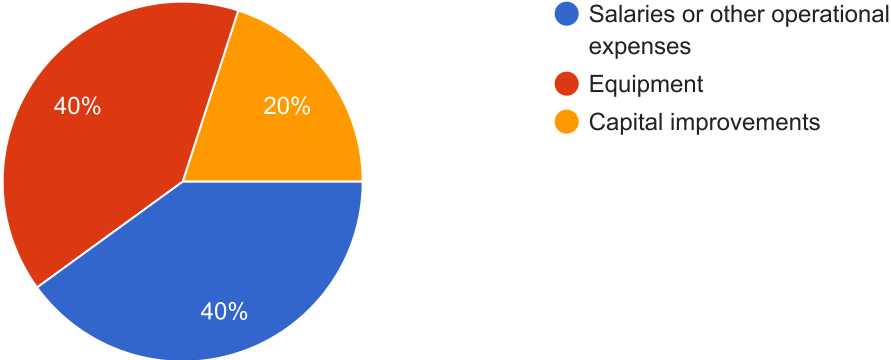
2023 Jack Hopkins Agency Survey

5 responses

Your agency sought funds for:



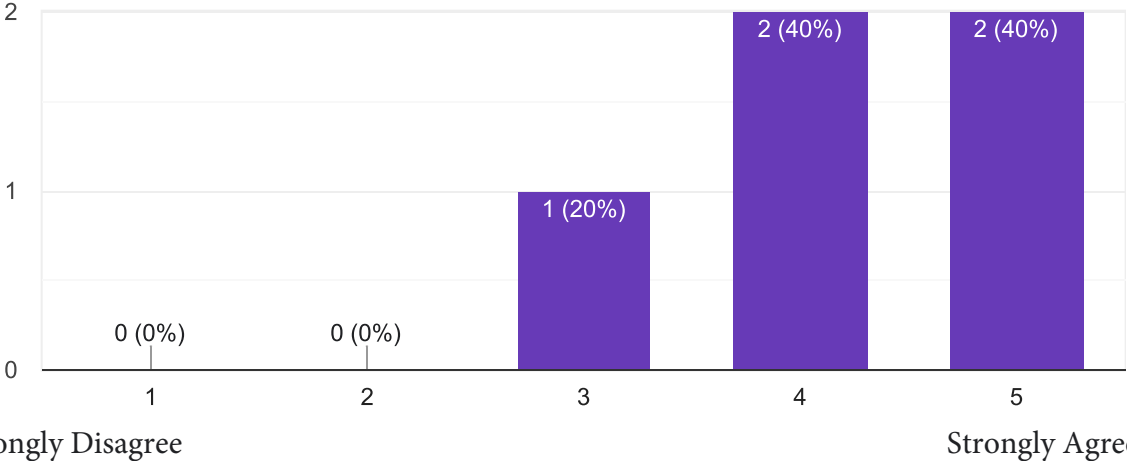
5 responses



According to current guidelines, an agency application will be evaluated under the following criteria - whether the request: 1) addresses a previously-identified priority for social services, 2) functions as a one-time investment (though operational funding requests will also be considered), 3) leverages matching funds or other co-funding mechanisms, and 4) makes a broad and long lasting contribution to the community. Did these criteria adequately explain which programs or projects your organization could seek funding for in 2023?



5 responses



Feel free to explain your answer here:

0 responses

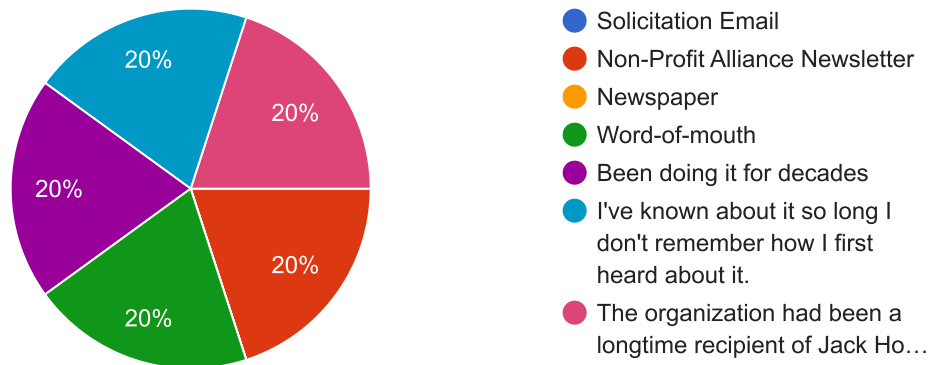
No responses yet for this question.



How did you learn about the Jack Hopkins Social Services Fund?

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5 responses



The Committee strives to make the application process as simple and convenient as possible. What did you think about the application process? How might we improve it?

4 responses

It's pretty good as is.

I would appreciate more transparent feedback on how our application was evaluated and what, if anything, would have encouraged the committee to more fully fund our requests.

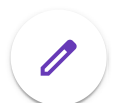
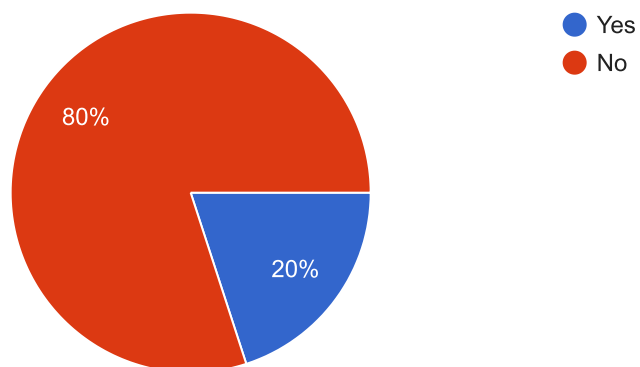
It is pretty simple and convenient.

The application is relatively straightforward.

Did your agency attend the Technical Assistance for Applicants meeting?

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5 responses



If you attended the Technical Assistance for Applicants meeting, what were the most helpful aspects of the meeting? What would you like to see addressed in the future?

2 responses

It was very helpful and thorough. I have attended many meetings before, so am very familiar with the process.

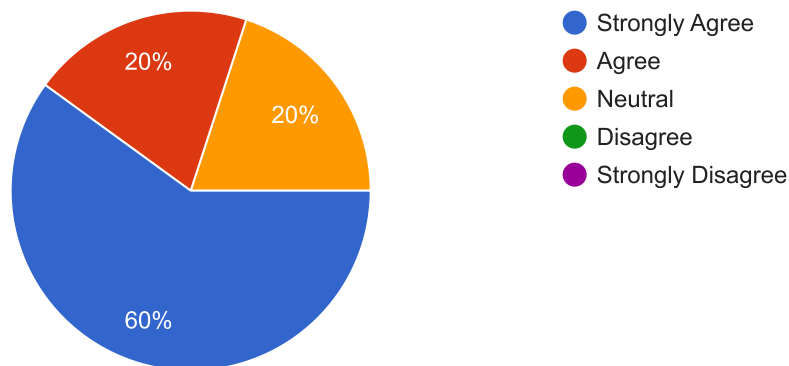
n/a

If you did not attend the Technical Assistance for Applicants meeting, is there a change to the meeting -- including, but not limited to, matters such as time, place, or content -- that might encourage you to attend next year? Any feedback is appreciated.

During Agency Presentations, the Committee treated agencies in a fair and equitable manner.

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5 responses

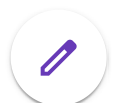


How can the allocation process be more effective in meeting community needs?

2 responses

I'm not sure

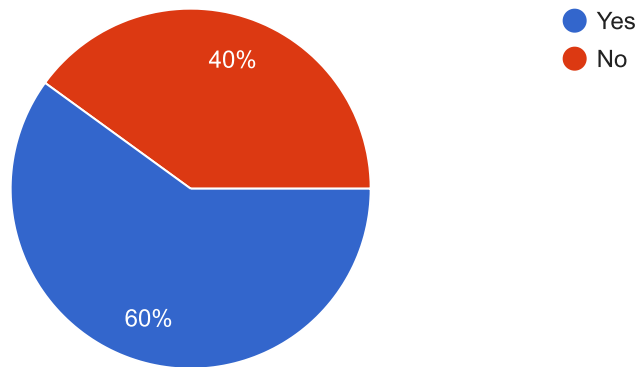
I wish I knew! The need always outstrips available funding.



Did your agency receive funding in 2023?

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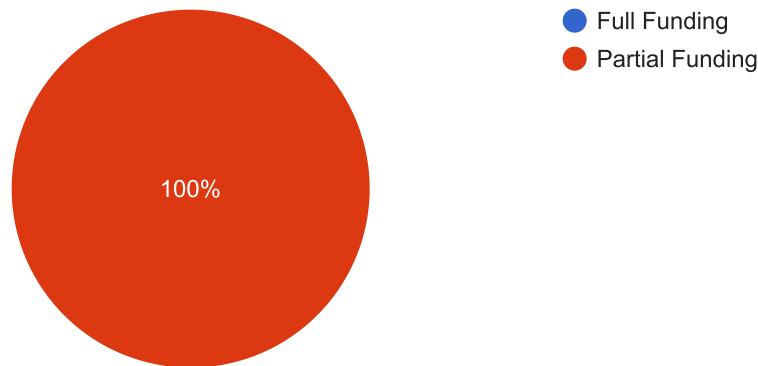
5 responses



If your agency did receive funding, was it full or partial funding?

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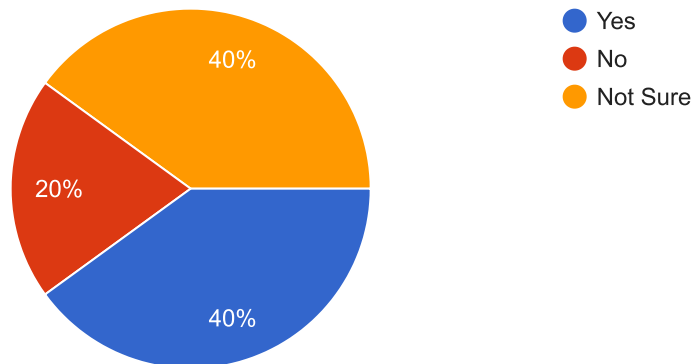
3 responses



The JHSSF Committee prefers to fund organizations that leverage funds/pursue co-funding opportunities. (See criteria.) Will the receipt of Jack Hopkins funding allow you to leverage additional funds from another source(s)?

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5 responses



(Please explain)

4 responses

We can leverage dollars for programs if we don't have to use them for equipment

Jack Hopkins funds have been an important tool for helping us realize our mission and are certainly able to be paired with donor funds to maximize their impact. However, given other local funding timelines (Community Foundation, etc.), the period over which Jack Hopkins funds are rewarded and then are expected to be used doesn't typically provide sufficient time to pursue matching grants.

We are requesting matching funds from other funders for the same project. At the time when we turned in our application for the other funders, we didn't know that the JHSSF grant was approved. I do think funders look positively generally on having different sources of support for a program. Every funder is different, for instance, Rotary likes to be the only funder for their projects, so in that case it wouldn't have been helpful to show other support. It really just depends on which funder you ask.

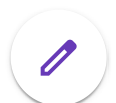
In the future we might have an opportunity that allows us to leverage Jack Hopkins funding, but this year we did not.

For several years, the Committee has accepted as many as two applications from agencies. The purpose is to allow agencies to be part of an application for a collaborative project as well as to submit their own application. Collaborative projects promote innovation and efficient uses of funds within the community. Please tell us what you think about the collaborative project initiative.

2 responses

Collaborative projects are always good. I've had mixed feelings about this rule for a long time. I agree I think it does encourage collaborative projects to allow an agency alone and as a partner. However, I also don't think it's entirely fair to the other organizations applying to give funds to both the collaborative project and the agency individually. There just isn't that much funding to go around, and each year, many projects get denied entirely. I'm not sure you would have to allow both to encourage collaborative projects. Just offer funding priority to projects that are collaborative. Organizations will collaborate when it's appropriate.

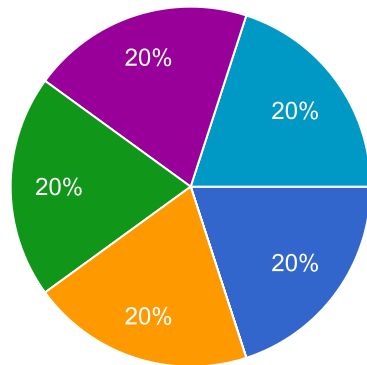
The Hub hasn't utilized this opportunity but might do so in the future.



In your opinion, is it better to:

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5 responses

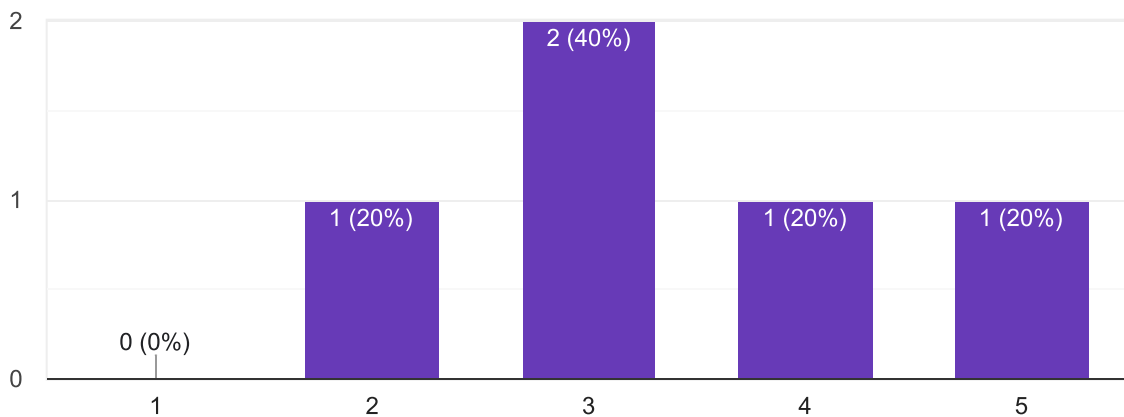


- Make large-award grants to a handful of agencies
- Make small-award grants to many agencies
- I think a balanced approach is ideal (this seems to be the Co...
- Somewhere in between. It's not often that a \$3000-5000 grant...
- Both are important for agencies.
- I truly cannot say. There are p...

The Hopkins process begins with a call for applications in March and final approval of grants in June. Agencies typically have from mid-June to December of the grant year to seek reimbursement. Does this time frame serve your agency's needs?

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5 responses



Strongly Disagree

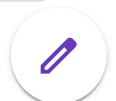
Strongly Agree

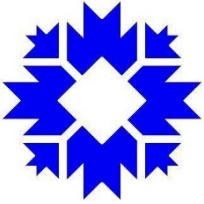
Please feel free to share any further comments, concerns or suggestions here:

2 responses

On the timing - If you want bigger impact you have to allow a longer timeframe for the project. What has been expressed before is that JHSSF's goal was to deploy funds into the community and get to helping people quickly. It's difficult to implement, and measure long lasting impact in 6 months time.

Thank you for the support!





**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2024 GRANT APPLICATION**

APPLICATION CHECKLIST

All applicants for 2024 Jack Hopkins funding must submit the following:

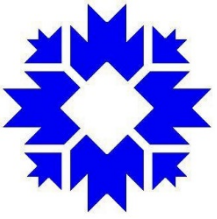
- ✓ **COMPLETED APPLICATION FORM** (return as a PDF)
- ✓ **COMPLETED APPLICATION SUMMARY** (return as a Word Document)
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUND** (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not an organization budget)
- ✓ **A YEAR-END FINANCIAL STATEMENT** fund balances, total revenue, expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for capital improvements
- ✓ **501(c)(3) DOCUMENTATION** for any first-time applicant.
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

ALL APPLICATIONS DUE BY MONDAY, 01 APRIL 2024 at 4:00 PM.

Send to: council@bloomington.in.gov

with subject line “[agency name] - 2024 JHSSF App”

Incomplete or late applications will not be accepted.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING
COMMITTEE 2024 GRANT APPLICATION**

CONTACT INFORMATION

Lead Agency Name: _____

Address:

Phone: _____

E-Mail: _____

Website: _____

President of Board of Directors: _____

Name of Executive Director: _____

Phone: _____

E-Mail: _____

Name of Grant Writer: _____

Phone: _____

E-Mail: _____

AGENCY INFORMATION

Is the Lead Agency a 501(c)(3)?

Yes

No

Number of Employees:

Full-Time	Part-Time	Volunteers

MISSION STATEMENT *(150 words or less)*

Note to faith-based applicants: If your organization is a faith-based agency, please provide the mission statement of your proposed project, not your agency. Please further note: 1) Hopkins funds may never be used for inherently religious activity; 2) Any religious activity must be separate in time or place from Hopkins-funded activity; 3) Religious instruction cannot be a condition for the receipt of services; and 4) Any Hopkins program must be open to all without a faith test.

PROJECT INFORMATION

Name of the project to be funded:

Total cost of project: _____

Requested amount of Jack Hopkins funding: _____

Number of City residents to be served by this project in 2024: _____

Number of clients to be served by this project in 2024: _____

PROJECT SYNOPSIS (200 words or less)

Describe the project to be funded. Begin your synopsis with the amount you are requesting and a concrete description of your proposed project. *Example - "We are requesting \$7,000 for an energy-efficient freezer to expand our emergency food service program."*

COLLABORATIVE PROJECTS

Is this a collaborative project?

Yes

No

If yes, list the name(s) of agency partner(s)

How do your missions, operations and services complement each other?

What is the existing relationship between agencies?

How will communication and coordination change as a result of the project?

Explain any challenges and steps you plan to take to address those challenges.

For collaborative projects, please attach a signed Memorandum of Understanding to this application.

PROJECT LOCATION

Address where the project will be housed (if different than agency address):

Do you own or have site control of the property at which the project is to take place?

Yes No N/A

If you are seeking funds for capital improvements to real estate and if you do not own the property at which the project will take place, please explain your long-term interest in the property. For example, how long has the project been housed at the site? Do you have a contract/option to purchase? If you rent, how long have you rented this property and what is the length of the lease? Be prepared to provide a copy of your deed, purchase agreement, or lease agreement upon the Committee's request.

Is the property zoned for your intended use? Yes No N/A

If "no," please explain:

If permits, variances, or other forms of approval are required for your project, please indicate whether the approval has been received. If it has not been received, please indicate the entity from which the permitting or approval is sought and the length of time it takes to secure the permit or approval. *Note: Funds will not be disbursed until all requisite variances or approvals are obtained.*

PROJECT COSTS

Is this request for operational funds? *(e.g., salaries, rent, vouchers, etc),*

Yes No

If “yes,” indicate the nature of the operational request:

Pilot Bridge Collaborative

None of the above – General request for operational funds

Other Expected Project Funds: *(Indicate source, amount, and whether confirmed or pending):*

Describe when you plan to submit your claims for reimbursement and what steps precede a complete draw down of funds:

If completion of your project depends on other anticipated funding, please describe when those funds are expected to be received:

FISCAL LEVERAGING *(100 words or less)*

Describe how your project will leverage other resources (e.g., other funds, in-kind contributions, or volunteers.)

FUNDING PRIORITIES – RANKED

If the Committee is unable to meet your full request, will you be able to proceed with partial funding? (Due to limited funds, the Committee may recommend partial funding for a program)

Yes No

If “yes”, provide an itemized list of program elements, ranked by priority:

	Item	Cost
Priority #1		
Priority #2		
Priority #3		
Priority #4		
Priority #5		
Priority #6		
Priority #7		
Total Requested		

JACK HOPKINS FUNDING CRITERIA

NEED *(200 words or less)*

Explain how your project addresses a previously-identified priority for social services funding as documented in the [Service Community Assessment of Needs](#), the City of Bloomington, Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.

ONE-TIME INVESTMENT *(100 words or less)*

Jack Hopkins Funds are intended to be a one-time investment. Explain how your project fits this criterion. If you are requesting operational funds (e.g., salaries, rent, vouchers, etc), you must detail your plan for future funding.

LONG-TERM BENEFITS (200 words or less)

How will your project have broad and long-lasting benefits for our community?

OUTCOME INDICATORS (100 words or less)

Describe the outcome indicators to be used to measure the success of your project.

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, preferably quantitative indicators used to measure the change your program has created during the period of your funding agreement. *Example: an agency providing a service might cite to the number of persons with new or improved access to a service.*

OTHER COMMENTS *(500 words or less)*

Use this space to provide other information you think the Committee would find useful. Any additional comments should supplement, not restate, information provided in the foregoing.



Jack Hopkins Social Services Funding Program

Elaboration of Criteria for Evaluating and Awarding Grants

In 1993 Jack Hopkins wrote a letter outlining a set of criteria for the use of these social services funds. Those criteria have since served as the basis for allocating the funds. The following is an elaboration of those criteria. These interpretations have been approved by the Jack Hopkins Social Services Committee.

Program Focus

The program should address an identified priority for social services funds (as indicated in the [Service Community Assessment of Needs \(SCAN\)](#), the City of Bloomington Housing and Neighborhood Development Department's [2020-2024 Consolidated Plan](#), or any other community-wide survey of social service needs.)

This investment in the program should lead to broad and long lasting benefits to the community. Again, in the words of Jack Hopkins, "priority 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) .., etc.)

Priorities

The Common Council prioritizes programs that provide food, housing, healthcare, or other services to city residents who are of low or moderate income, under 18-years of age, elderly, affected with a disability, or otherwise disadvantaged.

- I. City Residency - Programs that primarily serve City residents are given a high priority.
- II. Low Income - Programs primarily serving low-income populations are given a high priority.
- III. Emergency Services – Programs primarily providing emergency services (e.g. food, housing, and mental and physical medical services) are given a high priority.
- IV. Marginalized Groups – Programs providing services to historically marginalized populations or groups are given a high priority.

Scope of Funding

The Jack Hopkins Social Services Funding Program seeks to encourage innovation and address changing community needs. Further, the Jack Hopkins Social Services Funding Program recognizes that in the current economic climate, operational funding, essential to a non-profit's continued provision of services, is difficult to come by. The Jack Hopkins Social Services Funding Program will consider requests for both one-time investments and operational expenses.

One-Time Investment

Applications requesting funds for projects that address changing circumstances in the community are encouraged. Requests should provide a one-time investment that, through matching funds or other fiscal leveraging, make a significant contribution to the project. EXAMPLES – capital improvements, community health initiatives, seed funding for new programs etc.

Operational Expenses

Applications requesting operational expenses will also be considered. These expenses are recurring rather than non-recurring and examples typically include outlays for personnel, rent, utilities, maintenance, supplies, client services, and other ongoing budget items.

Paid Time Off and Bonuses

Paid time off and bonuses shall not be considered eligible for Jack Hopkins Social Services Funding.

Agencies seeking funding for operational expenses should be aware that future funding may be unavailable or inadequate to cover their needs and therefore they should not rely solely on Jack Hopkins Social Services Funding for their operational expenses. Any request for operational funding should be accompanied by a well-developed plan for future funding.

Fiscal Leveraging

In the words of Jack Hopkins, who originally proposed these criteria, investments “should be leveraged wherever possible by matching funds from other sources.” Agencies may demonstrate such leveraging by using matching funds, working in partnership with other agencies, or through other means.

Applications from City Agencies and Other Property Tax Based Entities

Over the years the Council has not funded applications submitted by city departments. This is based on the theory that the departments have other, more appropriate avenues for requesting funds and should not compete against other agencies, which do not have the benefit of city resources at their disposal. Except on rare occasions, the Council has not directly or indirectly funded agencies that have the power to levy property taxes or whose primary revenues derive from property taxes.

Expenses Incurred Prior to the Allocation of Jack Hopkins Funds

Expenses incurred prior to the allocation of Jack Hopkins Funds (mid-June) will not be considered. Agencies may only submit claims for expenses incurred after the adoption of the resolution authorizing the grant allocations for that particular funding cycle.

Collaborative Projects

The Committee encourages social service agencies to collaborate in order to solve common problems and better address local social service needs. To serve these ends, the Committee will allow agencies to submit an application for funding as a Collaborative Project. An agency may submit a collaborative project application in addition to submitting a standard application.

Collaborative Project Applicants

Applicants pursuing such funding should:

- I. Declare that they are seeking funds as a Collaborative Project and describe the project
- II. Describe each agency's mission, operations, and services, and how they do or will complement one another
- III. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
- IV. Identify challenges to the collaboration and set forth steps that address the greatest challenges to its success
- V. Address the following standard criteria and explain how the collaborative project will:
 - Serve a previously-recognized community need
 - Achieve fiscal leveraging or efficiencies
 - Provide broad and long lasting benefits to the community
- VI. Complete a Memorandum of Understanding signed by authorized representatives of collaborating agencies and detailing the allocation of duties between them

Other Policies

Agency Acting as Fiscal Agent Must have 501(c) (3) Status

The agency that acts as the fiscal agent for the grant must be incorporated as a 501(c)(3) corporation. This policy is intended to assure that grant funds go to organizations:

- I. With boards who are legally accountable for implementing the funding agreements
- II. With the capability of raising matching funds which is an indicator of the long-term viability of the agency.

Given its mission, the presence of a board, and its general viability, an exception has historically been made for the Bloomington Housing Authority.

Funding of Events and Celebrations Discouraged

Historically the Council has not funded applications that promote or implement events or celebrations. This policy is based upon the conclusion that these occasions do not engender the broad and long-lasting effects required above.

One Application per Agency – Exception for Collaborative Projects

Except as noted below, each agency is limited to one application. This policy is intended to:

- I. Spread funds among more agencies
- II. Assure the suitability and quality of applications by having the agency focus and risk their efforts on one application at a time
- III. Lower the administrative burden by reducing the number of applications of marginal value.

As noted above, an exception to this rule applies to agencies that submit an application as a Collaborative Project. Those agencies may also submit one other application that addresses the standard criteria.

Improvements to Real Property Located Outside of City Limits or not Owned by the Applicant Agency are Discouraged

Applicants are advised that the Committee typically does not grant funds to agencies for capital improvements to real property located outside of city limits or not owned by the agency. Applications for construction, renovation, or improvements to a building located outside of city limits or not owned by the applicant agency will be given a low priority.

\$1,000 Minimum Dollar Amount for Request

This is a competitive funding program involving many hours on the part of staff and the committee members deliberating upon and monitoring proposals. The \$1,000 minimum amount was chosen as a good balance between the work expended and the benefits gained from awarding these small grants.

Funding Agreement – Reimbursement of Funds

Agencies that are granted funds will be expected to enter into a funding agreement with the City of Bloomington. The Housing and Neighborhood Development (HAND) Department has been monitoring funding agreements since 2001. In order to be consistent with the practices it employs in monitoring CDBG and other funding programs, the funding agreements provide for a reimbursement of funds. Rather than receiving the funds before performing the work, agencies either perform the work and seek reimbursement, or enter into the obligation and submit a request for the city to pay for it.

Expenditure Before the End of the Year

In order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grant is awarded, unless specifically approved in the funding agreement or granted an extension by the Director of HAND. Please note that funds encumbered from one calendar year to the next cannot be reimbursed by use of the City's credit cards.

Proportionality of Funding Request Relative to Clients Served

In making funding decisions, the Committee may consider the amount of funding requested relative to the number of clients that would be served by a given project.