
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: Sheridan Neighborhood Organization

Address: 1304 University Ave NE
Minneapolis, MN 55413

Website url: www.sheridanneighborhood.org

Organization email: sno@sheridanneighborhood.org

Federal EIN: 41-1940413

Board Contact: Name: Seanen MacKay – Co-VP

Staff Contact: Name: None

Who should be the primary contact for this application? Seanen MacKay

Date of Board review and approval: 11/3/2016

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. **We are eligible and have participated for many years.**
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? **SNO will continue to reach out to the community through our volunteer committees: Crime Prevention Committee, CDC Committee, AFCAC, and Events Committee as well as our monthly neighborhood meetings, social media, print and door knocking. We are in the process of developing a broader outreach program.**
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. **Direct involvement of members is achieved through many ways and the most common is our volunteering opportunities which have proven to be the best way to both build our membership but also develop the new leadership our neighborhood needs. Through these activities we are then able to provide mentorship to those newer members of our community.**
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. **1) Our neighborhood achieves outreach and networking by holding neighborhood fundraisers 2) sponsorship of the NE Farmers Market where we set up a table and spoke with NE residents of various neighborhoods, provide bi-lingual community information to members of SNO 3) Past partnerships with both Logan Park and Bottineau to address issues that affect our combined neighborhoods 4) Working with the 13th Ave Business owners to address concerns and provide support.**
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. **SNO does contact / connect with the City of Minneapolis for information or clarifications regularly and currently the NCR staff we work with is highly committed to working with us which makes it easy to work with the city.**

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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.

As part of our 2016-17 proposed community engagement plan we are looking at more options to get younger members involved with the community. We are revisiting the possibility of another art type work shop, continuing and broadening our relationship with the local schools and reaching out to our under represented community members to engage in fun and meaningful ways.

7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities. **We have started the process of updating our neighborhood priority plan and the unused funds will be reallocated to programs that are the most beneficial to our community members based on their input.**
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). **None**
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. **Not Applicable**
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	0	0	0
Employee Benefits	0	0	0
Professional Services	0	0	0
Occupancy	\$5,000	\$5,000	\$5,000
General Liability Insurance	\$600	\$600	\$600

Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$4,000	\$4,000	\$4,000
Translation, interpretation and ADA support	\$4,000	\$1,000	\$1,000
Supplies and Materials	\$600	\$300	\$300
Meetings/community building events	\$1000	\$1000	\$1000
Development	\$1000	\$1000	\$1000
Fundraising	\$3000	\$3000	\$3000
Other Services (please describe):			
Total for contract:	\$20,100	\$16,800	\$16,800
Neighborhood Priorities	\$17,774	\$21,073	\$21,073
TOTAL:	\$37,874	\$37,873	\$37,873

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.).