



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 Friday, July 19, 2024 at 11:00am 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. Review of Collaborative Application Procedures

- Do both agencies need to be a 501 (c) 3?
 - Minimum Grant Request
 - Responsibilities of Fiscal Agency
 - Scoring Procedures
-

4. Discussion on Grant Applicants 501 (c) 3 Status

An agency has reached out to the Council Office regarding their intent to apply for a Sophia Travis Grant this year. This is a new agency in the community and thus has only recently applied for 501 (c) 3 status. The agency anticipates having their status confirmed by the time they submit the Sophia Travis application; however, they cannot be certain when the status will be confirmed. Ordinance 2022-29, Readopting Procedures for Awarding Community Service Grants, does not address whether an agency must have a 501 (c) 3 status upon submission of the application; or if being 501 (c) 3 status upon receipt of the award is sufficient.

5. Other Items

6. Approval Of Summary Minutes as Presented

-May 15, 2024

This item was tabled due to no quorum present.

-June 5, 2024

7. Adjournment

SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM



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 (page 3).

PRIMARY AREAS ELIGIBLE FOR SUPPORT:

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

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.*

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.

SINLGE AGENCY GRANT APPLICATION GUIDELINES

1. Grant 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 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.

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

COLLABORATIVE PROJECT GRANT APPLICATION GUIDELINES

1. Grant Application

- Identify each agency involved in the Collaborative Project, specify which agency will act as the fiscal agent. This agency **must** be a 501(c)3.
- Agency Information: complete all information regarding all agencies involved.
(Name, address, contacts, and project detail.)
- List any other pending and/or confirmed local funding sources for the project.
- The minimum grant request amount for a collaborative project is:**
- Itemize and prioritize the elements of the grant project.
- Attach **all agencies (or just the fiscal agency?)** most recent year-end (or comparable end-of-fiscal-year) financial statement which includes fund, revenue, and expenditure totals.
- Provide a "Grant Project Proposal Narrative" (1,000-word maximum) detailing the project for which funding is being requested.

2. W-9 Form – Organization Taxpayer Identification Number

The identified fiscal agent must complete a W-9 Form annually. The signed and completed form must be submitted with the 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 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 the collaborative project proposal.
- Submit a Cover slide to be displayed during the presentation. The slide should include the following information for all agencies involved:
 - Names of Agencies
 - Project Mission Statement
 - Addresses (Street, City, State, & Zip)
 - Agencies Phone Numbers
 - Agencies Websites and/or Facebook addresses (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

4. Memorandum of Understanding (MOU)

-All parties participating in the collaborative project **must** complete a Memorandum of Understanding detailing the allocation of duties. This must be submitted with the application.

5. 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 Statements
- Grant Project Proposal Narrative
- W-9 Form (identified fiscal agent)
- Cover Slide
- Memorandum of Understanding



**SOPHIA TRAVIS COMMUNITY SERVICE
GRANTS COMMITTEE**
Monroe County Courthouse, Room 306
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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 **19th** day of **July, 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



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Cheryl Munson, Chair
Jennifer Crossley
Peter Iversen
Hattie Johnson

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

MEMBERS

IN PERSON – Cheryl Munson, Chair

IN PERSON – Peter Iversen

IN PERSON – Jenny Stevens

VIRTUAL – Jennifer Crossley

VIRTUAL – Hattie Johnson

STAFF

IN PERSON – Courtney Moser, Assistant Council Administrator

1. CALL TO ORDER

Munson called the meeting to order at 11:34 AM. Iversen and Stevens attended the meeting in person. Crossley and Johnson attended the meeting virtually.

2. ADOPTION OF AGENDA – 11:34 AM

No changes to the agenda.

3. FINAL REVIEW OF 2024 GRANT APPLICATION – 11:34 AM

Moser presented on this item. Discussion ensued.

Iversen moved to approve the grant application. Stevens seconded.

Moser called the roll.

Iversen Yes

Munson Yes

Johnson Yes

Stevens Yes

Crossley Yes

Motion passed; Unanimous

There was no consensus on the Collaborative Grant Application.

4. OTHER ITEMS – 11:52 AM

None.

Iversen left the meeting 11:52 AM.

5. APPROVAL OF SUMMARY MINUTES AS PRESENTED – 11:52 AM

-May 15, 2024

This item was tabled to the next Sophia Travis Grants Committee meeting.

6. ADJOURNMENT

Meeting adjourned at 11:55 AM.

The Sophia Travis Community Service Grants Committee Meeting Summary Minutes for **June 5, 2024**, were presented and approved on this **19th** day of **July, 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