



MONROE COUNTY COUNCIL

Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312
CouncilOffice@co.monroe.in.us

SOPHIA TRAVIS GRANTS COMMITTEE MEETING Wednesday, June 5, 2024 at 11:30am Council Conference Room and Teams Connection

[Join the meeting now](#)

Meeting ID: 277 229 434 794

Passcode: MQR4Jd

- The public's video feed will be turned off by the meeting administrator.
- The public will be able to listen and record.
- The public should raise their hand if they wish to speak during the public comment period.

"Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Monroe County, should contact the Monroe County Title VI Coordinator, E Sensenstein, (812) 349-7314, esensenstein@co.monroe.in.us, as soon as possible, but no later than forty-eight (48) hours before the scheduled event. Individuals requiring special language services should, if possible, contact the Monroe County Title VI Coordinator at last seventy-two (72) hours prior to the date on which the services will be needed. The meeting is open to the public."

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. FINAL REVIEW OF 2024 GRANT APPLICATION

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4. OTHER ITEMS

5. APPROVAL OF SUMMARY MINUTES AS PRESENTED

-May 15, 2024

pg. 9

6. ADJOURNMENT

**SOPHIA TRAVIS COMMUNITY SERVICE
GRANTS PROGRAM
2024 Application Guidelines**



Click [here](#) to review our grant program information and funding history, plus future grant announcements.
Follow our Facebook page to stay up to date on all Sophia Travis information!

For 2024 the Sophia Travis Grants Committee has \$167,000 available.

ELIGIBILITY:

Agencies with a 501(c)(3) status serving Monroe County, Indiana.

Click for [501\(c\)\(3\) application](#).

Agencies will be limited to one (1) application unless the Collaborative Project exception is applicable.

PRIMARY AREAS ELIGIBLE FOR SUPPORT:

- Food, Nutrition, Security, Shelter, and Health
- First Responders
- Transportation Assistance
- Veterans' Assistance
- Climate Change
- Excellence in Government
- Emergency Shortages
- Youth Enrichment Opportunities

CRITERIA USED FOR EVALUATION OF APPLICATION:

- Completion of all required reports from previous Sophia Travis Grant cycle awards.
- Projects must primarily serve Monroe County residents.
- Extent to which dollar amount sought will accomplish the stated goals of the project.
- Extent to which the funds sought will leverage additional funds or assistance.
- *Support for basic operational expenses will be considered, but not be given the highest priority.*

APPLICATION INSTRUCTIONS: Guidelines And Required Materials

1 A. Grant Application (and/or)

- Agency Information: complete all information regarding your agency.
(Name, address, contacts, and project detail.)
- List any other pending and/or confirmed local funding sources for your project.
- Itemize and prioritize the elements of your grant project.
- Attach your most recent year-end (or comparable end-of-fiscal-year) financial statement which includes your agency's fund, revenue, and expenditure totals.
- Provide a "Grant Project Proposal Narrative" (1,000-word maximum) detailing the project for which you are requesting funding.

1 B. Collaborative Project Grant Application

- Two (2) or more agencies working together to provide better local social service needs in one (1) of the eight (8) primary areas eligible for support identified above.

Click [here](#) for more detail regarding the Collaborative Project Grant Application process.

2. W-9 Form – Organization Taxpayer Identification Number

Applicants must complete a W-9 Form annually. The signed and completed form must be submitted with your application. Please note that the address indicated on the W-9 will be used for all mailing purposes.

Click for [W-9 form](#).

3. Public Presentation and Agency Cover Slide Information – (optional)

-Applicants are invited to give a three-minute presentation on their grant request to the Grant Committee and the public. This is not a requirement to be considered for a grant award, but a chance to share your agency's services.

-Submit an Agency Cover slide to be displayed during your presentation. Your agency's slide should include the following information:

- Brief Mission Statement (1-3 lines)
- Address (Street, City, State, & Zip)
- Agency's Phone Number
- Agency Website and/or Facebook address (if applicable)
- Leadership Team Names

-You may choose to either:

- edit and submit the provided PowerPoint slide, or
- prepare and submit a single cover slide for your agency

4. Submission Process

The Grant Application and required additional information/documents should be emailed to the Monroe County Council Office at CouncilOffice@co.monroe.in.us. The below information must be included and submitted as separate attachments:

- Grant Application
- Year-End Financial Statement
- Grant Project Proposal Narrative
- W-9 Form
- Agency Cover Slide

IMPORTANT INFORMATION:

-Application Deadline: **Friday, September 20, 2024, before 12:00 pm (Noon)**

-Presentation Order Assignment:

*Grant presentation order will be randomly assigned and emailed and posted to the website at least a week **prior** to the presentation date.*

-Applicant Public Presentation: **Monday, September 30, 2024, at 5:30 pm**

*In the **Nat U. Hill Meeting Room-Courthouse-Third Floor** you are invited to give a three-minute presentation on your grant application request to the Grant Committee and public. This is not a requirement to be considered for a grant award, but a chance to share your agency's services.*

-Award Announcement:

County Council Meeting – **Tuesday, October 29, 2024, at 5:00 pm in the Nat U. Hill Room**
Meeting's Virtual Link available on the County Website Event Calendar click [here](#).

-Award Agreements: Award Recipients will receive an email with completion instructions.

-Click [here](#) for other information and/or resources to assist you with the grant process.

GRANT APPLICATION QUESTIONS

Feel free to contact the Monroe County Council Office regarding your grant application.

Email: CouncilOffice@co.monroe.in.us

Office: 812-349-7312

**Check the [Sophia Travis Grant Webpage](#) for further information on the Grant Cycle.
Follow us on Facebook @MonroeCountyCouncil for grant reminders and updates.**

ORDINANCE 2022 - 29

An Ordinance Readopting Procedures for Awarding Community Service Grants

WHEREAS, on September 9, 2008, the Monroe County Council (Council) adopted Resolution 2008-51, which established procedures for reviewing and awarding grants to social agencies and not-for-profit organizations and groups to assist in the provision of much needed services to the needy and vulnerable in our community; and

WHEREAS, Resolution 2008-51 has been amended twice by subsequent resolutions; once by Resolution 2013-15 and again by Resolution 2016-23;

WHEREAS, the Council seeks to consolidate the previously adopted Resolutions to set forth the clear objectives of the Community Service Grants Committee ("Grants Committee"), the appointment of the Grants Committee, and the procedure in which grants shall be awarded; and

WHEREAS, the Council seeks to amend the previously adopted grant procedure to spread available funds among various qualifying agencies; assure the suitability and quality of applications by having the agency focus their efforts on one application at a time; and lower the administrative burden by reducing the number of applications of marginal value.

BE IT, THEREFORE, ORDAINED by the Monroe County Council that the following procedure for the Sophia Travis Community Service Grants Program be adopted to read as follows:

The following applies to the Sophia Travis Community Service Grants Program (formally named the Community Services Grant Program). This ordinance will supersede any and all previous resolutions pertaining to the Sophia Travis Community Service Grants Program and will be effective upon its adoption by the Council.

1. Creation.

The Council has taken over from the Monroe County Commissioners the responsibilities of granting dollar support to social agencies, and has established a budget line titled "Community Services" in recognition of the all-encompassing purpose of the support programs the County Council wishes to support.

With the assumption of this responsibility, the Council seeks to recognize that many Monroe County citizens selflessly donate their time, effort and skills through various social and community organizations in order to improve the quality of life throughout Monroe County and beyond.

The Council wishes to support and encourage the work and goals of private social and community organizations.

The Council understands that Community Services funding has been, and is, discretionary funding in the spirit of good governance through fair and empathetic recognition of those vulnerable in our community.

The Council recognizes that the Community Services funding line is entirely separate from those funding lines which we have established because of statutory requirement and/or dedicated levies, including those for Options, Inc., Stonebelt ARC, local mental health services, Juvenile Justice, etc.

The Community Services line is not to be confused with the grants nearly every County Government Department utilizes and proactively seeks for their missions and operations; and

The Community Services Grant Award Process is a reflection of the Monroe County Citizens' and taxpayers values and priorities, reflecting their recognition of the neediest in our community, and the innovation of those who serve the needy, through the fair representation of the citizenry through their County Council officials, comprised of district and at-large members; to that end, transparency of the governmental process will guarantee fairness and demonstrate how frugally, prudently, and wisely the monies are managed; and

The outreach to Community Service partners by Monroe County Government's County Council will adhere to the best practices of working with local corporate, independent and volunteer-based and operated media outlets; and

The will implement best practices in providing all histories and information about Community Services funding awards and application process online and in hard copy available to all citizens;

2. Community Services Grant Program Name.

- a. The Council recognizes that community service in many forms, from elected official to volunteer, from impassioned speaker to solo musical performer, was a vital component of the life of Sophia Travis.
- b. Sophia served as a member of the Monroe County Council from 2004 until 2008.
- c. During her tenure on the County Council Sophia worked tirelessly to improve the quality of life of Monroe County residents, and worked diligently to assist the hundreds of other county residents doing the same.
- d. Sophia's many achievements as an elected official and volunteer range from making county parks and playscapes accessible for all children, to setting aside space for nursing mothers in public buildings.
- e. Sophia's dedicated public service, community leadership, caring family life, kindness and creative spirit are an example to all, worthy of recognition and fitting to memorialize in this fashion.
- f. One of Sophia's proudest accomplishments as a member of the Monroe County Council was to improve the support given to those Monroe County residents who selflessly donate their time, effort and skills through various social and community organizations in order to improve the quality of life throughout Monroe County and beyond, by assuring that the applications for the limited funds available for support would be considered in a fair, even-handed and transparent process.
- g. For the above stated reasons, the Council hereby renames the Monroe County Community Services Grants Program in honor of Sophia Travis, and shall be known as "The Sophia Travis Community Service Grants Program."

3. Membership and Terms of Grants Committee.

The President of the Monroe County Council shall appoint a Grant Committee of five (5) persons to review grant applications and make recommendations to the County Council for awarding grants. Three (3) members of the committee shall be members of the Monroe County Council; two (2) additional members shall be drawn from the community at large, based on experience or expertise in community services.

Each of the two (2) members drawn from the community at large, based on experience and expertise in community services shall serve on the Grants Committee for a two (2) year term, and this term shall begin on January 1st of the first year of appointment and shall run until December 31st of the second year. The community at-large members will serve terms that are staggered.

In the event an appointed community at-large member is unable to perform their duties during any portion of their two (2) year term, a prior community at-large member may be appointed in the interim to perform such duties. The interim community at-large member will perform such duties until the appointed community member is able to resume the performance of such duties.

4. Duties.

- a. The Monroe County Council shall focus on the following areas when considering grants from its Community Services Fund:
 - i. Food, Nutrition, Security, Shelter and Health
 - ii. Transportation Assistance
 - iii. Climate Change
 - iv. Emergency Shortages
 - v. First Responder
 - vi. Veterans' Assistance
 - vii. Excellence in Government
 - viii. Youth Enrichment Opportunities
- b. The Grants Committee shall develop application forms, agreements and other documentation required by the grant process.
- c. In development of actual application forms, agreements and other documentation, the excellent work of the City of Bloomington's Jack Hopkins Fund shall be used as guidelines.
- d. The Grants Committee shall review applications submitted by social service agencies.
- e. The Grants Committee shall focus on the following criteria when reviewing grant applications:
 - i. Programs must primarily serve Monroe County residents.
 - ii. Likelihood of success of the proposal (i.e., will the dollar amounts sought likely accomplish the professed goal of the proposal?).
 - iii. Partnership or leverage-whether the funds will serve to bring other partners or funding to the project?
 - iv. Operational expenses such as travel, conference costs, ongoing supply or expense costs, maintenance costs, etc., shall be given low priority in award decisions, but shall not be necessarily excluded from consideration.
 1. Support for basic operational expenses will be considered but not given the highest priority.
 2. Stipends and/or compensation for temporary project-specific staff will have higher priority.
 3. Support for salaries of permanent staff will be considered but not given the highest priority.
- f. The Grants Committee shall present to the Council recommendations on the allocation of grants among the social services agencies that submitted applications.

- g. The Council shall formally vote on the Grants Committee's recommendations.
- h. The County Council shall encourage transparency throughout the acceptance, review and award of applications. In addition to maintaining hard copies of all application information, timeline and deadline information, historical and fiscal information regarding the funding, all such information shall also be available to the public through the County's website.

5. Application Guidelines

- a. Organizations and agencies with 501(c)(3) status serving the public in Monroe County, Indiana are eligible to apply for grant funding.
- b. Agencies submitting an application will be required to complete the application packet which includes a cover sheet, a narrative statement, a simple budget for the specific project, and a financial statement. Additional guidance on how and what information to include as part of the application will be available to applicants on the annual application information sheet.
- c. Agencies will submit their grant application packet to the Council Office. Instructions on how to do so will be included on the annual application information sheet.
- d. All grant applicants are requested to give a presentation in support of their organization and their grant request to the Grants Committee. Applicants will be advised as to the time of these presentations once the date and time is determined for that grant year.
- e. Applicants may only apply for grant funding in an amount that is not in excess of the difference between project costs and committed funds from other sources.
 - i. Committed funding would not include pending funding that the agency is awaiting to be awarded.
 - ii. Ex) If an agency is submitting an application for a project that costs \$5,000 and has already received committed funds of \$2,500, the agency can only apply for grant funding in the amount of \$2,500 or less.
- f. Agencies submitting an application for a Sophia Travis Community Service Grant will be limited to one (1) application per agency, unless the Collaborative Project exception is applicable.
 - i. As an exception to the one (1) application per agency rule, agencies may submit applications as a Collaborative Project. Those agencies submitting an application as part of a Collaborative Project may also submit one other application that addresses the standard criteria.
 - ii. A Collaborative Project is an application submitted by two (2) or more agencies working together to solve common problems and better address local social service needs in one (1) of the eight (8) public need areas identified by the Council.
 - iii. Applicants pursuing funding for Collaborative Projects should:
 - 1. Declare in their application that the agency is seeking funds as a Collaborative Project and describe the project
 - 2. Identify each agency involved in the Collaborative Project and describe each agency's mission, operations, and services
 - 3. Describe how each agency involved in the Collaborative Project complements or benefits one another
 - 4. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project

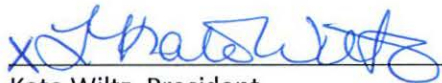
5. Identify any challenges to the collaboration and set forth steps that address the greatest challenges to its success
 6. Address the standard criteria set forth in Resolution 2008-51, paragraph 3, and explain how the Collaborative Project will achieve these goals
 7. Complete a Memorandum of Understanding signed by authorized representatives of the collaborating agencies and detailing the allocation of duties between them.
- g. The Grants Committee will submit a list to the Council for approval at a Council meeting, date to be determined, and at which time the allocation of grant funding to the applicants will be announced.

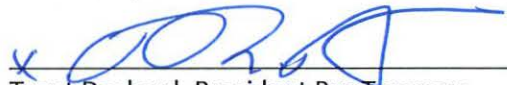
Presented to the Monroe County Council and adopted this **23rd** day of **August, 2022**.

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MONROE COUNTY COUNCIL

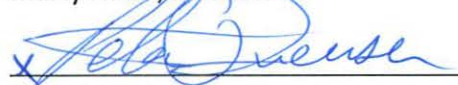
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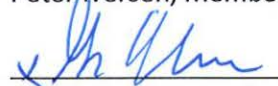

 Kate Wiltz, President

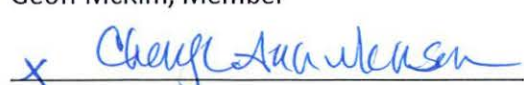

 Trent Deckard, President Pro Tempore


 Jennifer Crossley, Member


 Marty Hawk, Member


 Peter Iversen, Member


 Geoff McKim, Member


 Cheryl Munson, Member

"NAYS"

 Kate Wiltz, President

 Trent Deckard, President Pro Tempore

 Jennifer Crossley, Member


 Marty Hawk, Member

 Peter Iversen, Member

 Geoff McKim, Member

 Cheryl Munson, Member

ATTEST:


 Catherine Smith, Auditor
 Monroe County, Indiana

8/23/2022
 Date



**SOPHIA TRAVIS COMMUNITY SERVICE
GRANTS COMMITTEE**
Monroe County Courthouse, Room 306
100 W Kirkwood Avenue
Bloomington, Indiana 47404
Office: 812-349-7312

Cheryl Munson, Chair
Jennfier Crossley
Peter Iversen
Hattie Johnson

**SOPHIA TRAVIS COMMUNITY SERVICE
GRANTS COMMITTEE SUMMARY MINUTES**
Wednesday, May 15, 2024, at 12:00 PM
HR-Council Conference Room and Teams Connection

MEMBERS

Present – **IN PERSON** – Cheryl Munson, Chair
Present – **IN PERSON** – Hattie Johnson
Present – **IN PERSON** – Peter Iversen
Present – **IN PERSON** – Jennifer Crossley

STAFF

Present – **IN PERSON** – Courtney Moser, Assistant Council Administrator
Present – **IN PERSON** – Kim Shell, Council Administrator
Present – **IN PERSON** – Molly Turner-King, Legal Counsel

1. CALL TO ORDER - 12:09 pm

Munson called the meeting to order at 12:09 pm. All members were present in person.

2. ADOPTION OF AGENDA- 12:11 pm

No changes to the agenda.

3. REVIEW OF COMMITTEE APPLICANTS- 12:11 pm

-Jenny Olmes-Stevens
-Samuel Ujdak

Samuel Ujdak attended virtually. He spoke on his interest in being appointed to the committee and his relevant experience.

Committee discussion ensued.

Iversen moved to nominate Samuel Ujdak. Johnson seconded.
Discussion ensued.

Munson called for a Voice Vote.
Motion failed; 2 [Iversen and Johnson]-2 [Munson and Crossley]; No Majority

Iversen moved to nominate Jenny Olmes-Stevens. Crossley seconded.
Munson called for a Voice Vote.
Motion passed; 3-1 [Johnson]; Majority

4. REVIEW OF 2024 GRANT APPLICATION – 1:14 pm
-Procedures for Collaborative Applications

Shell presented on updates to the grant application and guidelines.

A recommendation was made to include procedures for collaborative agency applications. An updated application will be reviewed at the next meeting of the Committee.

5. FINAL REVIEW OF 2024 GRANT CYCLE CALENDAR – 12:58 pm
-Kickoff Meeting

Moser presented on a proposed Kickoff Meeting and shared a draft PowerPoint presentation.

Iversen moved to adopt the 2024 Grant Cycle Calendar as presented. Crossley seconded.
Munson called for a Voice Vote.
Motion passed; Unanimous

6. OTHER ITEMS

The next meeting was scheduled for June 5, 2024, at 11:30am.

7. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 1:14 pm
-March 4, 2024

Crossley moved to approve as presented. Iversen seconded.
Munson called for a Voice Vote.
Motion passed; Unanimous

8. ADJOURNMENT

Meeting adjourned at 1:15 pm.

The Sophia Travis Community Service Grants Committee Meeting Summary Minutes for **May 15, 2024**, were presented and approved on this **5th** day of **June, 2024**.

SOPHIA TRAVIS COMMUNITY SERVICE GRANTS COMMITTEE

Aye Nay Abstain Not Present _____
Cheryl Munson, Chair

Aye Nay Abstain Not Present _____
Jennifer Crossley, Member

Aye Nay Abstain Not Present _____
Peter Iversen, Member

Aye Nay Abstain Not Present _____
Hattie Johnson, Member

Aye Nay Abstain Not Present _____
Jenny Stevens, Member

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date