
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:	Windom Park Citizens in Action
Address:	1845 Stinson Parkway, #201/203 Minneapolis, MN 55418
Website url:	www.windompark.org
Organization email:	info@windompark.org
Federal EIN:	
Board Contact:	Name: Joe Bove, board president Phone: (612) 788-2192 Email: info@windompark.org Address: 1845 Stinson Parkway, #201/203, Minneapolis, MN 55418
Staff Contact:	Name: Gayle Bonneville Phone: (612) 788-2192 Email: info@windompark.org Address: 1845 Stinson Parkway, #201/203, Minneapolis, MN 55418

Who should be the primary contact for this application? _____ [Gayle Bonneville, Program Manager](#) _____

Date of Board review and approval: [10/25/16](#)

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?

Key efforts related to community outreach will focus on WPCiA's Small Area Plan, which focuses on transportation as well as other topics pertaining to the neighborhood. Outreach in Year 1 will focus on resident and business involvement in creating the SAP; in subsequent years, outreach will focus on implementation of and advocacy for the strategies and issues that will be specified and discovered via the plan. Over the past year, residents have made it clear that transportation issues need attention in and around this neighborhood; the process of involving city staff in neighborhood meetings has already begun and WPCiA expects it to continue.

WPCiA will also be determining how to best implement remaining strategies in the NRP Phase II Action Plan, particularly related to housing programs. Residents are already brainstorming on housing, home fix-up funds and other housing-related activities, potentially including solar projects. WPCiA recently discussed, reviewed and adjusted its housing programs to reflect neighborhood input and actual uses and needs.

Our Community Land Use and Planning Committee will continue to offer residents a pathway to volunteering, as will the new SAP Steering Committee now being formed. In addition, the former Windyfest Committee has been transformed into a new Fundraising and Outreach Committee to not only involve more residents in the neighborhood organization but to share ideas on how to involve more people and businesses in the community.

A new tactic this year was to provide bright yellow lawn signs to board members, stating "Windom Park Neighborhood Meeting Tuesday" that are placed in yards a few days in advance of the monthly neighborhood-wide general meeting. We have heard feedback that neighbors do appreciate the added reminder about the meetings, so we will continue this project – which builds upon our successful orange lawn sign campaign aimed at traffic calming on key busy corridors in the neighborhood. Through this program that asks neighbors to adopt a sign, we have raised awareness among neighbors and visitors alike as to who and what WPCiA is.

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.

WPCiA will continue sending postcards each month to all addresses within the neighborhood (approximately 3,100 addresses). These postcards outline upcoming agenda items, encouraging recipients to attend the neighborhood meetings and get further involved in the community. We

have received much positive feedback about the postcards and attendance at meetings has tended to increase since these regular postcard mailing were instituted a few years ago. To build upon this, we will experiment periodically with larger-format postcards that provide room for additional information on WPCiA programs and related resources – aiming for a cross between timely mailings that get to the point and are actually read by recipients vs. traditional newsletters that are often neither timely nor read. WPCiA remains aware that not all residents fully use electronic media, and the U.S. Mail route seems to provide the best coverage.

At the same time, our new web site will continue to be fleshed out; new features include a business directory, a donation button, and broader resource links for neighbors.

WPCiA will work to grow its e-blast list, which has hovered steady at around 400 over the past few years. As we continue to table at outreach events (including this year at the Northeast Farmers Market and our own ice cream social/meeting in the park), we hope to add subscribers to this list. WPCiA also uses its Facebook page and Twitter to reach out to the community.

There is also renewed interest in creating a Welcome Packet to introduce new residents to the area and to WPCiA.

While an NPP has not been defined at this time, we expect to hear more in the next two years directly from residents due to the SAP process, and from this could come ideas for implementing a specific NPP plan.

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.

See No. 2 and 3 above. In 2016 WPCiA held a ground-breaking forum on Islamophobia. There was interest in continuing that conversation and having a follow-up event or meeting. There was also interest from other neighborhoods in following WPCiA's lead on this topic. We also participated with multiple northeast Minneapolis neighborhood organizations on three Renters Rights and Responsibilities forums. After a break, we will revisit this topic as we continue to look for new ways to reach out to renters, an under-engaged group in our neighborhood. In addition, WPCiA helped implement a community gardening effort on private, vacant neighborhood property this past summer; by all accounts the project was a success and WPCiA hopes to continue its involvement in helping the volunteers who undertook this project and to foster more community engagement around this effort.

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.

WPCiA will continue efforts to work with city staff, NCR and the city council member specifically on the Small Area Plan. Relationships with city engineers/public works (related to traffic components of the SAP) are already in place.

One stumbling block in 2016 that still needs work involves working with the Minneapolis Police Department. WPCiA expressed a need to both the MPD and the city council member for crime information/statistics instead of the void that the neighborhood organization had been placed in by the city. We will continue to advocate for our neighborhood on this topic. WPCiA invited the new Second Precinct inspector to a recent neighborhood meeting, and we hope to have more involvement from MPD in our organization's efforts – especially since the precinct station is located within this neighborhood. We will continue to encourage MPD to work with the community in new ways that mesh with 21st-century practices.

Our orange lawn sign campaign has been popular, and residents of other nearby neighborhoods have expressed interest in these signs. WPCiA plans to continue rolling out the signs to additional streets in our neighborhood and may promote this program to other neighborhoods with adjacent traffic corridors that impact the Windom Park neighborhood.

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 noted above, WPCiA has been working – and will continue working – to link to renters in the community. They have been identified as an under-engaged group. We are discussing not only continuing some method of renters' forums/legal clinics, but also housing or livability programs that pertain not just to homeowners but to renters.

Through our upcoming Small Area Plan process, we expect to engage renters, business owners, residents of color and others who have been traditionally under engaged in WPCiA.

Also as noted above, WPCiA has found our relationship with the Minneapolis Police Department to be less than fully engaged. We are open to have NCR mediate or join us in a discussion (with key MPD staff/decision makers present) on how this can be rectified.

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

Any funds left from the previous cycle will be used for ongoing communications and outreach, but we are on target at this time to expend nearly all of the 2014-2016 allocation.

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).

New bylaws approved December 2015 are attached.

Current Board List:

Joe Bove, President
Thomas Ebert, Vice President
Andrew Erickson, Treasurer
Doug Carlson, Secretary
Charles Bertram, Director

Micci Lundy, Director
 Jessica McMahon, Director
 Anne Therkelsen, Director
 Zach Wefel, Director

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

CPP Budget	2017	2018	2019
Staff Expenses	\$26,000	\$26,000	\$26,000
Employee Benefits	0	0	0
Professional Services	\$2,000	\$2,000	\$2,000
Occupancy	\$6,200	\$6,200	\$6,400
General Liability Insurance	\$750	\$800	\$800
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$8,897	\$8,847	\$8,646
Translation, interpretation and ADA support	\$100	\$100	\$100
Supplies and Materials	\$400	\$400	\$400
Meetings/community building events	\$200	\$200	\$200
Development	\$200	\$200	\$200
Fundraising	\$200	\$200	\$200
Other Services (please describe):	0	0	0
Total for contract:	\$45,847	\$45,847	\$45,846
Neighborhood Priorities	\$0	\$0	\$0
TOTAL*:	\$45,847	\$45,847	\$45,846

*Yearly Totals include additional \$900/year from NCR for D&O insurance

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.).