



# 2020 JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM

Technical Assistance Meeting

# 2020 COMMITTEE MEMBERS

## City Council:

Matt Flaherty

Susan Sandberg

Sue Sgambelluri

Ron Smith

## Community:

Tim Mayer

Mark Fraley

# INTENT: IMPROVING THE HUMAN CONDITION

- Highest priority given to emergency services (food, shelter, and medical care) or other support to City's most vulnerable residents:
  - Low income
  - Under age 18
  - Elderly
  - Persons with Disabilities, or
  - Otherwise Disadvantaged

# 2020 PROGRAM: WHAT STAYS THE SAME

- **COLLABORATIVE APPLICATIONS**

- Provides that agencies may submit **two** applications: one on behalf of own agency, one on behalf of collaborative initiative

- **E-APPLICATIONS** : Submit to [council@bloomington.in.gov](mailto:council@bloomington.in.gov) with subject line “2020 JHSSF Application – [agency name]”

- **CORE CRITERIA**

- Address a previously-identified need
- One-time investment
- Fiscal leverage
- Broad and long-lasting benefit to community

- **FIRM DEADLINE:** MONDAY, MARCH 30, 4:00 PM (No late applications)

# 2020 PROGRAM: WHAT STAYS THE SAME

- **Pilot for a loosened one-time funding rule continues in 2020**
  - For the fourth year in a row, the Committee will accept applications asking for operational funds that do not meet one of the long-standing exceptions to the one-time funding rule: pilot, bridge, or collaborative.
  - Do not want to encourage reliance on the Hopkins fund for operations.
  - The Committee will not accept applications from agencies two years in a row for the same operational expense.



Any application for operational funds must be still accompanied by a well-developed plan for future funding.

# OPERATIONAL FUNDS

What is the Committee looking for?

- Strong case for satisfaction of community need
- Solid plan for future funding – i.e., a plan more concrete than “we plan to fund raise to sustain this...”
- Leverage (includes in-kind contributions)
- Broad and long-lasting benefits to the community

# 2020 PROGRAM: WHAT STAYS THE SAME

- Applications must be complete upon submission. Incomplete applications or documents submitted after the application was handed in will not be accepted.
- Requests for capital improvements to property not owned by the applicant discouraged. See “Elaboration of Criteria.”
- Any applicant who has not previously applied for Jack Hopkins funding, must provide 501(c)(3) documentation.
- Committee may opt NOT to allocate all available monies.
  - In years where the applicant pool is weak, the Committee may not recommend allocation of all available dollars. Instead, the Committee may “bank” those dollars for future use.

# 2020 PROGRAM: WHAT CHANGES

- Approximately \$311,000 to allocate (+ unused 2019 dollars)
- Committee may consider proportionality when reviewing applications *See* “Elaboration of Criteria.”



# 2020 SCHEDULE

<b>APPLICATIONS DUE:</b>	<b>MONDAY, 30 MARCH 2020, 4:00 PM</b>
<b>COMMITTEE MEETS TO DISCUSS APPLICATIONS</b>	<b>MONDAY, 20 APRIL 2020, 6:00PM</b> Council Library (Room #110)
<b>AGENCY PRESENTATIONS (A-Z)</b>	<b>THURSDAY, 30 APRIL 2020, 5:30 PM</b> Council Chambers (Suite #115)
<b>PRE-ALLOCATION MEETING</b>	<b>THURSDAY, 07 MAY 2020, 6:00 PM</b> Council Library (Room #110)
<b>ALLOCATION HEARING</b>	<b>MONDAY, 11 MAY 2020, 6:00 PM</b> McCloskey Room (#135)
<b>COMMITTEE DEBRIEFING MEETING</b>	<b>THURSDAY, 04 JUNE 2020, 6:00 PM</b> Council Library (Room #110)
<b>HAND TECHNICAL ASSISTANCE FOR GRANTEES</b>	<b>TUESDAY, 23 JUNE 2020, 8:30 AM</b> McCloskey Room (#135)

# HOW TO APPLY

- ALL APPLICATION MATERIAL AT: [www.bloomington.in.gov/jack-hopkins](http://www.bloomington.in.gov/jack-hopkins)
- APPLICATIONS SUBMITTED TO: [council@bloomington.in.gov](mailto:council@bloomington.in.gov) with subject line “2020 JHSSF Application – [agency name]”
- COMPLETE APPLICATION INCLUDES:
  - Completed Application Form – includes basic data and word-limited project summary
  - Project Budget
  - Year-End Financial Statement (prefer P&L statement & balance sheet)
  - Signed, written estimates for any proposal for capital improvements
  - MOU signed by all agencies participating in a collaborative project
  - 501(c)(3) documentation for any first-time applicant.

# KEY CONSIDERATIONS

- Address and satisfy criteria (including “Elaboration of Criteria”)
- The program must primarily serve City residents
- One application/agency unless a collaborative project
- Must be 501(c)(3) or secure a fiscal sponsor
- \$1,000 minimum request (actual grants can be lower)

# READ ELABORATION OF CRITERIA

Over time, Hopkins Committees have detailed the meaning of each Hopkins criterion. Those details are found in the *Elaboration of Criteria*.



Please take care to review the *Elaboration* before developing and submitting your proposal.

Some proposals fail because they run afoul of the Elaboration.

# TIPS & EXAMPLES

- Clarity and concision matters
- Application should be self-explanatory and self-contained – ***no supplemental documents accepted after the application is submitted.***
- Check your math. Ensure that the request provided in the application form agrees with the project budget detailing the use of funds.
- Good applications are as varied as the projects they propose; however, the 2015 Volunteers In Medicine application used as an example of a focused grant. This, and other past applications, are posted on the Committee's webpage: [www.bloomington.in.gov/jack-hopkins](http://www.bloomington.in.gov/jack-hopkins).

# UNSUCCESSFUL ASKS – A Few Examples

*Illustrative, but not exhaustive*

- Asking for funds for capital improvements outside the City limits
- Asking for funds for a project that is not well developed and/or has multiple contingencies
- Asking for a laundry list of items without any connected programmatic nexus
- Asking for funds to benefit a population that is not vulnerable
- Serial asks for operational funds without a clear vision for future funding
- Asking for funds for events or celebrations

# WHEN RECEIVE A GRANT: WHAT IS EXPECTED

- Council will vote on Committee's recommendations in mid-June; **funding available** shortly thereafter
- **Sign** a Funding Agreement in June
- Attend HAND's Technical Assistance meeting in June
- Plan to **spend** your grant funds by December 1, 2020
- **Report** back to us as required by the Funding Agreement
- **Publicize** your Hopkins grant pursuant to the Funding Agreement

# Living Wage Requirements

## (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 paid employees** (full, part and temporary); and
- 2) the agency receives **\$25,000 or more in assistance** (JHSSF, CDBG, tax abatements; BIIF; CRED) from the City in the same calendar year; and
- 3) at least \$25,000 of the funds received are devoted to the **operation** of a social services **program**, not for physical improvements and not for equipment (computer, refrigerator, loading dock, etc.)



QUESTIONS?

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