



City of Bloomington Common Council

Jack Hopkins Social Services Funding Committee

March 3, 2023

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 2023 grant funding. This year, the Committee has \$323,000 (plus possible reverted funds) to distribute. Each year, the Mayor and City Council have allocated funding for the Jack Hopkins initiative. In fact, since 1993, the Jack Hopkins Committee has granted approximately \$5.8 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has 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.

Changes in 2023

The Jack Hopkins Committee has implemented a few notable changes for 2023. [changes below were made in 2022 but are listed here for reference]

1) Operational Funding Requests

In recognition of the growing need for operational funds, the Jack Hopkins Committee has elected to begin accepting requests for operational funding. Any request for operational funds should be accompanied by a well-developed plan for future funding.

2) Limitation Added for Use of Funds

Jack Hopkins Social Services Funds that are awarded for personnel expenses can no longer be used toward paid time off and bonuses.

3) New Budget Worksheet

Agencies will be required to submit a budget for their funding request on the budget template, which is included with the Application materials.

4) Limitation 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 (in mid-June).

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 [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. One-Time Investment - 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.
- b. 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. It is worth noting that paid time off and bonuses are not eligible for Jack Hopkins Social Services 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.

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

Expenses incurred prior the allocation of Jack Hopkins Funds (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 8, 2023.
- 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

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2023, the Living Wage is \$15.29 an hour, of which \$2.29 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 ANY FIRST-TIME HOPKINS APPLICANT**
Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

2023 Jack Hopkins Social Services Funding Schedule

Technical Assistant Meeting for Applicants	Tuesday, 21 March 2023 at 4:00 pm
APPLICATION DEADLINE	FRIDAY, 31 MARCH 2023 BY 4:00 PM
Agency Presentations	Thursday, 27 April 2023 at 5:30 pm
Committee Recommends Allocation of Funds	Tuesday, 16 May 2023 at 6:00 pm
Agencies Sign Funding Agreements	Early June 2023
Common Council Acts on Committee Recommendations	Wednesday, 14 June 2023 at 6:30 pm
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements	Tuesday, 20 June 2023 at 9:00 am

Helpful Hints

- Consult the Application Checklist
- 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.
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

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), Jim Sims, Kate Rosenbarger, and Ron Smith. The citizen appointments are: Tim Mayer, Mark Fraley, and Jami Scholl.

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.

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

Sincerely,

[/s/ Susan Sandberg](#)

Susan Sandberg, Chair
2023 Jack Hopkins Social Services Committee
City of Bloomington Common Council