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:	Beltrami Neighborhood Council
Address:	PO Box 18297, Minneapolis, MN 55418
Website url:	www.discoverbeltrami.org
Organization email:	office@discoverbeltrami.org
Federal EIN:	
Board Contact:	Name: Nicholas Brogren
Staff Contact:	Name: Vanessa Haight Phone: 612-229-8480 Email: vanessa@discoverbeltrami.org Address: PO Box 18297, Minneapolis, 55418

Who should be the primary contact for this application? _____Vanessa Haight_____

Date of Board review and approval: _____11/7/2016_____

<u>FUNDING ACTIVITIES.</u>
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 Beltrami Neighborhood Council (BNC) has previously been funded through the 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?

    The BNC will involve residents and stakeholders in the three key program purposes through a variety of outreach activities, including:

    <u>Information Sharing</u>: monthly e-newsletter, bi-annually mailed newsletter, website, flyers, social media

    <u>Meetings</u>: board meetings open to the public, committee meetings, issue-specific meetings, annual membership meeting

    <u>Activities and Programs</u>: events (Earth Day Clean-Up, Art-A-Whirl weekend, Summer Festival, BeltramiSCARE), safety education program, pop-up park activities

    <u>Door-knocking</u>: the BNC will regularly visit households to share information, solicit input, and build relationships

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.

    1) The BNC encourages direct involvement of members. All residents are invited to attend the open Board meetings and time on the agenda is set aside for non-board members to address the board with questions, issues, and/or feedback. The BNC also supports a number of committees that work on specific projects/programs/issues, bringing proposals to the BNC Board for consideration. Members are also encouraged to get involved in less time-intensive ways, such as assisting with a one-time project.

    2) The BNC aims to build membership by getting to know residents and inviting them to participate in a way that makes sense for them. The BNC will continue to build relationships with residents through door-knocking and casual conversations.

    3) The BNC strongly supports resident-led projects and programs. As opportunities arise for program and project development, the BNC staff and board support the development of new leadership by providing residents with the resources they need to be successful. The BNC will also continue financially support training of the BNC board and staff.

    4) The BNC recognizes the value of reflection, evaluation, and planning. Each year, the BNC will set aside time for the board to reflect on and evaluate current projects and programs

and plan for the future. As ideas for new projects and programs emerge, the BNC will look for opportunities to expand organizational capacity by partnering with other organizations and seeking grants.

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.

   1) The BNC strives to build a sense of community among residents by implementing programs, projects, and activities that bring neighbors together. We strive to visit each household once per year to check in with residents and personally invite them to participate in neighborhood activities.

   2) The BNC will continue to host a variety of programs and activities that bring diverse communities within the neighborhood together. We will utilize creative activities that are accessible to ESL residents, such as pop-up art in the park with bilingual staff. The BNC will strive to have a board reflective of the community and build bridges among those communities through collaboration.

   3) The BNC will initiate conversations with other neighborhoods and organizations to learn from one another and to consider partnerships on projects and programs. The partnership with the Minneapolis Renters Coalition will continue as we learn how to better support Beltrami renters. BNC staff will also continue to support monthly meetings among Northeast neighborhood staff.

   4) The BNC recently completed the construction of the Beltrami Park pavilion in partnership with MPRB, a non-profit, and several businesses. The success of these partnerships highlighted the importance of building relationships with both private and public entities. The BNC plans to reach out to local and neighboring businesses to build relationships and look for partnership opportunities.

   5) All of the BNC's outreach strategies, both internally within Beltrami and externally with other organizations, naturally benefit the neighborhood as a whole.

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.

   The BNC will continue to work in partnership with the MPRB to implement previously identified neighborhood priorities involving park programming and capital investment.

   The BNC will continue to connect with the Regulatory Services department to discuss rental issues and renter engagement.

   The BNC will also continue to work with MPD to develop and implement appropriate crime and safety initiatives. Improving the safety of the Spring Street viaduct has been discussed for many years.

The BNC also hopes to work with Public Works, BNSF, and MPD in exploring opportunities for improvement at the Spring Street viaduct.

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.

    1) Renters: The BNC will door-knock rental properties regularly to build relationships with and among tenants. We will also continue to encourage renters to join the Board of Directors.

    2) ESL: Reaching ESL households have been a challenge for the BNC. Going forward, the BNC plans to translate more information to Spanish, including printed materials and our website. We also hope to engage with ESL residents through door-knocking with community members who speak Spanish.

    3) People of Color: The BNC will reach out to the NCR Department on advice and suggestions on how to better engage people of color in our work.

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 the previous cycle will be used to pay for staff expenses to continue the current level of outreach activity.

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.

CPP Budget	2017	2018	2019
Staff Expenses	(carry over)	24,000	24,000
Employee Benefits			
Professional Services	$1,500	$1,500	$1,500
Occupancy			
General Liability Insurance	$500	$500	$500
Directors and Officers Insurance	$900	$900	$900
Communications/Outreach	$7,000	$7,000	$7,000
Translation, interpretation and ADA support	$1,000	$1,000	$1,000
Supplies and Materials	$1,000	$1,000	$1,000
Meetings/community building events	$2,000	$2,000	$2,000
Development	$1,000	$500	$500
Fundraising	$1,000	$1,000	$1,000
Other Services (please describe):			
Total for contract:	$15,900	$39,400	$39,400
Neighborhood Priorities	$3,060	$3,060	$3,060
TOTAL:	$18,960	$42,460	$42,460

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