



**SOPHIA TRAVIS GRANTS COMMITTEE**  
**Monday, August 8th, 2022, at 4:30 pm**  
**HR-Council Conference – Room 306 – Third Floor of the Courthouse**  
**and Zoom Connection**

<https://monroecounty-in.zoom.us/j/82399216647?pwd=bzJCSkNFQWlWcWVXY0J2SnZiYVZCUT09>

**Meeting ID: 823 9921 6647**

**Password: 524846**

- The public's video feed will be turned off by the Technical Services Department 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.
- Below is the link for ZOOM Meeting Schedule of Monroe County Virtual Public Meetings for your convenience:

<https://www.co.monroe.in.us/egov/apps/document/center.egov?view=item;id=10017>

\* \* \* \* \*

*"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, Angie Purdie, (812) 349-2550, [apurdie@co.monroe.in.us](mailto:apurdie@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. Review of Scoring Sheet Procedures**
- 3. Review and Discussion of Changes to the Sophia Travis Community Service Grants Resolution**
  - Update the Grant Process Criteria
  - Update term limits of Citizen Members
- 4. OTHER ITEMS**
- 5. ADJOURNMENT**

## **ORDINANCE 2022 - xx**

### **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, the appointment of the Review 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).

#### **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 Review Committee.**

The President of the Monroe County Council shall appoint a Review 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 Review Committee for a two (2) year term, and this term shall begin on January 1<sup>st</sup> of the first year of appointment and shall run until December 31<sup>st</sup> of the second year. The terms of the community members shall be staggered. No community member shall serve more than one (1) term on the committee.

#### 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 Review 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 Review Committee shall review applications submitted by social service agencies.
- e. The Review 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. Support for salaries will be considered but not given the highest priority.
- f. The Review 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 Review 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 Review Committee. Applicants will be advised as to the time of these presentations once the date and time is determined for that grant year.
- e. 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.
- f. 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.
- g. 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.
- h. Applicants pursuing funding for Collaborative Projects should:
  - i. Declare in their application that the agency is seeking funds as a Collaborative Project and describe the project
  - ii. Identify each agency involved in the Collaborative Project and describe each agency's mission, operations, and services
  - iii. Describe how each agency involved in the Collaborative Project complements or benefits one another
  - iv. Describe the existing relationships between the agencies and how the level of communication and coordination will change as a result of the project
  - v. Identify any challenges to the collaboration and set forth steps that address the greatest challenges to its success
  - vi. Address the standard criteria set forth in Resolution 2008-51, paragraph 3, and explain how the Collaborative Project will achieve these goals
  - vii. Complete a Memorandum of Understanding signed by authorized representatives of the collaborating agencies and detailing the allocation of duties between them.
- i. The Review 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 \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

MONROE COUNTY COUNCIL, INDIANA

***“Aye”***

***“Nay”***

\_\_\_\_\_  
Kate Wiltz, President

\_\_\_\_\_  
Kate Wiltz, President

\_\_\_\_\_  
Trent Deckard, President Pro Tempore

\_\_\_\_\_  
Trent Deckard, President Pro Tempore

\_\_\_\_\_  
Jennifer Crossley, Member

\_\_\_\_\_  
Jennifer Crossley, Member

\_\_\_\_\_  
Marty Hawk, Member

\_\_\_\_\_  
Marty Hawk, Member

\_\_\_\_\_  
Peter Iversen, Member

\_\_\_\_\_  
Peter Iversen, Member

\_\_\_\_\_  
Geoff McKim, Member

\_\_\_\_\_  
Geoff McKim, Member

\_\_\_\_\_  
Cheryl Munson, Member

\_\_\_\_\_  
Cheryl Munson, Member

**ATTEST:**

\_\_\_\_\_  
Catherine Smith, Auditor  
Monroe County, Indiana

\_\_\_\_\_  
Date