



2023 JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM

Technical Assistance Meeting

2023 COMMITTEE MEMBERS

City Council:

Susan Sandberg (chair)

Kate Rosenbarger

Jim Sims

Ron Smith

Community:

Tim Mayer

Mark Fraley

Jami Scholl

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

2023 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 with subject line “[agency name]-2023 JHSS Application

- **CORE CRITERIA**

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

- **FIRM DEADLINE:** Friday, March 31, 4:00 PM (applications must be received by the Council Office no later than 4:00. No late applications can be accepted.)

2023 PROGRAM: WHAT STAYS THE SAME

- **A loosened one-time funding rule continues**
 - As in recent years, the Committee will accept applications asking for operational funds that do not meet one of the long-standing exceptions to the previous one-time funding rule: pilot, bridge, or collaborative.
 - There is no restriction on requesting funding for the same operational expense two years in a row.
 - The Committee cautions agencies not to rely on the Hopkins fund for operational expenses.



Any application for operational funds must still be 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

2023 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.

2023 PROGRAM: WHAT CHANGES

- Approximately \$323,000 to allocate
- Relevant dates for meetings/presentations posted on Jack Hopkins webpage - meetings will be held in a hybrid format with an electronic option via Zoom and in-person option.

2023 SCHEDULE

APPLICATIONS DUE:	FRIDAY, 31 MARCH 2023 - 4:00 PM
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COMMITTEE MEETS TO DISCUSS APPLICATIONS	TUESDAY, 18 APRIL 2023 - 6:00PM
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AGENCY PRESENTATIONS (Z-A)	THURSDAY, 27 APRIL 2023 - 5:30 PM
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PRE-ALLOCATION MEETING	TUESDAY, 11 MAY 2023 - 6:00 PM
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ALLOCATION HEARING	TUESDAY, 16 MAY 2023 - 6:00 PM
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COMMITTEE DEBRIEFING MEETING	THURSDAY, 25 MAY 2023 - 6:00 PM
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FUNDING AGREEMENTS SIGNED	FRIDAY, 09 JUNE 2023 – 5:00 PM
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HAND TECHNICAL ASSISTANCE FOR GRANTEES	TUESDAY, 20 JUNE 2022 - 9:00 AM
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HOW TO APPLY

- ALL APPLICATION MATERIAL AT: <https://bloomington.in.gov/council/jack-hopkins>
- APPLICATIONS SUBMITTED TO: council@bloomington.in.gov with subject line “[agency name] - 2023 JHSS Application”
- COMPLETE APPLICATION INCLUDES:
 - Completed Application Form – (return as a PDF)
 - Application Summary (return as Word Document)
 - Project Budget Form
 - Year-End Financial Statement (prefer P&L statement & balance sheet)
 - Signed, written estimates for any proposal for capital improvements
 - Memorandum of Understanding 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 of Bloomington residents
- One application per agency unless a collaborative project
- Must be 501(c)(3) or secure a 501(c)(3) 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 2021 HealthNet 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/council/jack-hopkins.
- History of Funding posted on webpage.

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

WHAT IS EXPECTED AFTER GRANT IS RECIEVED

- Council will vote on Committee's recommendations in mid-June; **funding available** shortly thereafter
- **Sign** a Funding Agreement in early June
- Attend HAND's Technical Assistance meeting on June 20, 2023
- Plan to **spend** your grant funds by December 8, 2023 (unless granted an extension)
- **Report** back 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.)

See: <https://bloomington.in.gov/business/living-wage/faqs>

QUESTIONS?

Abbi Knipstine or Stephen Lucas
council@bloomington.in.gov
812-349-3409