



## City of Bloomington Common Council

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### Jack Hopkins Social Services Funding Committee

February 28 2025

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Committee invites your organization to apply for 2025 grant funding to support critical services for Bloomington residents. This year, the Committee has \$500,000 available to distribute. Since its founding in 1993, the Jack Hopkins Fund has awarded over \$6 million to social service agencies working to improve the lives of our community's most vulnerable residents.

As stewards of taxpayer dollars, the Committee prioritizes projects with lasting impact—initiatives that create meaningful, long-term improvements in the community. To ensure responsible funding decisions, the Committee may choose not to allocate all available funds if applications do not meet its criteria.

This year, the Committee has introduced several updates to improve the grant process, including the adoption of a scoring rubric to enhance transparency and consistency in funding decisions. Please review the information below to ensure your application aligns with our funding priorities and guidelines.

### Changes for 2025

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The Jack Hopkins Committee has made a few clarifications or additions within its criteria for 2025:

1) Clarification 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 via authorizing resolution (in mid-June).

2) 501(c)(3) Documentation Now Required for All Applicants

**All applicants** must now submit 501(c)(3) documentation with their application to be considered for funding, including those who have previously applied

3) Changes to Agency Presentations

To streamline the decision making process, and ease the burden on agencies, agency presentations will be requested only from applicants for whom the Grant Committee requires additional information. All other applicants will not be asked to present to the Committee.

4) Adoption of a Rubric

To enhance transparency and consistency in the evaluation process, the Grant Committee has adopted a scoring rubric for this year's solicitation. All applications will be assessed using standardized criteria to ensure fairness and alignment with funding priorities. The rubric will provide applicants with clearer expectations and allow for more structured feedback. The rubric can be found [here](#).

## Proposal Must Meet the Following Criteria:

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To ensure that funding is allocated effectively, all proposals must meet the following criteria. The **Elaboration of Criteria** document provides further details on each requirement, including definitions, examples, and key considerations. Applicants are strongly encouraged to review this document to better understand how their proposals will be evaluated. A link to the full document is available [here](#). Below is a summary of the key criteria:

1) Address an Identified Priority for Social Services Funding.

- a. The need should be identified in some manner, such as 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. While the Grant Committee has a strong preference for one-time investments that leverage matching funds or other fiscal resources, applications for operational expenses will also be considered. However, agencies requesting operational funding should demonstrate how the investment contributes to a sustainable, long-term impact and should not rely on future Jack Hopkins funding to maintain ongoing expenses. Strong proposals for operational costs will include a clear plan for future funding and, where possible, demonstrate additional financial support through matching funds, partnerships, or other fiscal mechanisms

3) Make a Broad and Long-Lasting Contribution To Our Community.

- a. As articulated by Jack Hopkins himself “[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.).”

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

Expenses incurred prior to the allocation of Jack Hopkins Funds as authorized via common council resolution (mid-June) will not be considered.

## Collaborative Projects – 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 [here](#). 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 4, 2025.
- 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. **This year, all applicants will be required to submit 501(c)(3) documentation, including those who have previously applied.**

- 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 2025, the Living Wage is \$16.22 an hour, of which \$2.43 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

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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.** 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 ALL APPLICANTS**

All agencies, including those who have previously applied for Jack Hopkins funding, are required to submit proof of 501(c)(3) documentation.

## 2025 Jack Hopkins Social Services Funding Schedule

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Technical Assistant Meeting for Applicants	Friday, 14 March 2025 at 4:00 pm
<b>APPLICATION DEADLINE</b>	<b>Friday, 21 March 2025 BY 4:00 PM</b>
Agency Presentations	Tuesday, 22 April 2025 at 6:00 pm
Committee Recommends Allocation of Funds	Friday, 16 May 2025 at 4:00 pm
Common Council Acts on Committee Recommendations	Wednesday, 21 May 2025 at 6:30 pm
Agencies Sign Funding Agreements	Early June 2025
HAND Technical Assistance Meeting for Grantees on Claims & Reimbursements ( <i>tentative</i> )	TBD

## General Guidance

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- 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.

- Review an Example of a [Well-Written Application](#) as posted on the Committee's webpage.
- Be Bold, you will not be penalized for big asks. Though the minimum ask is only \$1,000, please note that the committee expects to award a combination of small and large grants this year.
- 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: Isak Nti Asare (Chair), Courtney Daily, Dave Rollo, and Andy Ruff. The resident appointments are: Eddy Riou, Camryn Greer, and Nordia McNish.

## 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).

The Jack Hopkins Social Services Funding Committee is committed to supporting projects that create meaningful, long-term benefits for Bloomington residents. We encourage agencies to carefully review the funding criteria, ensure their proposals align with the program's priorities, and take advantage of available resources, such as the Technical Assistance Meeting. If you have any questions about the application process or eligibility, please do not hesitate to reach out. We appreciate your dedication to serving our community and look forward to reviewing your proposals.

Thank you for everything you do to serve this community.

Sincerely,

[/s/ Isak Nti Asare](#)

Isak Nti Asare, Chair  
2025 Jack Hopkins Social Services Committee  
City of Bloomington Common Council