

**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](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

Organization Name:	Calhoun Area Residents Action Group (CARAG)
Address:	3501 Aldrich Avenue S. 55408
Website url:	<a href="http://www.carag.org">www.carag.org</a>
Organization email:	<a href="mailto:carag@carag.org">carag@carag.org</a>
Federal EIN:	41-1822132
Board Contact:	Tricia Markle, Board President
Staff Contact:	Scott Engel, Executive Coordinator

Who should be the primary contact for this application? \_\_\_Scott Engel\_\_\_\_\_

Date of Board review and approval: \_\_\_\_\_January 17, 2017\_\_\_\_\_

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.

NA

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?

CARAG uses several outreach methods to engage neighbors including social media (website, e-newsletter, Facebook, Twitter, Next Door), flyering, and many community-building events to reach out to residents. The organization also sponsors monthly neighborhood meetings to discuss community concerns and opportunities, as well as committee meetings where neighbors work on projects and issues of concern.

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.

CARAG considers all residents, business owners, and property owners members of the organization welcoming participation in community meetings and activities. This includes extending the right of members, not just the CARAG Board, to bring forward motions and vote on most issues during CARAG Neighborhood Meetings.

the result is an environment that is inclusive and participatory for attendees and may lead to involvement with the organization in other ways including membership on committees, helping with community events, etc..

The CARAG Board actively works to recruit volunteers to ensure a highly-functional and welcoming organization. Also, the CARAG Livability & Engagement Committee works to increase awareness of the neighborhood association and involve more neighbors by organizing fun, community-building events and managing outreach activities.

The CARAG Board meets twice a year for a "Retreat" where members assess function of the organization and yearly goals.

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.

- \* The organization sponsors and organizes many community-building events each year to promote connections among neighbors and CARAG activities. Some events are targeted to the wider neighborhood with others focused to draw participation from underrepresented groups.
- \* CARAG partnered with other Uptown-area neighborhood associations to organize and sponsor personal safety and burglary prevention workshops.
- \* The organization worked to utilize and build membership in social media to engage residents- especially young renters who make up a significant portion of the community and are under-represented in CARAG activities.
- \* CARAG partnered with VOA SW Senior Center and MPRB to create mosaic murals at Bryant Square Park through an inter-generational project involving 200 neighbors in the design and assembly of the artwork, which has become a community landmark.

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.

CARAG works most closely with the 10th Ward City Council office to connect with City staff making faster and substantive connections.

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.

Young renters and people of color are underrepresented in the CARAG organization and our activities. Work has been done to tailor some community events to interest young renters, as well as more use of social media to engage tech-savvy generations. CARAG plans to become involved in the Minneapolis Renters Coalition seeking best practices for engaging renters and potentially people of color.

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

NA

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).

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.

NA

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

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Staff Expenses	\$34,290	\$34,290	\$34,290
Employee Benefits	\$4,000	\$4,000	\$4,000
Professional Services	\$200	\$200	\$200
Occupancy	\$4,200	\$4,200	\$4,200
General Liability Insurance	\$550	\$550	\$550
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach			
Translation, interpretation and ADA support			
Supplies and Materials	\$1,250	\$1,250	\$1,250
Meetings/community building events			
Development			
Fundraising			
Other Services (please describe):			
		\$	

<b>Total for contract:</b>	\$45,390	\$45,390	\$45,390
Neighborhood Priorities	\$	\$	\$
		\$	
<b>TOTAL:</b>	\$	\$	\$

**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.).