



Agenda

Bloomington Common Council Jack Hopkins Social Services Committee 20 May 2025 at 6:00 PM

***This meeting will be held in the McCloskey Conference Room (RM #135, City Hall, 401 N. Morton)
and may also be accessed electronically via Zoom using the following link:***

<https://bloomington.zoom.us/j/86267559064?pwd=t8phQpvyBL6LU9CBE6aK23DX4rUFHt.1>

I. Brief Review of the 2025 Process

- A. This year there were 38 applications (including six collaborative applications) with requests for funding totaling \$965,372.77.
- B. The Committee awarded \$510,377.27 in funds to 35 agencies (including all six collaborative projects).

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 2025
 - 1. Do any materials need to change in light of other adjustments the Committee recommends?
 - v. Others?
- B. Committee suggestions to forward to 2026 Committee?

III. Other matters

- A. Resolution 2025-09 - Council action on 21 May 2025
- B. Committee Report – *will need signatures from majority of committee members*

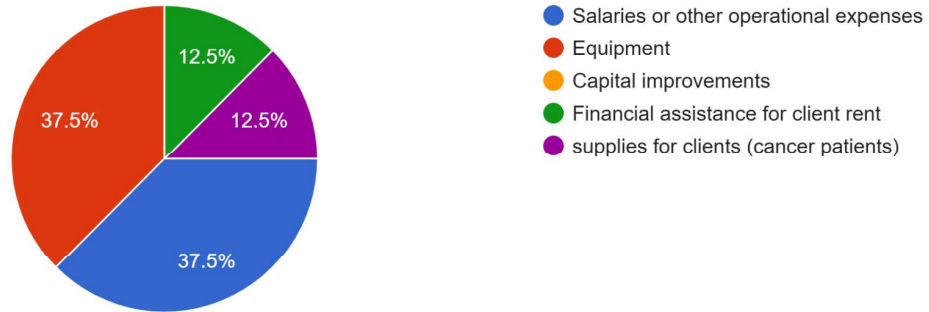
VI. Adjournment

2024 Jack Hopkins Agency Survey

8 Responses

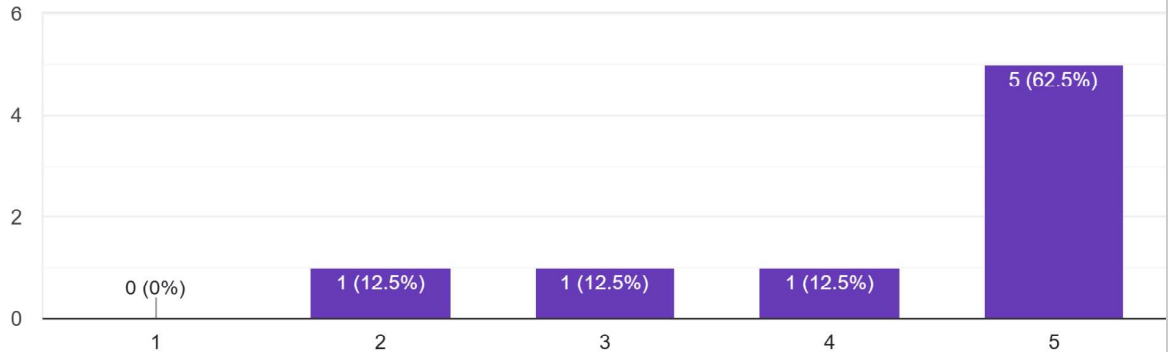
Your agency sought funds for:

8 responses



According to current guidelines, an agency application will be evaluated under the following criteria - whether the request: 1) addresses an identified pri...s your organization could seek funding for in 2024?

8 responses



Feel free to explain your answer here:

5 responses

The nature of our work is

The intent of the grant was clear.

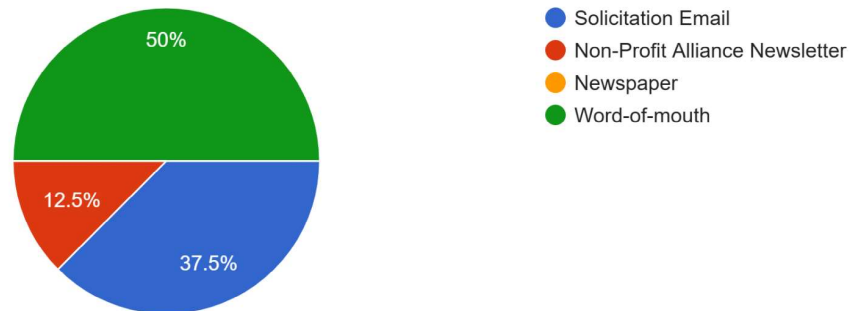
we asked for one-time purchases that are equipment for our Express Rebuild. That helped us leverage other donations for the building project.

It is confusing to state that the funds are intended as a one-time investment and then add "though operational funds will be considered". Originally when Jack Hopkins was created it was intended to be a one-time capital type improvement investment. Since you have expanded the purposes of the funding (which is good!), a more clear list of criteria should be listed. Including saying how project should aligns with community/city priorities. If you add new focuses, like this round had focus on diversity/equity...add that to the criteria. The criteria should clearly outline what proposal should address and be evaluated on.

Three times in the past Jack Hopkins funds have been used to springboard employees that are still working today.

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

8 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?

7 responses

I found the application straightforward and well-suited to describing our project.

The application process was straightforward. The only improvement I suggest is allowing for more space to describe the project for which one is seeking funding.

It is explained fully and is not difficult to follow.

The process was very good. A nice balance between requesting information that is needed for the application review, and keeping things simple.

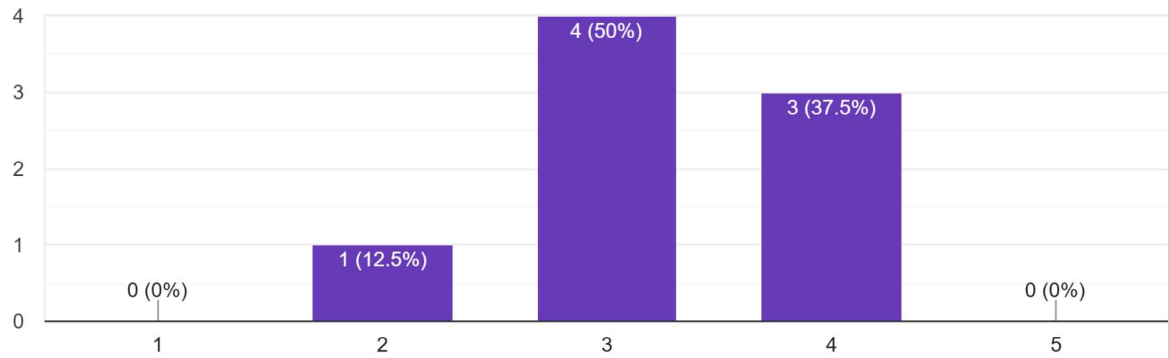
The presentation volume and process is a lot. If the committee were able to reduce the number of applications a little more, closer to the amount of funding, that would be a shorter, cleaner process. It seems it has to get difficult for committee members to keep information clear and stay focused with over 30 presentations in one sitting. Also, the time limit for presentations needs to be firmly adhered to, especially when there are that many agencies presenting.

The application and what to submit was fairly simple and convenient. What was challenging was the clarity of some of the follow up questions along with an unrealistic 5 minute time-frame to address the questions, along with sharing info about the request. For instance, if you are going to ask each applicant the questions about doing the project with less funding, I think you can eliminate the question on the application where you ask us to prioritize the line items if less funding is allocated, or better yet, do away the question unless someone has indicated on the proposal that the project depends on other anticipated funding, or has some other confusing part of their application.

The process is fine

To improve transparency and fairness in the grant awarding process, we are considering the use of a public rubric for evaluating applications in the ne...r evaluating applications in the next funding cycle?

8 responses



Please provide any additional comments or suggestions regarding the use of a public rubric for the grant evaluation process.

6 responses

I'm not against the idea in theory, as it's hard to argue with transparency. However, careful thought would have to go into the rubric's creation, as a poor fit between the chosen metrics for the rubric and an important, deserving project could force the committee into denying funds to a group they otherwise would have funded. For example, a rubric could unintentionally weight projects that serve the largest number of people, even though their impact is minor compared to other potential projects. Also, the presence of a rubric might change the nature of proposals received, as agencies work to submit projects that best fit the rubric rather than address the area of greatest need. If a rubric is created, I would advocate for a trial year or two, in which the committee does score the proposals based on the rubric, but is not bound by these scores for funding decisions. It will allow the committee to refine the rubric so its scores actually reflect the committee's priorities and allow time to make adjustments.

I do not have strong feelings either way.

The reservation for not checking very supportive has to do with what the rubric will contain as evaluation criteria. The concept of a public rubric is appealing.

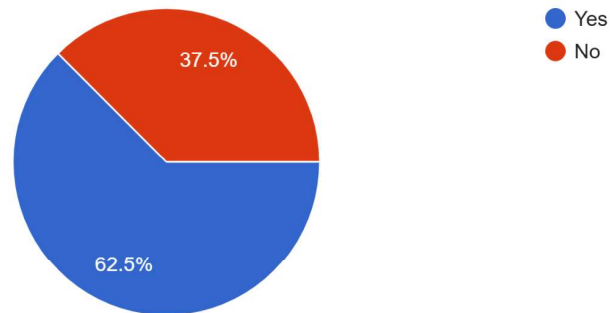
I'm not sure that adding a public rubric is a good idea. It might be nice though to privately provide feedback to grant applicants that were declined to help them understand if there was a specific reason their application was declined, i.e. if it wasn't considered within the highest priorities, or if they didn't answer a question as intended, that kind of feedback can be very helpful to organizations.

Depends on the rubrics and interpretations of how to evaluate.

I'm not familiar with their efficacy

Did your agency attend the Technical Assistance for Applicants meeting on March 18th?

8 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?

6 responses

How to handle the claims process.

The most helpful aspect was knowing when we could begin to use the funds.

Cody is methodical and clear in explaining the various components of using the grant funds and reporting the use. There were technical difficulties with the Zoom setup this year so I missed the first part. If we receive an award next cycle I will plan to attend in person.

I tried to attend the virtual link, but the meeting link said waiting on host to start the meeting. I double checked the date and time and it seemed like I was on at the correct date/time, but I must have gotten something wrong, because it never opened up for me.

Think it is really helpful for first time applicants, and to learn if anything has changed. Time and ability to attend in person or via Zoom is very helpful.

NA

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.

4 responses

N/A

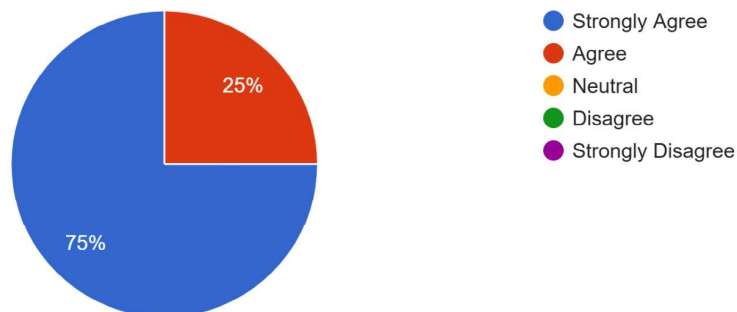
For me it was some kind of technical difficulty - I really tried to attend, the virtual link just didn't work for me. I looked at everything again, and I really couldn't figure out what I had done wrong.

Unless the process changes, the meeting isn't useful for those of us who have been working with this process for a number of years.

NA

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

8 responses



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

3 responses

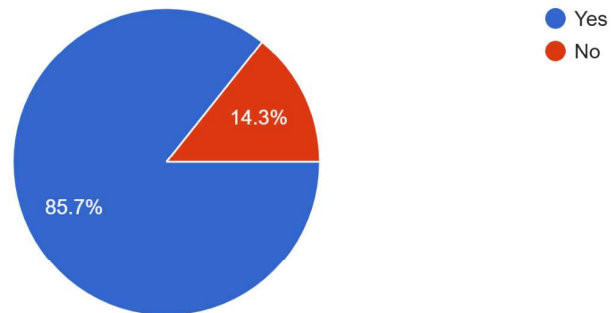
The current allocation process is effective and straightforward and not in need of improvement.

It's difficult to say - generally, I think keeping the priorities pretty broad or generalized helps to allow organizations to ask for money for what their greatest needs are rather than trying to make "a square peg fit in a round hole".

I like the fact that there is enough flexibility to fund a broad array of activities/especially emerging needs.

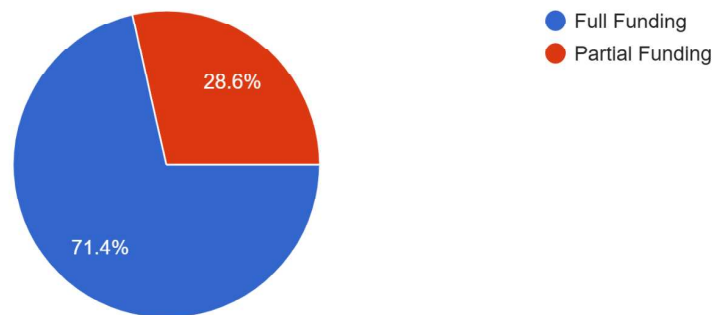
Did your agency receive funding in 2024?

7 responses



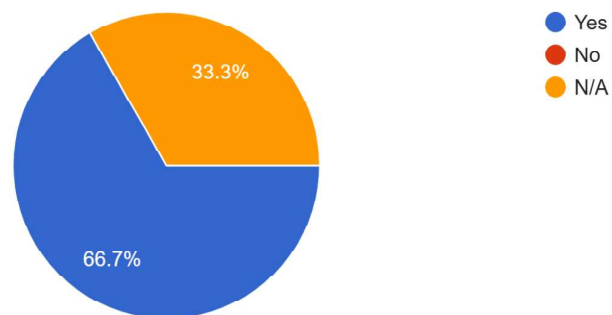
If your agency did receive funding, was it full or partial funding?

7 responses

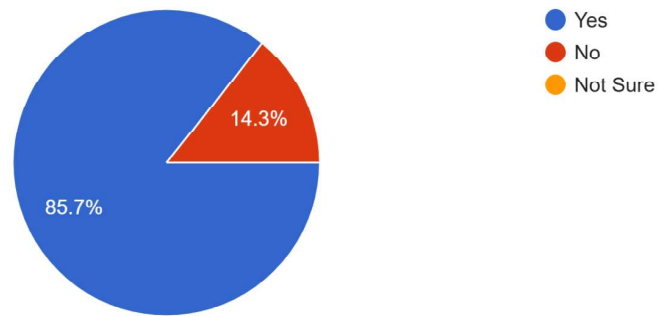


If your agency received partial funding, was the amount you received still usable for your purposes?

3 responses



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



(Please explain)

7 responses

We have secured a grant from an anonymous funder that will also be devoted to serving our income-based self-pay clients, and we have mentioned the Jack Hopkins grant on other pending grant applications.

The Jack Hopkins provided funding for valuable program equipment for which we are not seeking co-funding. If we had not received funding from Jack Hopkins, we were planning on attempting other grants rather than attempting to engage co-funders.

In two ways: 1)The Jack Hopkins funding will permit us to leverage other funding that could have been applied to rent assistance but at the expense of helping Bloomington residents with utility assistance. This funding will allow us to maximize our ability to help Bloomington residents with rent and utilities assistance. 2) We are able to leverage the grant funds to augment the assistance provided to clients by Township Trustees and other agencies and organizations.

Sort of - Anytime you can show that a particular project or program has support from other funders, that generally looks good to potential funders, especially when support is coming from the county or city (as in JHSSF case). This shows the community supports the project or program. In our request, we do have other funders contributing toward our project, but they aren't exactly matching because JHSSF funded the project. In our project, other funders are generally funding different geographical locations for the same project.

By leveraging funds from Jack Hopkins SSF, we are able to use fundraising dollars for programs and services, and provide more meals. It will not garner matching funds, but allows us to make those changes and improvements to programs without having to dilute our program fundraising efforts to do so.

Most funding sources/donors want to see diversity of funding sources along with a show of community support. Jack Hopkins helps me to demonstrate this

We are able to fund the other half of a year's salary for an employee because of Jack Hopkins paying the other half

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.

5 responses

I think it's a great idea!

I feel that collaborative projects bring about creativity between entities and should be encouraged. However, the focus should be kept on keeping a balance between funding single agencies as well as collaborative projects.

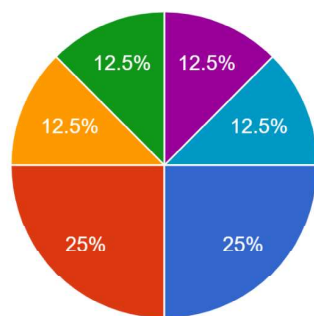
We have not had an opportunity to explore that option. We already work with other agencies and organizations but without the formal arrangement of an official collaboration project, without the possible complexity of joint administration of funds, but we would be willing to do so if the Jack Hopkins committee chooses to emphasize such arrangements.

It's okay. Sometimes it makes a lot of sense for agencies to collaborate on a project. Other times it feels forced. It just depends on the project and cause.

Collaborative projects are not necessarily efficient or innovative.. and they can be much harder to implement and sustain. I'm for collaborative projects that are well thought out etc and meet the criteria that you establish.. I do think it is a good thing to encourage.

In your opinion, is it better to:

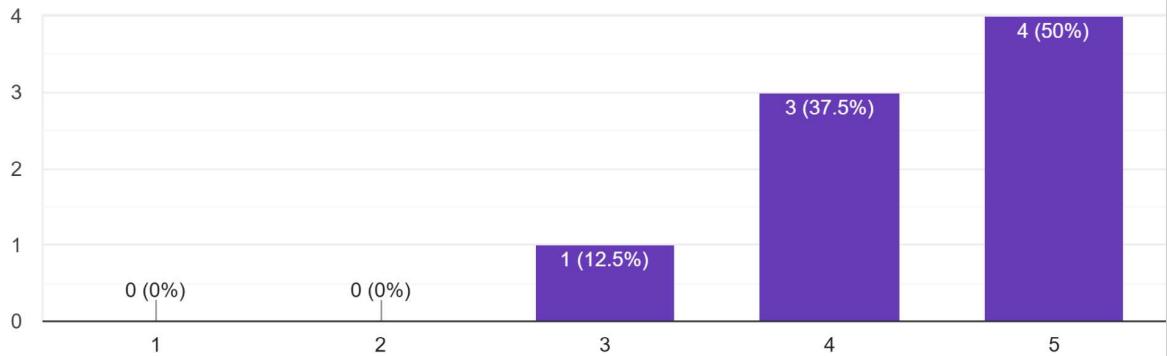
8 responses



- Make large-award grants to a handful of agencies
- Make small-award grants to many agencies
- I think somewhere in the middle is the sweet spot, though I would advocate s...
- Somewhere in between. We've only been able to get grant awards in the \$...
- I think it depends on community needs...
- I think it's much better to fund middle s...

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 Dec.... Does this time frame serve your agency's needs?

8 responses



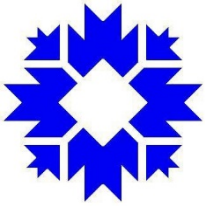
Please feel free to share any further comments, concerns or suggestions here:

3 responses

This is fine, normally it's nice to have a 12 month period to spend down the funds and invoice for a program, but I do understand this is intended to get the funds into the community quickly helping city residents with most urgent needs.

Regarding the last question, is there a reason the funds need to be used by the end of the year? I have asked for an extension in the past, and been approved to March of the next year. Might be easier to change the agreement to March. I really appreciated the work of the committee members (a hard job) and commend the council for continued funding.

Jack Hopkins is truly a wonderful grant process. It would be amazing if there were more money to fund bigger items or to have multi-year funding.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING COMMITTEE
2025 GRANT APPLICATION**

APPLICATION CHECKLIST

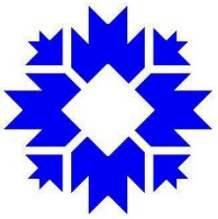
All applicants for 2025 Jack Hopkins funding must submit the following:

- ✓ **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 **all** applicants.
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

ALL APPLICATIONS DUE BY FRIDAY, 21 MARCH 2025 at 4:00 PM.

Send to: council@bloomington.in.gov
with subject line "[agency name] - 2025 JHSSF App"

Incomplete or late applications will not be accepted.



**CITY OF BLOOMINGTON, COMMON COUNCIL
JACK HOPKINS SOCIAL SERVICES FUNDING
COMMITTEE 2025 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

501(c)(3) documentation is included with this application

Yes

No

Number of Employees:

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.

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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 2025: _____

Number of clients to be served by this project in 2025: _____

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](#), [2025-2029 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?

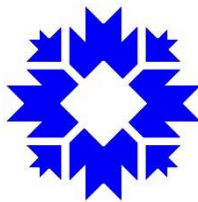
OUTCOME INDICATORS (100 words or less)

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 [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-effects (such as reduced susceptibility to ...diseases, decreased absences from school, reducing lost time (from work) .., etc.)

Eligibility

1. **Eligibility:** this grant is restricted to organizations that are classified as 501(c)(3) under the Internal Revenue Code.
2. **One Application per Agency:** Each agency can submit one application, except for collaborative projects, which allow for an additional application.
3. **Capital Improvements:** Funding for improvements to properties outside city limits or not owned by the applicant is discouraged.
4. **Minimum Request:** The minimum funding request is \$1,000.
5. **Funding Agreement:** Agencies must enter into a funding agreement with the City of Bloomington, with funds provided on a reimbursement basis.
6. **Expenditure Deadline:** Grants must be expended and verified by December of the award year, unless an extension is granted.
7. **Proportionality:** The funding request should be proportional to the number of clients served by the project.

Each of these are discussed further under "other policies" section below.

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.

In-Scope

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.

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.

Collaborative Projects

The Committee encourages social service agencies to collaborate to address local social service needs. Agencies may submit a Collaborative Project application in addition to a standard application.

Out-of-Scope

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.

Funding of Events and Celebrations

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.

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

Explanation of 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.

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

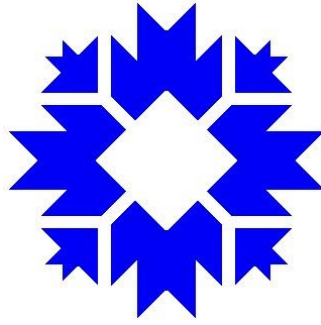
In order to avoid having the City unnecessarily encumber funds, agencies should plan to expend and verify these grants before December of the year the grant is awarded, unless specifically approved in the funding agreement or granted an extension by the Director of HAND. Please note that funds encumbered 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.

Guidelines for the Use of Jack Hopkins Funds in Relation to Religious Activities

Jack 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.



City of Bloomington Common Council

Jack Hopkins Social Services Funding Committee

February 28 2025

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites your organization to apply for 2025 grant funding to support critical services for Bloomington residents. This year, the Committee has \$500,000 available to distribute. Since its founding in 1993, the Jack Hopkins Fund has awarded over \$6 million to social service agencies working to improve the lives of our community's most vulnerable residents.

As stewards of taxpayer dollars, the Committee prioritizes projects with lasting impact—initiatives that create meaningful, long-term improvements in the community. To ensure responsible funding decisions, the Committee may choose not to allocate all available funds if applications do not meet its criteria.

This year, the Committee has introduced several updates to improve the grant process, including the adoption of a scoring rubric to enhance transparency and consistency in funding decisions. Please review the information below to ensure your application aligns with our funding priorities and guidelines.

Changes for 2025

The Jack Hopkins Committee has made a few clarifications or additions within its criteria for 2025:

1) Clarification added to Claims Submission Dates

Claims will only be considered for expenses incurred after the date that the Common Council allocates the Jack Hopkins funds via authorizing resolution (in mid-June).

2) 501(c)(3) Documentation Now Required for All Applicants

All applicants must now submit 501(c)(3) documentation with their application to be considered for funding, including those who have previously applied

3) Changes to Agency Presentations

To streamline the decision making process, and ease the burden on agencies, agency presentations will be requested only from applicants for whom the Grant Committee requires additional information. All other applicants will not be asked to present to the Committee.

4) Adoption of a Rubric

To enhance transparency and consistency in the evaluation process, the Grant Committee has adopted a scoring rubric for this year's solicitation. All applications will be assessed using standardized criteria to ensure fairness and alignment with funding priorities. The rubric will provide applicants with clearer expectations and allow for more structured feedback. The rubric can be found [here](#).

Proposal Must Meet the Following Criteria:

To ensure that funding is allocated effectively, all proposals must meet the following criteria. The **Elaboration of Criteria** document provides further details on each requirement, including definitions, examples, and key considerations. Applicants are strongly encouraged to review this document to better understand how their proposals will be evaluated. A link to the full document is available [here](#). Below is a summary of the key criteria:

1) Address an Identified Priority for Social Services Funding.

- a. The need should be identified in some manner, such as in the [Service Community Assessment of Needs \(SCAN\)](#), City of Bloomington, Housing and Neighborhood Development Department's *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) Scope of Funding

- a. While the Grant Committee has a strong preference for one-time investments that leverage matching funds or other fiscal resources, applications for operational expenses will also be considered. However, agencies requesting operational funding should demonstrate how the investment contributes to a sustainable, long-term impact and should not rely on future Jack Hopkins funding to maintain ongoing expenses. Strong proposals for operational costs will include a clear plan for future funding and, where possible, demonstrate additional financial support through matching funds, partnerships, or other fiscal mechanisms

3) Make a Broad and Long-Lasting Contribution To Our Community.

- a. As articulated by Jack Hopkins himself “[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.).”

4) Expenses Incurred Prior to the Allocation of Jack Hopkins Funds.

Expenses incurred prior to the allocation of Jack Hopkins Funds as authorized via common council resolution (mid-June) will not be considered.

Collaborative Projects – Two Applications Allowed

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. Note that if you are submitting a collaborative application, you may submit two applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, applicants must include a Memorandum of Understanding (MOU).

Elaboration of Criteria

Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee’s *Elaboration of Criteria*, posted on the Committee’s webpage [here](#). Agencies are strongly encouraged to review this document.

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, agencies must submit final claims no later than December 4, 2025.
- 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 sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. **This year, all applicants will be required to submit 501(c)(3) documentation, including those who have previously applied.**

- One application per agency, unless participating in a collaborative project.
- Any agency receiving Jack Hopkins funds must participate in the federal [E-Verify](#) program.

Living Wage Requirements

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2025, the Living Wage is \$16.22 an hour, of which \$2.43 may be in form of health insurance to the covered employee.

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; instead they are subject to a phase-in requirement. Please visit the [City's Living Wage Ordinance page](#) to learn more.

How to Apply

To be eligible for consideration, your agency **must** submit the following. Applications that are missing any of the required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM.** Electronic forms are available [here](#). (Return as a PDF)
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS** A budget template is available [here](#). (Please Note: this is a detailed accounting of how Jack Hopkins dollars would be spent on the project proposed in the application, not the budget for the organization)
- ✓ **APPLICATION SUMMARY** available [here](#). (Return as a Word Document)
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for equipment or capital improvements

- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

- ✓ **501(c)(3) DOCUMENTATION FOR ALL APPLICANTS**

All agencies, including those who have previously applied for Jack Hopkins funding, are required to submit proof of 501(c)(3) documentation.

2025 Jack Hopkins Social Services Funding Schedule

Technical Assistant Meeting for Applicants	Friday, 14 March 2025 at 4:00 pm
APPLICATION DEADLINE	Friday, 21 March 2025 BY 4:00 PM
Agency Presentations	Tuesday, 22 April 2025 at 6:00 pm
Committee Recommends Allocation of Funds	Friday, 16 May 2025 at 4:00 pm
Common Council Acts on Committee Recommendations	Wednesday, 21 May 2025 at 6:30 pm
Agencies Sign Funding Agreements	Early June 2025
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements (<i>tentative</i>)	TBD

General Guidance

- Attend the Technical Assistance Meeting for Applicants

While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.

- Read the [Elaboration of Criteria](#) as Posted on the [Committee's webpage](#).

This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.

- Keep your Application Clear and Concise.

- Review an Example of a [Well-Written Application](#) as posted on the Committee's webpage.
- Be Bold, you will not be penalized for big asks. Though the minimum ask is only \$1,000, please note that the committee expects to award a combination of small and large grants this year.
- Peruse Other Successful Applications as posted on the [Committee's webpage](#).

About the Jack Hopkins Committee

The Committee is composed of four members of the Bloomington Common Council and three City residents with experience in social services. Councilmembers serving are: Isak Nti Asare (Chair), Courtney Daily, Dave Rollo, and Andy Ruff. The resident appointments are: Eddy Riou, Camryn Greer, and Nordia McNish.

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 email the Council Office at council@bloomington.in.gov or Cody Toothman in the Housing and Neighborhood Development Department at cody.toothman@bloomington.in.gov.

The Jack Hopkins Social Services Funding Committee is committed to supporting projects that create meaningful, long-term benefits for Bloomington residents. We encourage agencies to carefully review the funding criteria, ensure their proposals align with the program's priorities, and take advantage of available resources, such as the Technical Assistance Meeting. If you have any questions about the application process or eligibility, please do not hesitate to reach out. We appreciate your dedication to serving our community and look forward to reviewing your proposals.

Thank you for everything you do to serve this community.

Sincerely,

[/s/ Isak Nti Asare](#)

Isak Nti Asare, Chair
2025 Jack Hopkins Social Services Committee
City of Bloomington Common Council