



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, May 15, 2024 at 12:00pm Council Conference Room and Teams Connection

[Join the meeting now](#)

Meeting ID: 211 062 203 260

Passcode: edwjQW

- 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. REVIEW OF COMMITTEE APPLICANTS

-Jenny Olmes Stevens
-Samuel Ujdak

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4. REVIEW OF 2024 GRANT APPLICATION

-Procedures for Collaborative Applications

pg. 4

5. FINAL REVIEW OF 2024 GRANT CYCLE CALENDAR

-Kickoff Meeting

pg. 9

6. OTHER ITEMS

7. APPROVAL OF SUMMARY MINUTES AS PRESENTED

-March 4, 2024

pg. 16

8. ADJOURNMENT



SOPHIA TRAVIS COMMUNITY SERVICE GRANTS Committee Member Application

Today's Date: 04/19/2024

Full Name: Jenny Stevens

Nickname: Jenny

Address: [REDACTED]

City: Bloomington, IN

Zip Code: [REDACTED]

Residence Township: Perry

Primary Phone Number: [REDACTED]

Email: [REDACTED]

Why are you interested in applying for the position? Please include any qualifications you have that you believe would benefit the Committee. *A resume and/or additional documentation information is preferred, but not required.*

Serving on the Sophia Travis Committee is a great way to serve our community and its distinct social services mission is of interest to me. Additionally, I would hope my grant management and fiscal responsibility expertise would help in the evaluation of applications. I enjoy working collaboratively with others and so committee work is also appealing.

Thank you for your consideration.

Jenny

Please forward the completed application and documents to CouncilOffice@co.monroe.in.us.

Applications will be kept on file for a period of one (1) year.



SOPHIA TRAVIS COMMUNITY SERVICE GRANTS Committee Member Application

Today's Date: 4/15/2024

Full Name: Samuel Ujdak

Nickname:

Address:

City: Bloomington

Zip Code:

Residence Township: Perry

Primary Phone Number:

Email:

Why are you interested in applying for the position? Please include any qualifications you have that you believe would benefit the Committee. A resume and/or additional documentation information is preferred, but not required.

I am honored to be considered for appointment to the Sophia Travis Commission. I served as the Director of Development and Grants Manager at Middle Way House in Bloomington for 5 years. In my time there I trained three Development Directors, assisted the board of directors and two Executive Directors in the management and allocation of resources as well as the design and implementation of long-term sustainable programming. I also wrote and received awards for four applications for the Sophia Travis grant. I understand firsthand the significant impact even a small amount of grant funding can have on nonprofit social service agencies. Funding from grants like Sophia Travis and Jack Hopkins paid for things like the control panel for a new HVAC system that helped regulate temperatures in the shelter efficiently which saved literally tens of thousands of dollars when utility bills across the region spiked in 2021. This type of funding paid for a new AED unit which directly saved two lives in its first two years when clients went into cardiac arrest. I have written applications for and received grants in excess of 5 million dollars in my 6+ year career managing these projects. While this is not at the height of the sums professionals in the field can deal with, it is an enormously successful track record that largely funded an organization whose annual budget runs roughly \$2.4 million. During my tenure I provided approximately 55% of the organization's annual funding and did so through long range planning of federal and state funding and legislative trends and projection of what the organization itself could accommodate and support.

I firmly believe there is no incorporated entity in America that knows how to more efficiently stretch a dollar than a well-run nonprofit agency and I would love to bring my expertise in identifying and developing those processes and projects to the table in working with the committee. This funding is critical to the community and it is critical that we ensure it is utilized as well as possible to help those most in need. Thank you for your consideration

Please forward the completed application and documents to CouncilOffice@co.monroe.in.us.

Applications will be kept on file for a period of one (1) year.

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!

ELIGIBILITY:

Agencies/organizations with a 501(c)(3) status serving Monroe County, Indiana. [Click for 501\(c\)\(3\) application.](#)

PRIMARY AREAS ELIGIBLE FOR SUPPORT:

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

CRITERIA USED FOR EVALUATION OF APPLICATION:

- Completion of all required reports from previous Sophia Travis Grant cycles.
- Projects must primarily serve Monroe County residents.
- Collaboration with other community agencies on a project.
- 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. Application

- 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 grant 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 "Project Proposal Narrative" *(1,000-word maximum)* that includes your agency's mission statement and a description of the grant project.

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

3. Public Presentation and PowerPoint Slide Information – (optional)

- Applicants are invited to give a three-minute presentation on their grant 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.
- Submit a PowerPoint 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
- Project Proposal Narrative
- W-9 Form
- Agency Cover Slide

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

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.

SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM APPLICATION

AGENCY INFORMATION:

Today's Date: _____

Applicant's 501(c)(3) or Nonprofit Tax ID number: _____ - _____

If you received a STCSG Award in 2021, did you submit your required report by 3/31/2023? _____

If no, why not?

Agency Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

CONTACT INFORMATION: (must include at least ***two different*** contact names and information.)

Primary Contact: _____ Email: _____

Main Phone: _____ Alternate Phone: _____

Secondary Contact: _____ Email: _____

Main Phone: _____ Alternate Phone: _____

Grant Writer Contact: _____ Email: _____

Main Phone: _____ Alternate Phone: _____

PROJECT INFORMATION:

PROPOSED PROJECT TITLE: _____

GRANT REQUEST TOTAL: _____ Project Total Cost: _____

Total number of clients directly impacted by this grant project: _____

How many of those impacted who are Monroe County Residents? _____

OTHER LOCAL FUNDING SOURCES FOR PROJECT

<u>Amount</u>	<u>Source</u>	<u>Status</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

GRANT PROJECT BUDGET

Provide an itemized and prioritized project elements list for which funding is requested. (1 = highest, 10 = lowest)

<u>Cost</u>	<u>Item</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

ADDITIONAL INFORMATION REQUIRED: – see Application Guidelines for detail.

- Most recent year-end financial statement which includes agency’s fund, revenue, and expenditure totals.
- Project Proposal Narrative that includes agency mission statement and grant project proposal. (1,000-word maximum)
- W-9 Form – Organization Taxpayer Identification Number
- PowerPoint Slide which includes agency information.

Applicant/Authorized Signature

Date

PROJECT PROPOSAL NARRATIVE: *(1,000-word maximum. Add additional pages as necessary.)*

June

2024

26	27	28	29	30	31	01
02	03	04 PAC Meeting	05	06	07	08
09	10	11 Council Meeting	12 <i>City Council action on John Hopkins recommendations</i>	13	14	15
16	17	18	19	20	21	22
23	24	25 Council Meeting	26	27	28	29

July

Key: **Applicant Deadlines** **Committee work** **Office work**

Meetings

2024

30	01 Office begins preparing to share application and save the date	02 PAC Meeting	03	04 Closed	05	06
07	08	09 Council Meeting	10	11	12	13
14	15	16	17	18 Website update	19 Email past applicants and media re applications open	20
21	22	23 Council Meeting	24	25	26	27
28	29	30	31	01	02	03

August

Key: Applicant Deadlines Committee work Office work Meetings

2024

28	29	30 5:00pm Kickoff Meeting	31	01 Applications open	02	03
04	05	06 PAC Meeting	07	08	09	10
11	12	13 Council Meeting	14	15	16	17
18	19	20	21	22	23	24
25	26	27 Council Meeting	28	29	30	31

September

Key: **Applicant Deadlines** **Committee work** **Office work** **Meetings**

2024

01	02 Closed	03 PAC Meeting Budget Session 1	04 Budget Session 2	05 Budget Session 3	06	07
08	09	10 Council Meeting	11 Budget Session 4	12 Budget Session 5	13	14
15	16	17 Council Meeting	18 Committee begins reviewing applications	19 Budget Session 6	20 12:00pm Applications due	21
22	23 Assign presentation order and notify applicants re presentation info	24	25	26	27	28
29	30 5:00pm Committee meeting scoresheet procedures 5:30pm Applicant Presentations	01	02	03	04	05

October

Key: Applicant Deadlines Committee work Office work

Meetings

2024

29	30	01 PAC Meeting	02	03 Committee members share their excel file with Council Office/ Cheryl	04	05
06	07 12:00pm Committee scoresheet review & funding recommendations	08 Public Hearing	09	10	11	12
13	14	15 Council Meeting First Reading	16	17	18	19
20	21	22 Budget Adoption	23	24	25	26
27	28	29 Council Meeting Award Announcements	30 Prepare contracts.	31	01	02

November

Key: Applicant Deadlines Committee work Office work

Meetings

2024

27	28	29	30	31	01 Office shares award letters and contracts	02
03	04 Update website	05 Closed	06	07	08	09
10	11	12 Council Meeting	13	14	15 Contract submission deadline	16
17	18 File/ merge/ redact contracts	19	20	21 Submit Commissioner request for contract approval	22	23
24	25	26 Council Meeting	27	28 Closed	29 Closed	30

December

Key: **Applicant Deadlines** **Committee work** **Office work** **Meetings**

2024

01	02	03 PAC Meeting	04 Contracts approved by Commissioners	05 File claims	06	07
08	09 Checks go out	10 Council Meeting	11	12	13	14
15	16	17 Council Meeting	18	19	20	21
22	23	24	25	26	27	28
29	30	31	01	02	03	04
05	06	Notes:				



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 Monday, March 4, 2024, at 1:00 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 – **VIRTUAL** – Jennifer Crossley

STAFF

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

1. CALL TO ORDER - 1:03 pm

Munson called the meeting to order at 1:03 pm. She noted for the record that Iversen and Johnson attended the meeting in person. Crossley attended the meeting virtually.

2. ADOPTION OF AGENDA

No changes to the agenda.

3. BEACON INC. AGREEMENT AMENDMENT – 1:05 pm

Amy Kendall, Beacon Inc. Development Director, presented on this item. Beacon requested an extension for the 2022 Sophia Travis Grant Award.

Discussion ensued.

Johnson moved to approve an extension for Beacon to spend the remaining funds by December 31, 2024, and extend the allowed uses of the grant. Iversen seconded.

Moser called the roll.

Iversen Yes

Munson Yes

Johnson Yes

Crossley Yes

Motion passed; Unanimous

4. 2024 GRANT PLANNING – 1:14 pm

Discussion ensued regarding a possible appointment to the vacancy.

Moser presented options to adjust the grant cycle timeline. Lengthy discussion ensued.

The committee came to a consensus to move forward with the second option with several dates being changed.

The Council Office will update dates as instructed and share the updated calendar with the committee.

5. OTHER ITEMS

None.

6. ADJOURNMENT

Meeting adjourned at 1:39 pm.

(Remainder of page intentionally left blank.)

The Sophia Travis Community Service Grants Committee Meeting Summary Minutes for **March 4, 2024**, were presented and approved on **this 15th day of May, 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 _____
VACANT

ATTEST:

Brienne Gregory, Auditor
Monroe County, Indiana

Date