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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:	Shingle Creek Neighborhood Association	
Address:	PO Box 15656 Minneapolis, MN 55415	
Website url:	www.shinglecreekmpls.org	
Organization email:	Mpls.scna@gmail.com	
Federal EIN:	41-1741562	
Board Contact:	Name:	Pam Owens/SCNA Chairperson
	Phone:	n/a
	Email:	mpls.scna@gmail.com
	Address:	PO Box 15656, Mpls, MN 55415
Staff Contact:	Name:	Amy Luesebrink
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Who should be the primary contact for this application? \_\_\_ Ms. Owens \_\_\_\_\_

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.

The Shingle Creek Neighborhood Association (SCNA) has been previously funded by CPP.

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?

A. SCNA's outreach neighborhood activities include monthly neighborhood and board meetings and Finance, Community Garden, Event committee meetings. Monthly newsletters to 1150 households, holding community-wide educational and informational meetings on environment, River development, transit issues, crime and safety, housing, or other timely topical forums and workshops, utilizing MPRB Park signage and utilizing our social media and events.

B. SCNA incorporates several methods of involvement in the NCR/PPP priorities of identifying and acting on neighborhood priorities, influencing city decisions/priorities, and increasing involvement. Our methods include: identifying and acting on neighborhood priorities established by our neighborhood action plan, surveying our residents via our email, media outlets, including monthly newsletter, and polling residents. Acting on neighborhood priorities include bringing in city, county, parks, and school resources, bringing in educational and informational resources to address neighborhood issues and holding neighborhood or community-wide meetings. It also includes bringing in outside and impartial facilitators to help extract data and input objectively.

C. Engaging residents in developing a Neighborhood Priority Plan. The board has embarked on a year-long robust neighborhood engagement effort to listen and learn more from residents what's important to them to have a great neighborhood and what the neighborhood needs. We have created a Steering Committee to help guide the work. That Steering Committee has helped SCNA prioritize it's current NRP Strategies and discuss the future. Our current NPP plan was initiated to assist residents with the Emerald Ash Borer problem in our neighborhood. We have met the needs of some residents by helping provide a small replanting reimbursement for replacing trees. Recently we have been highly successful as a part of this NPP to encourage property improvements through increasing pollinators through the highly successful Tiny Fields project with our partners Victory and Cleveland Neighborhood Associations. We had 19 Tiny Fields in our initial year and already have a waiting list for next year. We will also be doing a target marketing of the remaining homes identified by the Minneapolis Park and Recreation Board and making final plans with MPRB to assist homeowners and strengthen the future of the urban canopy through any remaining tree removal/replacement in early 2017. We are also confident that our year-long robust neighborhood engagement will yield many more ideas for new Neighborhood Priority Plans and are looking forward to utilizing the NPP program to implement them in the near future.

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.

A. We invite and welcome community members to our monthly Board and committee meetings; neighborhood events are widely publicized via our print and electronic methods, as are calls for

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volunteer help. All of these along with our monthly meetings and media outlets, serve as volunteer warm markets to build our organizational capacity, membership, and volunteer base.

B. We invite residents to become members of the association at every event, and we recruit volunteers via standing/adhoc committees, electronic communications, community newspaper and our monthly newsletter membership mailing. SCNA Board members and volunteers are encouraged to develop their leadership skills by chairing a committee. Developing leadership skills comes from having a supportive and experienced board and takes practice so new committee chairs or co-chairs are sought for new and old neighborhood projects that serve to accomplish SCNA's mission and work

C. Because new volunteers come from diverse and various backgrounds, each goes through a one on one initial process with board chair and or staff to help assess tools and information needed to bridge the learning curve of learning about SCNA's organizational history, mission, and ongoing projects. SCNA also holds board retreats to help build its capacity.

D. SCNA leaders continue to learn. Some have obtained training in IAP2 principles and the chair and vice chair both attended the NCR meeting concerning "The Art of Hosting Conversations that Matter". SCNA as an organization also agreed to co-host future community conversations once training has been obtained by members. SCNA also uses Minnesota Technology of Participation (MTop) to help with evaluation, training board members, increasing meeting facilitation skills, and planning efforts.

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

**A. build sense of whole neighborhood** As a group of volunteer residents, with limited part-time staff, that meet monthly, SCNA continues to build a sense of a whole neighborhood and a sense of belonging among residents by continuing its outreach through its monthly meeting, printed newsletter, unique branding, street signage, community connecting events like: Shingle Creek Annual Clean-up, Tour de Camden, and Holiday Thank you events and educational efforts through its various social media outlets and personal connections.

**B. build bridges among neighbors and diverse communities within the neighborhood,** We are building bridges with diverse neighbors and communities by inviting various respected representatives from diverse communities to meet with us one on one or to attend our monthly neighborhood meetings to share and educate the public on a wide range of topics ranging from government, environment, to sports and to share ongoing projects, needs, and partnership opportunities. We host several community-wide events to build relationships and attract different communities, age groups and neighborhood voices which offers the opportunity to share more about their community outside a meeting atmosphere.

**C. work with other neighborhoods and organizations on issues of common interest,** SCNA works with other Camden and North Minneapolis neighborhoods and organizations on issues of common interest including attending ongoing Penn Ave N development, new potential Community Grocery Store, Shingle Creek Regional Ponds, Brooklyn Boulevard/Osseo Road improvements, Webber Pond and Webber Library developments, attending and or hosting community wide informational meetings as needed. We have offered to join the Minneapolis Renters Coalition, but our board member and renter began law school and had to step out of the process. We look forward to resuming when another volunteer is identified.

**D. build partnerships with private and public entities** We work with several local partners on our local efforts including Roreum Leasing, Owens Corning, General Electric, MRI Trucking,

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MPRB/Creekview Park, Shingle Creek Watershed Commission, Minneapolis Watershed Commission, Science Museum, Hennepin County Master Gardeners, Wenk, Inc for our annual Shingle Creek Clean-up event; Minneapolis Public Schools, Bakken Science Museum, MPS Afterschool Program, Olson Middle, Patrick Henry High School, Herobotics, Jenny Lind, Loring Elementary Schools, for STEAM Expo, City, MPRB, Three Rivers Park, Camden Pet Hospital, Behind Bars on Tour de Camden event; Cub Foods, Holiday Gas Station, Davanni's Pizza, Our Neighborhood Works, Cleveland Neighborhood Association, Victory Neighborhood Association and others on Holiday on 44th and Tiny Fields projects and others promoting our neighborhood while bringing benefits to 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.

When SCNA is contacted by residents we use various City departments to help residents. We have outreached to our Community Crime Prevention Specialist to help us address several growing concerns from residents regarding new graffiti issues, elderly safety, landlord, and personal and family safety issues. We have reached out to Housing Inspections and our City Council Members office to help address problem properties. We have contacted Public Works regarding street and bridge repairs. The Minneapolis Park and Recreation Departments about their budgeting and intended improvements to our local Community Center at Creekview Park and many more.

We are glad that the NCR Department has hired more help to assist neighborhoods. We are currently very busy with our ongoing monthly work regarding our City contracts so having a department that is a helpful and understanding resource is highly important. We have seen improvement over the recent years but feel there is much improvement still needed regarding the NCR Department. As a whole, whatever can be done to increase the value of the countless volunteer hours thousands of volunteers donate to their neighborhood organizations city-wide should be a top priority for the NCR Department. Valued in a meaningful way for the assistance they provide to the City as a "vital City service" advocating for their neighborhoods to promote them to family and friends both in and out of Minneapolis, for working to host events that create the unique fabric of connectedness, and for their advocacy to create a better government from the bottom up as well as invest their own time, talent and money into creating a better Minneapolis. They do so because they care---not for their own selfish or political gains. They truly care about making their communities better and are willing to put in the time to make things happen. We also continue to request more communications be sent via USPS rather than relying on email for its important deadlines and communications and that more city wide meetings be held with representatives of all neighborhoods so we can continue to learn and grow by sharing each others history, experience, and ideas.

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.

SCNA is very mindful that under the State of Minnesota Neighborhood Revitalization Program Statute 469.1831 NEIGHBORHOOD REVITALIZATION PROGRAM; FIRST CLASS CITY it clearly defines who neighborhoods should be engaging under Subd. 6. Citizen participation required. (b) ... "The neighborhoods must include the participation of, whenever possible, all populations and interests in each neighborhood including renters, homeowners, people of color, business owners, representatives of neighborhood institutions, youth, and the elderly." These are the legally defined and required groups that neighborhoods are compelled to "include the participation of". SCNA's ongoing work of involvement of under-engaged stakeholders includes all of the above categories.

Along with these focuses, SCNA will be working to partner with other neighborhoods that have identified projects that would fit our community needs to reach these under-engaged stakeholders. It would be great to have improvements for the NCR Department's Resource pool, for instance, we have contacted the NCR Department in the past for assistance with translation equipment. It was quite an ordeal including chaotic problems trying to reserve the equipment, no instructions included with how to operate the equipment and loss of our reservation when picking up the equipment so preparing for the use by volunteers rather than like an inter-department lending would be helpful.

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

SCNA plans to utilize the unused funds for ongoing community engagement as we work our robust community outreach plan and to bridge new partnerships with diverse communities, youth elderly, and our ongoing projects and programs

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).(See SCNA attachment)
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.
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
	49066	49066	49066
Staff Expenses	24083	24083	24083
Employee Benefits			
Professional Services	2000	2000	2000
Occupancy	6000	6000	6000
General Liability Insurance	250	250	250
Directors and Officers Insurance	900	900	900
Communications/Outreach	5433	5433	5433

Translation, interpretation and ADA support	500	500	500
Supplies and Materials	1500	1500	1500
Meetings/community building events	4900	4816	4816
Development	500	500	500
Fundraising	2000	2000	2000
Other Services (please describe):			
<b>Total for contract:</b>	\$	\$	\$
Neighborhood Priorities	\$1,000	\$1,000	\$1,000
<b>TOTAL:</b>	49066	49066	49066

**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.).