
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 plans. 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:	Columbia Park Neighborhood Association
Address:	PO Box 21593 Minneapolis, MN 55421
Website url:	Columbiapark.org
Organization email:	contact@columbiapark.org
Federal EIN:	
Board Contact:	Name: Jane McCarney (co-chair) or Melody Devine (co-chair) Phone: Email: Address:
Staff Contact:	Name: Liz Wielinski Phone: Email: Address:

Who should be the primary contact for this application? Liz Wielinski

Date of Board review and approval: 2/27/2017

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.

We have been previously funded and updated our paperwork to remain eligible in the fall of 2016.

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?

We have already passed one NPP and are currently on our second phase. We have done a dot-mocracy survey at a holiday event, placed a survey in our newsletter and had surveys available at our last annual meeting. We intend to try an online survey and do some door to door work this spring to include more of the residents. While not everyone was willing to share their address, the majority of the surveys we have in hand are from single family homeowners.

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.

- i. Our board is very hands on and members have signed up for various duties and events throughout the year. Our board volunteers with the newsletters, officer positions, Earth Day, annual meeting sign placement, photography, attending other non CPNA meetings and are working on welcome to the neighborhood packets.*
- ii. We have made inroads into more contact with the neighbors via email using Nextdoor. We attract our neighbors with projects like our gardens, Earth Day clean up and helping Marshall Terrace with their "adopt a highway" along University AV. We have turned our annual meeting into more of a fun event thus attracting more neighbors and provide signup sheets at every table for volunteer opportunities.*
- iii. We have tried to keep our board meetings, short, interesting and fun so that the enthusiasm of our current board members works to recruit new neighbors onto the board. We proactively reach out to our diverse neighbors. Our staff has worked to make the officer positions easy to manage to make transitions as seamless as possible.*
- iv. This is a new concept for us, but we will work with our assigned NCR staff person in the coming year to understand this better and use any opportunities we can to improve our organization.*

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.

- i) *Using tools like our website, Nextdoor , our newsletter and now our plan to do welcome packets we hope to create a sense of being a part of the Columbia Park neighborhood.*
- ii) *We have been building bridges by partnering with Marshall Terrace CCMT and Holland HNIA for the Overlook Gardens at the new Northtown Bridge. We joined Adopt a Highway along University with CCMT, and the Central Av median re-greening with Audubon ANA and Waite Park WP. We have been building relationships with our diverse neighbors through NNO and our annual meeting potluck picnic. The neighbors we will concentrate more outreach on are our renters and very tiny business community.*
- iii) *We will be working with greater Northeast by continuing to provide volunteers for the Edison all school BBQ in August and working to keep the NE Parade alive in our community. There are also discussions on where else we might all come together and the Northeast/Southeast Service Area Master Plan that will be starting up this summer under the planning department of the MPRB will be a great opportunity to work on as part of the Eastside community as a whole.*
- iv) *We are already working well with the park board and getting more in tune with actions at the city and our community garden is through the county. We invite the school board, state and county representatives to our annual meetings. The more difficult path is to work with our neighbors in Anoka County/Columbia Heights to the north, but our community gardens are breaking that barrier. We are also through our website and newsletter becoming a conduit for local non profits who can help with tax assistance, painting and yardwork for seniors, renters issues and more.*
- v) *All of the above 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.

We have already been working with the park board with the redo of Hi View Park Pool and Playground, the Picnic Pavilion at Columbia Park and partner on Earth Day. Our community gardens are through the Hennepin County Regional Rail Authority HCRRA and we have been working with Public Works on the sidewalk connections at the ST Anthony Parkway Bridge. The staff at NCR has been very helpful in guiding us through the funds transfer process and keeping our paperwork on track. We hope to continue these good relationships going forward.

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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.

Our biggest groups of unengaged stakeholders are renters and businesses in the neighborhood. We have received a list of rental properties from the CM's office but will talk to NCR for suggestions to help us with the businesses.

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

Due to the need to get our policies up to date and in place we have chosen to roll over our previous funds to keep the organization running while we complete this budget and get through the application process. All remaining funds will go toward NPPs.

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).

We updated our policies and sent them to Jack Whitehurst. They are also posted on our website.

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			
Employee Benefits			
Professional Services	\$6500	\$6500	\$6500
Occupancy	\$650	\$1800	\$1800
General Liability Insurance	\$210	\$220	\$230
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$3500	\$3600	\$3700
Translation, interpretation and ADA support	\$300	\$300	\$300
Supplies and Materials	\$200	\$200	\$200
Annual Meeting (tent and equip. rental)	\$3000	\$3000	\$3000
Community building events	\$1000	\$1000	\$1000
Development	\$300	\$300	\$300
Fundraising	\$500	\$500	\$500
Other Services (please describe):			
Total for contract:	\$17060	\$18320	\$18430
Neighborhood Priorities	\$9654	\$8393	\$8283
TOTAL:	\$26714	\$ 26713	\$ 26713

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.).