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**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:	McKinley Community
Address:	3300 Lyndale Avenue N Minneapolis, MN 55412
Website url:	<a href="http://mckinleycommunitympls.webs.com/">http://mckinleycommunitympls.webs.com/</a>
Organization email:	mckinleycommunitympls@gmail.com
Federal EIN:	
Board Contact:	Name: Heather Kuikka, Board Chair
Staff Contact:	Name: N/A Phone: Email: Address:

Who should be the primary contact for this application? Heather Kuikka

Date of Board review and approval: November 15, 2016

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**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. **N/A**
  
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?
  - 2016 has been our rebuilding year. We were more focused on how to continue to pay our bills and stay open. We worked tirelessly to ensure this happened. Now that the dust has literally and figuratively settled, we can start to focus on community outreach and engagement. We brainstormed at our board meetings and at a community meeting. A few new ideas we have are:
    - Pollinator garden workshop
    - Sustainable/organic gardening lecture
    - International Food Festival
    - Outdoor movie night
    - Frybruary
    - CPR/First Aid Training
    - Music night/jam session
    - Craft night
    - Tax consulting
    - Home improvement seminar(s)
    - Free window insulation kits
    - Personal safety/self-defense class
    - Bingo night

All of these events would be free to the community and McKinley would pay for the speaker, materials, food (we know that isn't reimbursable), and other costs. We may hold other events where it would be participant cost (paint night), or, if we have the funds, McKinley could offer a reduced cost.

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 think No. 2 answers the majority of this question. This year was the first year we had a full board of directors. I started using Nextdoor and Facebook a lot more to try and recruit our meetings, events, and need for Board Members. Although I had many private messages from people showing interest, in the end, none of them showed up and threw

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their name in the hat. Maybe if we starting serving food or give away puppies, we'd get more attendance. We did set aside money for training opportunities for board members and Regina.

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.

- As mentioned above, McKinley did everything they could to stay alive in 2015/2016. At each board meeting and community meeting, we actively discuss what we can offer and what we can do engage more people. The first thing we want to do is a mailing that would be in a couple different languages. We know this will be a hefty cost upfront, but we hope that we will be able to reach more community members by doing this. We also believe by holding various events that would bring people from all different backgrounds in by finding a commonality.
- I do need to reach out to other neighborhood organizations to see what they do and what works and what doesn't. I understand this wasn't really done by our executive director. However, seeing we do not have a paid staff person to attend meetings, it has proven quite difficult to find a time that works.

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.

- Well, we seem to be pretty much on our own. Last month was the first time in a year that we actually had police officers stop by our community meeting. Unfortunately, McKinley wasn't their regular area and had nothing to offer. Tim Hammett and Shelia Rawski attend our meetings on a regular basis. Shelia is amazing and we are fortunate to have her. I take partial blame, I know I can invite Barb Johnson to our meetings. However, due to poor attendance, I feel like it would be a waste of her time. I'm struggling to figure out how to get a higher attendance at our meetings. It was never strong, but I hate seeing people complain on Facebook and never voice their concerns at our meetings or through the proper channels. Some of this is due to people just giving up on North Minneapolis and feel like no matter what they say or do, things will just stay the same. These people are also looking to move and no longer feel vested in the community.

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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- I find that we have a difficult time reaching our Hmong population. Even though McKinley, and North Minneapolis is very diverse, it is also very secularized. We are hoping by having flyers in a couple different languages will help.
7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.
- McKinley would like to host a Taste of the Nations event at our building. Our cost would be renting tables, chairs, and possibly a tent or two. We have never done something like this before and think it would be a great way to introduce all the cultures and ethnicities in McKinley. Nothing brings people together like food.
  - We would also like to revamp and implement our McKinley Neighbors Unite! signs, or something similar.
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).
- Nothing has changed since last year. Our current board members are:  
  
Heather Kuikka, Board Chair  
Allison Schaumburg, Vice Chair  
Monique Ammi, Treasurer  
Ricky Venson, Secretary  
Ramon Villanueva  
Kari Carlson  
Rick Maas
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**

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Staff Expenses	\$30,000	\$32,000	\$32,000
Employee Benefits	n/a	n/a	n/a
Professional Services	\$3,000	\$3,000	\$3,000
Occupancy	\$12,000	\$11,000	\$11,000
General Liability Insurance	\$1,900	\$1,900	\$1,900
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$4,000	\$3,310	\$3,310
Translation, interpretation and ADA support	\$1,000	\$1,000	\$1,000
Supplies and Materials	\$1,000	\$1,000	\$1,000
Meetings/community building events	\$610	\$300	\$300
Development	\$400	\$400	\$400
Fundraising	\$1,000	\$1,000	\$1,000
Other Services (please describe):			
<b>Total for contract:</b>	\$55,810.00	\$55,810.00	\$55,810.00
Neighborhood Priorities			
<b>TOTAL:</b>	\$55,810.00	\$55,810.00	\$55,810.00

**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).

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- 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.).