



MONROE COUNTY COUNCIL SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM 2022 APPLICATION INFORMATION SHEET

ELIGIBLE ORGANIZATIONS

Organizations and agencies with 501(c)(3) status serving the public in Monroe County, Indiana are eligible to apply.

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

- Programs must primarily serve Monroe County residents.
- Extent to which dollar amount sought will accomplish the stated goals of the proposal.
- 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.
- Support for salaries will be considered, but not be given the highest priority.

OTHER INFORMATION

The 2022 Sophia Travis Community Service Grants fund has \$151,222 available for awards. All awards are dependent upon approval and appropriation by the County Council.

APPLICATION INSTRUCTIONS

GUIDELINES AND REQUIRED MATERIALS

The application requires two files: a PDF of the “Application” and a PowerPoint “Cover Slide.”

1. Application – submit all elements listed below as a single PDF file.

- Cover Sheet_– Complete the requested information on the template below.
- A narrative statement (1000-word maximum) that includes your organization’s mission statement and a description of the specific project for which you seek funding. PLEASE ALSO INCLUDE: information on how you will address concerns about the health and security of your staff, clients, and the public in light of the ongoing pandemic and its possible long-term impacts on community health.
- A simple budget for the specific project, outlining a breakdown of the use of the funds. To the extent that your project elements are divisible, please itemize and rank them in priority of importance. A table is included in this packet for you to use.
- A 2021 year-end (or comparable end-of-fiscal-year) financial statement for your organization. It must include fund balances, along with total revenue and expenditures.
- A list of all grants your organization has received from Monroe County, including year received and amount.

2. Cover Slide Presentation – PowerPoint Slide (e.g. reallygreatorganization_slide.ppt)

Edit the PowerPoint slide provided [Cover Slide](#) in this packet to include your organization’s information. This will be used during the public presentation that all applicants are requested to attend. Include your organization’s name in the filename.

3. W-9 Form – Fill out the form even if you have done so previously. The Auditor’s Office requires a newly completed form every year. After the form is signed and completed, scan or save it to PDF and insert it as the last page in your application PDF.

SUBMISSION PROCESS:

The name of your organization must be included in the filename of your application PDF (abbreviations can be used). Please email your application to the County Council Office at CouncilOffice@co.monroe.in.us and attach only one (1) PDF file and the PPT Cover Slide.

Alternatively, you may call 812-349-7312 to arrange to submit the application on a flash drive to: Monroe County Council, Courthouse – 3rd Floor, Room 306, 100 W Kirkwood Avenue, Bloomington, Indiana 47404.

DEADLINE:

Submit your completed application no later than Friday, July 15th, 2022 at 12:00 pm (noon).

GRANT BUDGET INFORMATION

Please list the itemized and prioritized (1 = highest funding priority) program elements for which funding is requested. The table will expand by tabbing in the last cell.

Item	Cost
1.	
2.	
3.	
4.	
5.	

PROJECT NARRATIVE

(no more than 1000 words; please use 12 pt font, add multiple pages as necessary)

IMPORTANT RESOURCES AND REMINDERS FOR GRANT APPLICANTS

Non-profit Status:

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> .

Previous Applicants and Awards:

Visit the CATS-TV website to view previous presentations to aid in preparation: <http://catstv.net/government.php?isearch=banner&webquery=sophia+travis>

[List of 2020 awardees and amounts](#)

[Awardees from 2008 to Present](#)

Public Presentation:

All applicants are requested to give a **three-minute** presentation in support of their organization and the grant request. This meeting, on **July 22nd, 2022** beginning at 4:30pm, is an opportunity for your organization to communicate with the public.

The order of proposed grant project presentations will be determined by blind draw on July 18th, 2022. You will be notified by email of your presentation time on or before July 20th, 2022.

Awards and Contracts:

The Grant Committee will present their funding recommendations to the Council for discussion and consideration on August 23rd, 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. Applicants do NOT need to be in attendance.

Each awardee will receive a contract from Monroe County Government stipulating terms and amount of award and expected date of completion.

Each recipient of a Sophia Travis Community Service Grant must file a grant project report with the County Council within three months of the completion of the project or end of the following calendar year, whichever comes first.

Other Questions:

For general questions, please contact the County Council office at 812-349-7312 or by email at CouncilOffice@co.monroe.in.us.

IMPORTANT DATES TO REMEMBER

Application Deadline: Friday, July 15th, 2022 at 12:00 PM (NOON)

CouncilOffice@co.monroe.in.us or Council Office – Courthouse – Third Floor, Rm 306

Public Presentation to the Grant Committee: Friday, July 22nd, 2022 at 4:30 PM

Nat U. Hill Meeting Room – Courthouse – Third Floor

Awards Announcement: County Council Work Session: Tuesday, August 23, 2022 at 5:30 PM

Nat U. Hill Meeting Room – Courthouse – Third Floor and available via Zoom connection