



City of Bloomington Common Council Jack Hopkins Social Services Funding Committee

23 September 2020

Dear Social Services Agency:

In August 2020, the Common Council approved Mayor Hamilton's [Recover Forward](#) initiative, which includes an additional round of Jack Hopkins funding. The additional \$200,000 of social service funding to be awarded in 2020 is meant to help individuals in great need in order to help the community recover more quickly from the COVID-19 pandemic. Since 1993, the Jack Hopkins Committee has granted approximately \$4.45 million to social service agencies who serve our community's most vulnerable residents.

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 this special round of grant funding. The Committee has \$200,000 to distribute to agencies for programs or projects that meet the Committee's criteria.

The Jack Hopkins program, a fund enabled by City of Bloomington taxpayer dollars, strives to fund projects that will improve the human condition of Bloomington residents in the long run. Please Note: For this special round of funding, the highest priority will be given to programs or projects that are able to provide direct services to clients, with a particular emphasis on assistance for shelter, childcare, food, and personal safety (e.g., hygiene products or personal protective equipment). Please be advised that, depending on the strength of the applicant pool, the Committee may decide not to distribute all of the available funding.

Special Application Process for Jack Hopkins – Recover Forward funding cycle

- For agencies that applied during the Spring 2020 Jack Hopkins funding cycle:
 - The Committee will accept a [Recover Forward Express Application](#) (which is slightly shorter, due to the Committee already having certain information on file from earlier in the year).
- For agencies who did not apply during the Spring 2020 Jack Hopkins funding cycle:
 - The Committee requires submission of a [Recover Forward Full Application](#).

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. The highest priority will be given to programs that are able to provide direct services to clients, with a particular emphasis on assistance for shelter, childcare, food, and personal safety (ex. PPE) 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 projects, bridge funding needs, 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.

Exception - Continued Allowance for General Operational Funds

Please note that the Committee recognizes the need for operational funds that do not fit one of the aforementioned exceptions. For that reason, for this special round of funding -- 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. Know that this allowance is specific to the 2020 funding cycle; the Committee may not offer this allowance in 2021.

- 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.

COLLABORATION – 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, note that applicants must submit a Memorandum of Understanding (MOU) as part of their application.

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. <http://bloomington.in.gov/jack-hopkins>. 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 May 19, 2021.
- 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. All new applicants are required to submit 501(c)(3) documentation.
- One application per agency, unless participating in a collaborative project.

HOW TO APPLY

For agencies that ***did not*** submit an application in Spring 2020:

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

- ✓ **COMPLETED FULL RECOVER FORWARD APPLICATION FORM.** Electronic forms are available at: <http://bloomington.in.gov/jack-hopkins>.
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUNDS**
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**

For agencies that did submit an application in Spring 2020:

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

- ✓ **COMPLETED EXPRESS APPLICATION FORM.** Electronic forms are available at: <http://bloomington.in.gov/jack-hopkins>.
- ✓ **PROJECT BUDGET DETAILING THE USE OF JACK HOPKINS FUNDS**
- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in a Collaborative Project

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 2020, the Living Wage is \$13.21 an hour, of which \$1.98 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 [Living Wage FAQs for Non-Profits](#) to learn more.

APPLICATION DEADLINE

FRIDAY, 02 OCTOBER 2020, 12:00 PM

Submit complete applications to council@bloomington.in.gov with the subject line:
"JHSSF Recover Forward Application – [agency name]"

While electronic submissions are strongly encouraged, applicants may also deliver or mail their applications to the Council Office: Suite 110, 401 N. Morton

No late applications accepted



HELPFUL HINTS

- **Consult the Application Checklist**
- **Technical Assistance: Contact the Council Office at council@bloomington.in.gov any time before and up to September 25th with questions about the application or funding process.** Staff will provide technical assistance regarding application requirements or logistics and answer questions about this special funding process through September 25th. Staff will continue to answer questions and provide assistance as able up to the application deadline. However, applicants should note that, as the application deadline approaches, staff may not be able to respond fully to late requests for assistance.
- **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.** Remember, in some years, Committee members have had as many as 50 applications to review.
- **Applications should be self-explanatory and self-contained** (i.e., no need for staff follow up; **no** addenda accepted after the deadline)
- **Review an example of [a well-written application](#)** as posted on the Committee's webpage.
- **Peruse other successful applications** as posted on the [Committee's webpage](#).

2020 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

*Per [Executive Orders](#) issued by the Governor, meetings will be conducted electronically until further notice. Zoom links for each meeting will be posted to the [Jack Hopkins Committee website](#).

APPLICATION DEADLINE	FRIDAY, 02 OCTOBER 2020, 12:00 PM
Agencies submit answers to Committee's written questions <i>The Committee will meet on October 9th to review applications. Any questions that the Committee has will be submitted in writing to agencies by October 12th.</i>	Thursday, 15 October 2020
Committee Recommends Allocation of Funds (attendance optional)	Monday, 26 October 2020, 6:00 pm
Agencies sign Funding Agreements	Early November 2020
Common Council Acts on Committee Recommendations	Wednesday, 18 November 2020, 6:30 pm
HAND Technical Assistance Meeting for Grantees On Claims & Reimbursements	Tuesday, 02 December 2020, 9:30 am

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: Susan Sandberg (Chair), Matt Flaherty, Sue Sgambelluri, and Ron Smith. The citizen appointments are: Tim Mayer, Mark Fraley and Lauren McCalister.

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 the Council Office at council@bloomington.in.gov or Cody Toothman in the Housing and Neighborhood Development Department at (812) 349-3512 or at cody.toothman@bloomington.in.gov.

Thank you for all you do to make our community a better place!

Sincerely,

/s/ Susan Sandberg

Susan Sandberg, Chair
2020 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council