



## City of Bloomington Common Council

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### Jack Hopkins Social Services Funding Committee

March 5, 2021

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2021 grant funding. This year, the Committee has \$511,000 (plus possible reverted funds) to distribute. Each year, the Mayor and City Council have increased funding for the Jack Hopkins initiative. This year's significant increase over past years is due to the City's ongoing Recover Forward initiative, designed to bolster Bloomington's nonprofit sector during the COVID-19 pandemic. Indeed, since 1993, the Jack Hopkins Committee has granted approximately \$5 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has steadily increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by City of Bloomington taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change -- projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

### Proposal Must Meet the Following Criteria:

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- 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 [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) 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 efforts, 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.

**Continued Allowance for General Operational Funds**

Please note that the Committee recognizes the growing need for operational funds that do not fit one of the aforementioned exceptions. For that reason, this year -- in addition to accepting applications for operational funds for pilot, bridge, or collaborative programs -- the Committee is again accepting applications for operational funds that *do not* meet one of the exceptions to the one-time funding rule. Know further that this new allowance is specific to the 2021 funding cycle; the Committee may not offer this allowance in 2022.

- Due to the challenges faced by community organizations from the COVID-19 pandemic, the Committee, for the 2021 funding cycle only, will accept applications from agencies two years in a row for the same operational expense.
- 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 for events or celebrations.

## Collaboration – Two Applications Allowed

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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

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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 <https://bloomington.in.gov/council/jack-hopkins>. Agencies are strongly encouraged to review this document.

## Other Requirements

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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 8, 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.
- Any agency receiving Jack Hopkins funds must participate in the federal [E-Verify](#) program.

## Living Wage Requirements

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Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code §2.28*. For 2021, the Living Wage is \$13.29 an hour, of which \$1.99 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.

# How to Apply

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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](#)** An electronic, fillable PDF is available [HERE](#) on the Jack Hopkins website. (Return as a PDF)
- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS** (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](#)** (Return as a Word Document)
- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures
- ✓ **SIGNED, WRITTEN ESTIMATES** if seeking funding for capital improvements
- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project
- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**  
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

## APPLICATION DEADLINE

**MONDAY, 05 APRIL 2021 at 4:00 PM**

**Applications must be received no later than 4:00pm**

[council@bloomington.in.gov](mailto:council@bloomington.in.gov) with the subject: [agency name] - 2021 JHSSF Application

*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

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- Consult the [Application Checklist](#)
- Attend the Technical Assistance Meeting  
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.  
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](#).

## About the Jack Hopkins Committee

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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), Kate Rosenbarger, Sue Sgambelluri, and Ron Smith. The citizen appointments are: Tim Mayer, Mark Fraley, and Lauren McCalister.

## 2021 Jack Hopkins Social Services Funding Schedule

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Technical Application Assistance Meeting (attendance optional)	Thursday, 18 March 2021 at 4:00 pm ( <a href="#">Online Via Zoom</a> )
<b>APPLICATION DEADLINE</b>	<b>MONDAY, 05 APRIL 2021 at 4:00 PM</b>
Invited Agencies Present Applications <i>Failure to attend this meeting may be grounds for disqualification of your application.</i> <u>Note:</u> This year, agencies will make their presentations in reverse alphabetical order.	Thursday, 29 April 2021 at 5:30 pm
Committee Recommends Allocation of Funds	Tuesday, 18 May 2021 at 6:00 pm
Agencies Sign Funding Agreements	Early June 2021
Common Council Acts on Committee Recommendations	Wednesday, 16 June 2021 at 6:30 pm
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements	Tuesday, 22 June 2021 at 9:00 am

***Per Executive Orders issued by the Governor, meetings will be conducted electronically until further notice. Zoom links or meeting locations will be posted to the [Jack Hopkins website](#) in the week before a scheduled meeting.***

## Help with Applications

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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](mailto:council@bloomington.in.gov) or Cody Toothman in the Housing and Neighborhood Development Department at [cody.toothman@bloomington.in.gov](mailto: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  
2021 Jack Hopkins Social Services Committee  
City of Bloomington Common Council