
2017-2019 COMMUNITY PARTICIPATION PROGRAM

Application Template

Please use this template as a guide to developing your application for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

You may provide this application electronically to ncr@minneapolismn.gov. Please include a copy of your bylaws if they have been revised since your last funding submission.

CONTACT INFORMATION:

Organization Name:	Audubon Neighborhood Association	
Address:	2600 Johnson Street NE Suite A	
Website url:	audubonneighborhood.org	
Organization email:	mail@audubonneighborhood.org	
Federal EIN:		
Board Contact:	Name:	Egan Haugesag
	Phone:	
	Email:	
	Address:	
Staff Contact:	Name:	Luke Stultz
	Phone:	612-788-8790
	Email:	mail@audubonneighborhood.org
	Address:	2600 Johnson Street NE, Suite A Minneapolis, MN 55418

Who should be the primary contact for this application? Luke Stultz

Date of Board review and approval: Dec 5, 2016

FUNDING ACTIVITIES.

Use the following questions as a guide for your application. For questions 1-8, please limit each response to no more than 3 paragraphs.

1. **Eligibility.** If your organization has not previously been funded through the Community Participation Program, please provide evidence of the organization's eligibility, as identified in Section II of the Guidelines.

The Audubon Neighborhood Association (ANA) has previously been funded through CPP.

2. **Community participation efforts.** Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan?

ANA is currently involved in one Neighborhood Priority Plan (NPP), which is to install a raingarden on the Northeast Middle School (NEMS) property. This NPP is still in process, but will likely be completed in early 2017.

In determining any future neighborhood priority plans, ANA will look to previous survey results and possibly complete an additional survey of a broad section of neighborhood residents, business owners, and property owners to narrow down programs or projects that are needed in the neighborhood. To do this, we will incorporate ANA's print newsletter, e-newsletter, social media, website, and tabling at neighborhood events, among other things.

Board members will be reaching out to neighborhood residents directly to further participation in community meetings, committees, and task forces for projects. Some areas of focus will be on support for local businesses, residential raingardens (including environmental education components), expanding the farmers market (specifically reaching out to lower-income residents), and other areas that entice residents to participate.

3. **Building organizational capacity.** How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

Members can be involved in any of the ANA committees—Schools, Parks, and Youth; Communications; or Housing—as well as events, community meetings, and block clubs. ANA also has programs for both renters and homeowners to access.

To provide an incentive and entice volunteers to give time and energy to the organization, as a way to build new leadership, ANA will work to provide educational opportunities for the volunteers. Board and committee members will be given the opportunity to choose which skill-building workshops ANA will offer, focusing on skills that are necessary and beneficial to the continued success of the organization. By building skills of the volunteer base, the capacity of the organization will grow and more programs and projects can be undertaken.

In the area of self-assessment, ANA has worked over the last year to be more accessible to the community. This included moving office space to a street-level stand-alone building, using social media and online outreach more effectively, and completing an organizational strategic plan. ANA will continue to improve its administrative and foundational structure by pursuing certification through the Charities Review Council. The process involved assessing organizational diversity, capacity, policies, procedures, etc.

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4. **Building neighborhood relationships.** Describe your outreach, networking and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

ANA has partnered with NEMS on a large raingarden project on NEMS property. Over the next three years, ANA will continue to strengthen the partnership with NEMS and possibly work on other projects in the community.

Over the next three years, ANA will focus on holding events (or being a part of currently planned events) in more areas of the neighborhood. The majority of events have taken place around the park; however, by expanding to other sections of the neighborhood ANA will be more accessible to all residents instead of just those residents who are near the park.

ANA will also focus outreach on other organizations that exist in the neighborhood. By connecting with mosques, churches, HOME Line, Habitat for Humanity, MWMO, NE Tool Library, Open Streets, MPRB, etc. ANA will be able to connect with more people who live and work in the community and possibly host cultural competency workshops to educate the neighborhood people and better build community. We'll also be able to connect with those who speak English as a second language to better understand what they need/want from the neighborhood organization. Providing information in Spanish would be helpful.

5. **Work with City departments and other jurisdictions.** Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.

NCR could provide ideas of how to better set up a foundation so the organization can focus primarily on engagement. Assistance with connections to cultural organizations that operate in the neighborhood would be helpful, as well.

6. **Involvement of under-engaged stakeholders.** Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.

ANA will work with NCR's outreach and engagement staff in order to connect with organizations who already support un- and under-engaged residents in the neighborhood. We will work with these organizations to hold a "Big Ideas Contest" (as has been done in other neighborhoods) in order to get those individuals involved.

ANA is also working with adjacent neighborhoods on what their successes have been in reaching un- and under-engaged residents in their neighborhoods.

7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

Unused funds from this CPP cycle will be rolled over to be used for a Neighborhood Priority Plan, which the community will have input into creating.

8. **Policies and other documents.** Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a

current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

See attached.

9. **New organizations.** If your organization was not funded in the previous year, a report on the previous year’s activities must be included with your application.

n/a

10. **Budgets.** Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organization’s community participation work and an amount set-aside, if any, for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

Please note that not all expenses are eligible for reimbursement. Expenses related to neighborhood celebrations and events are only eligible if the event’s purpose is to increase neighborhood awareness and involvement in the organization’s planning and implementation efforts. Expenses such as pony rides, food and entertainment are not eligible for funding and will not be reimbursed.

Expenses related to projects may only be eligible if they are related to implementation of an approved Neighborhood Priority Plan, and are identified in a CPP, NPP or NRP contract.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	20,447	21,447	22,446
Employee Benefits	0	0	0
Professional Services	3,500	3,500	3,500
Occupancy	8,420	8,500	8,500
General Liability Insurance	750	750	750
Directors and Officers Insurance	900	900	900
Communications/Outreach	4,000	4,000	4,000
Translation, interpretation and ADA support	1,000	1,000	1,000
Supplies and Materials	2,500	2,500	2,500
Meetings/community building events	1,800	1,800	1,800
Development	780	680	780
Fundraising	500	500	500
Other Services (please describe):	0	0	0
Total for contract:	\$ 44,597	\$ 45,577	\$ 46,676
Neighborhood Priorities	\$ 0	\$ 0	\$ 0
TOTAL:	\$ 44,597	\$ 45,577	\$ 46,676

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.

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- § Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
 - § Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
 - § Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Please contact your Neighborhood Support Specialist for details on required coverage and limits.
 - § NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.
 - § Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
 - § Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
 - § Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
 - § Meetings and community building events can include those costs related to community meetings and events (excluding food and entertainment).
 - § Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
 - § Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc.).