



MONROE COUNTY COUNCIL SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM 2019 APPLICATION INFORMATION SHEET

The Monroe County Council has established a fund from which it will make grants to support various community projects. *(Please read carefully, changes have been made in the application process.)*

ELIGIBLE ORGANIZATIONS

All organizations and agencies serving the public in Monroe County, Indiana are eligible. 501(c)(3) status is not a requirement, but it is preferred for organizations that are **not part of** County government. (Information on obtaining 501(c)3 status **for most charities using the new, simplified IRS form** is <https://www.irs.gov/forms-pubs/about-form-1023-ez> .)

PRIMARY AREAS ELIGIBLE FOR SUPPORT

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

CRITERIA USED FOR EVALUATION OF APPLICATION

- Programs must primarily serve Monroe County residents.
- Whether the dollar amount sought will accomplish the stated goals of the proposal.
- Whether the funds sought will leverage additional funds or assistance.
- Support for basic operational expenses will be considered, but not be given the highest priority.
- Support for salaries will be considered, but not be given the highest priority.

*Applicant should be aware that that the 2019 Sophia Travis Community Service Grant fund currently has **\$120,000.00** for awards. All awards are dependent upon approval and appropriation by the County Council.*

APPLICATION PROCESS

The application has three parts. Please submit the following materials as two separate PDF documents and a Power Point slide. Each should have your organization's name in the filename. (E.g., reallygreatorganization_coversheet.pdf; reallygreatorganization_application.pdf; reallygreatorganization_slide.ppt.)

1. A completed, fillable application cover sheet (PDF form), which is available for download here: [Application Cover Sheet](#).
2. A PDF document containing the following information:
 - a. Your organization's mission statement.
 - b. A two-page (maximum) narrative statement describing the specific project for which you seek funding.
 - c. A simple budget for the specific project, outlining a breakdown of the use of the funds. **County funding resources are limited. Therefore, to the extent that your project elements are divisible, please itemize and rank elements in priority of importance.**
 - d. A 2018 year-end (or comparable end-of-fiscal-year) financial statement for your organization. It must include fund balances, along with total revenue and expenditures.
 - e. A list of all grants your organization has received from Monroe County, including year received and amount.
3. An edited version of a master PowerPoint slide, using the format in this [Cover Slide Example](#). The slide will be projected to the audience and on the CATS Broadcast on June 24, 2019, during the required public presentation summarizing your proposed project. Add your organization's information and logo or photo to the master slide and submit with your application.

SUBMISSION PROCESS

Please email your 3-part application to the Cydney Pair, County Council Assistant at CouncilOffice@co.monroe.in.us by attaching the two PDF files and slide. Or you can submit a printed copy of the application cover sheet and application to: Monroe County Council, Courthouse – Room 306, 100 W Kirkwood Avenue, Bloomington, Indiana 47404, and provide your PowerPoint slide on a flash drive.

DEADLINE

The deadline to submit your completed application is no later than **Wednesday, June 19, 2019 at 12:00 pm (Noon)**.

HAVE QUESTIONS OR NEED HELP

If you have any questions or need help regarding the application process, please contact:

Michael Flory or Cydney Pair at 812-349-7312 or by email at CouncilOffice@co.monroe.in.us.

SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM
IMPORTANT DATES TO REMEMBER

APPLICATION DEADLINE: WEDNESDAY, JUNE 19, 2019 at 12:00 pm (Noon)

Submit the three parts of the Grant Application via email to:
County Council Assistant at CouncilOffice@co.monroe.in.us.

OR

Submit the three parts of the Grant Application (printed cover page and application, plus PowerPoint slide on a flash drive) to:

Monroe County Council
Courthouse, Room 306
100 W Kirkwood Avenue, Bloomington Indiana 47404

NOTE FOR YOUR CALENDAR: APPLICANT PRESENTATION TO THE GRANT COMMITTEE AND THE PUBLIC ON:

MONDAY, JUNE 24, 2019 at 6:00 PM

Nat U. Hill Meeting Room – Courthouse – Third Floor

All applicants must give a three-minute presentation in support of their organization and the grant request. This meeting is an opportunity for your organization to communicate with the public.

Please feel free to email Michael Flory mflory@co.monroe.in.us and Cydney Pair cpair@co.monroe.in.us with any questions or concerns.

The order of proposed grant project presentations will be determined by blind draw on June 21, 2019. You will be notified by email of your presentation time by June 22, 2019.



Newcomers to the application process can visit the CATS-TV website to view previous presentations to aid in preparation: <http://catstv.net/government.php?issearch=banner&webquery=sophia+travis>

**GRANT AWARDS: COUNTY COUNCIL WORK SESSION:
TUESDAY, JULY 23, 2019 AT 5:30 PM**

Nat U. Hill Meeting Room – Courthouse – Third Floor

The Grants Committee will present their funding recommendations to the Council for discussion and consideration on this date, including a list of the applicants and the dollars to be awarded. The decision on grant awards will be made by vote of the Monroe County Council. (Attendance by grant applicants is not required.)

SOPHIA TRAVIS COMMUNITY SERVICES GRANT PROGRAM APPLICATION COVER SHEET

Today's Date:

Organization Requesting Funding: Are you a 501(c)(3)? Yes No

ORGANIZATION INFORMATION

Organization Name:

Organization Address/City: / ZIP:

Primary Contact/Director Name: Daytime Phone

Cell Number: Email Address:

Secondary Contact: Daytime Phone:

Cell Number: Email Address:

Grant Writer Name: Daytime Phone:

Cell Number: Email Address:

PROPOSED PROJECT

Project Title:

Project TOTAL Cost: **Grant Fund REQUEST:**

Total Clients Served by this Project: Total Monroe County Residents Served:

OTHER FUNDS EXPECTED FOR PROJECT

Amount: Source: Confirmed Pending

Amount: Source: Confirmed Pending

Amount: Source: Confirmed Pending

FUNDING INFORMATION

Note: Please itemize by priority the program elements; partial funding may be implemented in some instances.

Item 1: Cost:

Item 2: Cost:

Item 3: Cost:

Item 4: Cost:

Item 5: Cost:

Item 6: Cost: