
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:	Linden Hills Neighborhood Council
Address:	P.O. Box 24049, Minneapolis, MN 55424
Website url:	www.lindenhills.org
Organization email:	info@lindenhills.org
Federal EIN:	41-1805319
Board Contact:	Name: Jamie Long Email: chair@lindenhills.org Address: P.O. Box 24049, Minneapolis, MN 55424
Staff Contact:	Name: Christy Prediger

Who should be the primary contact for this application? Christy Prediger

Date of Board review and approval: November 1, 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 Linden Hills Neighborhood Council (LHiNC) has previously been funded. LHiNC is a community and volunteer-based 501c3 nonprofit organization that strives to increase civic participation of the residents within its neighborhood and make Minneapolis a great place to live, work, and play.

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?

Proposed outreach activities: LHiNC will actively work to engage the community in a variety of ways. LHiNC will continue to reach all neighborhood residents and promote a sense of sharing and community through print and electronic media, and the use of neighborhood signage when appropriate. We are committed to also using our website and social media as vehicles to reach more of the community. LHiNC will continue to encourage participation of residents in its various committees, some of which have recently added active new members, and will continue to encourage attendance at its monthly Board Meetings. We will strive to reach a broader section of the neighborhood with news of neighborhood events which promote community, such as the Festival and Corn Feed.

LHiNC has been successful in surveying residents for input regarding neighborhood priorities and developing these comments into a Neighborhood Priority Plan. We will again offer an online survey to seek the community's views about important areas on which to focus. We will also accept suggestions at the LHiNC booth at the Linden Hills Festival in May and plan to communicate news of the survey through our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook.

3. **Building organizational capacity.** How will you work to:

- (1) provide opportunities for the direct involvement of members:

LHiNC will work to provide opportunities for the direct involvement of members in a variety of ways. We will continue to encourage participation in LHiNC's various committees, ensuring that committee members have the opportunity to shape committee projects and goals. We will continue to invite the community to monthly Board Meetings, encouraging questions from those in attendance and endorsing the free-flow of information. LHiNC will continue to provide and promote volunteer opportunities at LHiNC-hosted and co-hosted events in and around the neighborhood.

- (2) build your membership and volunteer base:

LHiNC will work to strengthen its volunteer base by making an effort to invite renters to participate, a segment of the population that has not been targeted in the past. We will

continue to invite participation through our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook. The placement of signs and flyers throughout the neighborhood will be used as well. In 2016, LHiNC organized an Events Committee, which was active in encouraging participation in neighborhood events and was successful at placing volunteers at LHiNC events – it is anticipated that the Events Committee will continue to reach out and recruit new participation.

(3) encourage and develop new leadership:

LHiNC will continue to actively recruit new Board members and committee members, through our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook. We have had several renters serve on the LHiNC board in recent years and we anticipate continuing to reach out to this community.

(4) expand the organization's capacity through self-assessment and other activities:

LHiNC values transparency and strives to share information on a timely basis for all to review and critique. We will continue to maintain and periodically update various manuals and resources for operation (Board Members Manual, Spring Festival notes, Treasurer's notes, Coordinator's information) based on lessons learned, feedback from residents and board members, input from the City and other neighborhoods, which will benefit the future members of LHiNC with information regarding best practices.

4. **Building neighborhood relationships.** Describe your outreach, networking and inclusivity efforts to:

(1) build a sense of a whole neighborhood among residents:

LHiNC strives to build a sense of a whole through our communications outreach, including our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook, as well as signage at the Park Building and elsewhere within neighborhood. LHiNC also promotes a sense of community through events it hosts and co-hosts, which are free and open to all. It also offers transparency in its Board meetings and encourages attendance and participation.

In addition, LHiNC tries to build a sense of community by encouraging participation in events that build pride in the community, such as Nice Neighbors Day, which is an annual Linden Hills event, and also the Linden Hills Festival, which has been beloved in the neighborhood for over 40 years.

(2) build bridges among neighbors and diverse communities within the neighborhood:

LHiNC will continue to host and co-host events in and around the neighborhood which aim to attract a broad attendance and promote a sense of pride in community.

LHiNC also intends to renew its efforts to reach out to renters in the neighborhood and to continue welcoming seniors and others to participate.

(3) work with other neighborhoods and organizations on issues of common interest:

LHiNC is actively involved in an ongoing collaboration with the Minneapolis Park & Recreation Board (MPRB), East Harriet-Farmstead Neighborhood Association (EHFNA) and the Audubon Chapter of Minneapolis (ACM) in the Roberts Revitalization Project (RRP). The overall goal of the

project is to develop and implement a long-term management plan that will enhance and protect the Sanctuary as a natural and undeveloped area for birds.

LHiNC will continue to collaborate with the East Harriet-Farmstead Neighborhood Association to co-host KiteFest at Lake Harriet in January.

Staff members from neighborhoods located in southwest Minneapolis meet frequently to share information and collaborate on issues affecting our neighborhoods.

LHiNC will continue work to strengthen its support of the Linden Hills Business Association in promoting and sponsoring various events in the commercial nodes and throughout the neighborhood. We held the first annual Taste of Linden Hills event in October, 2016, and plan to make this an annual event – the event brought LHiNC, neighborhood businesses, and the community together for an evening of fun, which financially benefits worthy neighborhood groups and projects that have a beneficial influence on Linden Hills.

(4) build partnerships with private and public entities:

LHiNC will work with the Minneapolis Park and Recreation Board to offer family-friendly events and programs at Linden Hills Park. We will also work with Linden Hills Library to promote programs at the library which are open to the public. The annual Spring Festival will provide a venue for private and public entities to promote causes and reach a broad audience. LHiNC will strive to work more closely with the Linden Hills Business Association (LHBA)

(5) benefit the neighborhood as a whole:

LHiNC will continue to offer and support programs which benefit the neighborhood as a whole, such as biking advocacy programs in the neighborhood. LHiNC will also continue to protect and enhance the urban forest and work to educate residents about ways to reduce negative effects on water and air quality. Seniors, renters, and ethnic minorities are typically under-engaged in Linden Hills. We plan to make an effort to engage landlords and property managers in the neighborhood. The recent Learning Lab was helpful in making information about engaging renters available to neighborhoods. The NCR Department can also help LHiNC by continuing to share success stories and case studies from other neighborhood organizations.

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.

In 2016 LHiNC hosted two town hall forums and invited state and local elected officials, representatives from Minneapolis Public Schools and Minneapolis Park & Recreation Board, to come to the neighborhood and speak with community members and field questions. We intend to continue hosting similar events, giving neighborhood residents the opportunity to learn and connect with the organizations and to ask questions of the representatives.

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.

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Learning Lab was helpful in making information about engaging renters available to neighborhoods. The NCR Department can also help by continuing to share success stories and case studies from other neighborhood organizations.

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 funding cycle will be used to develop the Linden Hills Neighborhood Priority Plan, and will go to help fund communication efforts related to the production of the Linden Hills Line newsletters.

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).

Attached you will find LHiNC bylaws with grievance procedure contained, LHiNC Policies & Procedures, EOE Plan, ADA Plan, and current board list.

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.

LHiNC was funded in the previous year.

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	\$35,000	\$35,000	\$35,000
Employee Benefits			
Professional Services	\$1,600	\$1,600	\$1,600
Occupancy	\$1,000	\$1,000	\$1,000

General Liability Insurance	\$210	\$210	\$210
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$3,427	\$3,427	\$3,426
Translation, interpretation and ADA support			
Supplies and Materials	\$1,000	\$1,000	\$1,000
Meetings/community building events			
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$	\$	\$
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$43,137	\$43,137	\$43,136

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.).