
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:	Field Regina Northrop Neighborhood Group
Address:	1620 East 46 th Street Minneapolis, Minnesota 55407
Website url:	
Organization email:	frnng@frnng.org
Federal EIN:	411773302
Board Contact:	Name: Willie Bridges Phone: 612 721 5424 Email: President@frnng.org Address: 1620 East 46 th Street, Minneapolis, Minnesota 55407
Staff Contact:	Name: Stearline C. Rucker Phone: 612 721 5424 Email : Program Manager@frnng.org Address: 1620 East 46 th Street Minneapolis, Minnesota 55407

Who should be the primary contact for this application? Stearline C. Rucker- Program Manager

On-Line Board Approval: December 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.

Field Regina Northrop Neighborhood Group have received funding in the last CPP Cycle.

2. **Community Participation Efforts.** In order to increase community participation, FRNNG plans on combining existing approaches with new and innovative efforts. Current methods proven to be successful including a national award finalist bi-monthly Close to Home newsletter, an updated FRNNG website, face book, twitter and numerous annual events/celebrations (e.g. Annual Neighborhood Celebration , Community Engagement forums, Night on 48th Street, Community, The \$1.00 Campaign Letter, Farmer's Market along with Public/Green Spaces and Community Gardening events).

New engagement plans include a collaborative tutorial program/McRae Park for grade k thru 12, Major operation CleanSweep for residents, Storm drain Unblocks partnership with Minnehaha Watershed District along with local schools, to providing free radon testing kits for over 50% of residents.

A major revision of the welcome neighbor's packets for new and existing neighbors. We will continue to make a consistent efforts to gather community feedback at events/celebrations. The development of Neighborhood Priority Plan will consist of developing an "APP" in Spanish & English for online newsletter and " what's in our neighborhood places to dine, play and work".

The newsletter, website, social media along with postcard reminders will continue as major tools in recruiting and participation of community members. As part of the creation of a business directory, and neighborhood "app", that will reflect all local shop owners, and home base business and services will serve as input on what they see as neighborhood priorities.

3. **Building Organizational Capacity.** Creating an active volunteer base is a major goal for FRNNG this funding cycle. One way we will accomplish this is by regular soliciting volunteers in the newsletter, social media and through neighborhood Google groups (i.e. Next Door). By giving neighbors regular updates on committee activity, the hope is that they will find something they're interested in helping out with. Increasing the number of volunteers by participating in community building in our open public greening spaces beginning spring summer and fall. By broadening our partnership with Minnesota Department of Transportation, along with Minneapolis Public Works Department, organizations such as Boy Scouts, Girls & Boys Club will work with the neighborhood greening projects.

A modest goal is asking neighbors to volunteer at one event a year. In order to maintain and increase volunteers, and to strengthen the community building, we plan to hold quarterly "volunteer appreciation" dinner using our unrestricted funds. We will actively recruit volunteers on a quarterly basis by holding weekend coffee hour with residents at the business nodes in the community, facilitated by office staff along with a member of board of directors.

4. **Building Neighborhood Relationships.** In order to better connect FRN residents, the highly successful Northrop (Next Door) group will be expanded to include Field and Regina residents. The Google group continues to be an efficient means to communicate safety concern, neighborhood

news such as new homeowners on the block as well as recommending babysitters, mechanic, etc. FRNNG has a dedicated Community and Safety Committee that develop a partnership with our area Crime Prevention Specialist to recruit for and mobilize area Block Clubs in all three neighborhood (Field Regina and Northrop) as well as a strong partnership with all three business nodes in our community. Security for both residents and businesses is one of major priority in the community. Attending the business nodes monthly meeting, partnership on projects and special events promotes community engagement.

Major door knocking, social media along with mailings are planned along with three times per year in holding Block Appreciation Day, to thank block leaders and to recruit new volunteer. The Nokomis Health Seniors Group have been a successful partnership for our organization. In order to strengthen this partnership and better engage area seniors, we have design a section in for both our online and paper mailing of the Close To Home as "Seniors Corner". We will have a senior table dedicated for seniors at all of our events in the coming year as make increased efforts to involve them ongoing FRNNG events/celebrations.

5. **Work with City departments and other jurisdictions.** FRNNG have development a great partnerships with NCR organization. FRNNG has and dedicates staff personnel assigned to our association. Our partnership includes NCR staff copy on all correspondents pertaining to our organization. Staff attends our regular monthly board meetings during the program year. We utilizes NCR staff for yearly board trainings.

We refer to NCR regarding legal and or conflict of interest manners. NCR is a direct contact point for us to navigate with d department in the City of Minneapolis. An example of how the neighborhood association and NCR had a major success was the Repaving of County Road 46Street in Minneapolis. NCR lead the efforts to coordinate Hennepin County to partnership with neighborhood associations (Field Regina Northrop, Hale-Page Diamond Lake, Tangle town, and Kingfield) with the resign and traffic flow. This project resulted in major success for all six neighborhood with FRNNG leading the team effort. .

6. **Involvement of under-engaged stakeholders.** FRNNG have events and projects benefit youth, school age children, under repretative residents along with senior citizens. To ensure we are continually improving projects as well as keeping them relevant to the audience, we will recruit youth, and under representative residents to serve on the planning committee of the annual neighborhood meeting, celebration, Earth Day Minnehaha Watershed Clean Storm Drains, Mini Chicago Avenue Open Streets for 2018.

For our under representative residents we will actively recruit to serve on the board of directors, volunteer on committee's as well as event and or special project. NCR will be major partner in assisting FRNNG in this major recruitment effort. Our community newsletter is targeted for late 2017 -18 to be online in other Language (i.e. Spanish and Somali) during this funding cycle.

7. **Unused funds.** FRNNG will roll over unused funds from the previous CPP funding cycle to continue with engagement and implement efforts such as our bimonthly Close to Home

Newsletter, community engagement forums, annual events/celebration/farmer's market, Public Green spaces and gardening, resident's security monitoring lighting including business Nodes security cameras with organized Business Block Leaders.

8. **Policies and other documents.** The following documents are attached: By-Laws, Job Descriptions for Office Staff, Conflict Of Interest Disclosure Form, FRNNG Grievance Policy, Financial Policies & Procedures, FRNNG EOE Policy, FRNNG ADA Policy
9. **New organizations.** FRNNG is not a new organization for CPP funding.
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 2017-2019	2017	2018	2019
Staff Expenses	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Employee Benefits	\$ -	\$ -	\$ -
Professional Services	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
Occupancy	\$ 6,700.00	\$ 6,700.00	\$ 6,700.00
General Liability Insurance	\$ 512.00	\$ 512.00	\$ 512.00
Communications/Outreach	\$ 5,268.00	\$ 5,268.00	\$ 5,268.00
Translation, interpretation, and ADA support	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Supplies and Materials	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00
Meetings/community building events	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
Development	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Fundraising	\$ 4,900.00	\$ 4,900.00	\$ 4,900.00
Other Services (please describe):	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Total for contract	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00
TOTAL ALLOCATION:	\$ 87,980.00	\$ 87,980.00	\$ 87,980.00



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.).

The following documents are attached: By-Laws, Job Descriptions for Office Staff, Conflict Of Interest Disclosure Form, FRNNG Grievance Policy, Financial Policies & Procedures, FRNNG EOE Policy, FRNNG ADA Policy

- Exhibit 1 FRNNG by – Laws
- Exhibit 2 Office Staff Job Description
- Exhibit 3 Conflict of Interest Disclosure
- Exhibit 4 Grievance Policy
- Exhibit 5 Financial Policies & Procedures
- Exhibit 6 EOE Policy & ADA Policy