

2024 JACK HOPKINS SOCIAL SERVICES FUNDING PROGRAM

Technical Assistance Meeting

2024 COMMITTEE MEMBERS

City Council:

Isak Nti Asare(chair)

Andy Ruff

Hopi Stosberg

Courtney Daily

Community:

Eddy Riou

Nordia McNish

Camryn Greer

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,
- (new) Historically marginalized groups; or
- Otherwise Disadvantaged

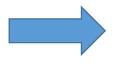
2024 PROGRAM: WHAT STAYS THE SAME

COLLABORATIVE APPLICATIONS

- Provides that agencies may submit <u>two</u> applications: one on behalf of own agency, one on behalf
 of collaborative initiative
- E-APPLICATIONS: Submit to <u>council@bloomington.in.gov</u> with subject line "[agency name]-2024 JHSS Application
- CORE CRITERIA
 - Address an identified community need (highest priority on emergency services)
 - Fiscal leverage when possible
 - Broad and long-lasting benefit to community (alleviating the effects of poverty, reducing susceptibility to disease, decreasing absences from school, reducing lost time from work, etc)
- **FIRM DEADLINE**: Monday, April 1, 4:00 PM (applications must be received by the Council Office no later than 4:00. No late applications can be accepted.)

2024 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

2024 PROGRAM: WHAT STAYS THE SAME

- Applications must be <u>complete upon submission</u>. Incomplete applications or documents submitted after the application was handed in will not be accepted.
- Requests for capital improvements to property outside city limits or 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.

2024 PROGRAM: WHAT CHANGES

Approximately \$350,000 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 inperson option.

2024 SCHEDULE

APPLICATIONS DUE:	MONDAY, 01 APRIL 2024 - 4:00 PM
COMMITTEE MEETS TO DISCUSS APPLICATIONS	TUESDAY, 16 APRIL 2024 - 6:00 PM
AGENCY PRESENTATIONS (A-Z)	TUSEDAY, 23 APRIL 2024 - 5:30 PM
PRE-ALLOCATION MEETING	THURSDAY, 09 MAY 2024 - 6:00 PM
ALLOCATION HEARING	TUESDAY, 14 MAY 2024 - 6:00 PM
COMMITTEE DEBRIEFING MEETING	THURSDAY, 23 MAY 2024 - 6:00 PM
FUNDING AGREEMENTS SIGNED	FRIDAY, 07 JUNE 2024 – 5:00 PM
HAND TECHNICAL ASSISTANCE FOR GRANTEES	TUESDAY, 18 JUNE 2024 - 9:00 AM

HOW TO APPLY

- ALL APPLICATION MATERIALS AT: https://bloomington.in.gov/council/jack-hopkins
- APPLICATIONS SUBMITTED TO: council@bloomington.in.gov with subject line "[agency name] 2024 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 <u>self-explanatory</u> and <u>self-contained</u> **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 <u>outside the City limits</u>
- Asking for funds for a project that is <u>not well developed</u> and/or has <u>multiple contingencies</u>
- Asking for a laundry list of items <u>without any</u> connected programmatic <u>nexus</u>
- Asking for funds to benefit a population that is <u>not vulnerable</u>
- Serial asks for operational funds without a clear vision for future funding
- Asking for funds for <u>events</u> 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 18, 2024
- Plan to **spend** your grant funds by December 6, 2024 (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 <u>all three</u> of the following are true:

- 1) the agency has at least 15 paid employees (full, part and temporary); and
- the agency receives \$25,000 or more in assistance (JHSSF, CDBG, tax abatements; BIIF; CRED) from the City in the same calendar year; and
- 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/faq-employers#nonprofits

QUESTIONS?

Council Office council@bloomington.in.gov 812-349-3409