

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:	Waite Park Community Council
Address:	1810 34 th Ave NE Minneapolis, MN 55418
Website url:	www.waiteparkneighborhood.org
Organization email:	waiteparkcc@gmail.com
Federal EIN:	
Board Contact:	Name: Danielle Mixer Phone: Email: Address:
Staff Contact:	Name: N/A Phone: Email: Address:

Who should be the primary contact for this application? Danielle Mixer

Date of Board review and approval: 11/17/16

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.
[The Waite Park Community Council has been previously funded by the Community Participation Program.](#)

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?

Over the past number of years, the WPCC has focused on communications and building neighborhood pride. Our goal is to benefit the neighborhood and to develop a sense of belonging. The WPCC will continue to reach out to residents in a variety of formats in addition to meetings, socials and the Pushcart Derby. The WPCC mails the Waite Park Voice newsletter to all residents, local businesses and key stakeholders in our community. We connect to neighbors electronically, via our website, Facebook page, and Twitter account. We deliver welcome packages to new residents that include information about the neighborhood, the WPCC and our neighborhood programs.

NPP Proposed Outreach Activity: Include Neighborhood Priority Projects as one of the topics of our meetings with another meeting for neighbors to vote on projects, prior to final action by the WPCC Board. The Waite Park Community Council hosts topic meetings throughout the year. The first NPP topic meeting will be brought to the neighbors to react to and brainstorm around neighborhood priorities. We will present on some ideas directors of the board have expressed as well as take ideas from neighbors. This meeting topic will help improve both program purposes of identifying and acting on neighborhood priorities as well as increasing involvement in civic and community life. We will engage residents in the discussion through awareness of the meetings, keep our neighbors up to date on progress through regular communication about the projects and invite neighbors to participate in projects (as appropriate).

Waite Park is in the October cycle for the unspent NRP funds review. The WPCC is just beginning this important process. It is possible that the above NPP process may be modified or combined with planning how to use unspent NRP funds as well as unspent funds from the 2014-2017 CPP contract: allocating funds from all 3 phases of NRP in a comprehensive process.

The WPCC is committed to community participation in planning for the future funding of neighborhood associations the after funding from the Consolidated TIF ends. The WPCC will actively participate in the Art of Hosting: Conversations That Matter; and WPCC will implement what we learn from this process.

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.

- **Provide opportunities for the direct involvement of members:** The Waite Park Community Council will be working towards providing opportunities of members through evaluating our committees. By evaluating our committees, we can provide additional opportunities for directors and members to take additional ownership of projects, policies, and events, as well as explore ways our council can do more in the community.
- **Build membership and volunteer base:** In 2016, we have had great success in improving our membership and volunteer base at both our topic meetings and at hosted social events. The council plans on continuing, and increasing where applicable, our presence at events to continuing growing. In addition, as mentioned previously, by evaluating our committees, that should open up some roles for neighbors to start to become involved at a smaller scale

and grow into a board director position. In addition, it is expected that the Art of Hosting process will make progress toward all 4 of the bullets under the building organizational capacity heading.

- **Encourage and develop new leadership:** As mentioned above, an evaluation of our committees will lead to opportunities for members and directors to take on leadership roles. Additionally, a survey will be sent out to all council directors to gather information on interest in leadership roles. The WPCC holds board orientation/training/planning meetings, including trainers from NCR. We have a newly revised 73-page Director's Manual explaining the operations and expectations of the organization, its finances, and its aim for new directors. Finally, directors will be given the opportunity to participate in learning and development opportunities of their choosing including conferences, seminars, etc.
- **Expand organization's capacity through self-assessment and other activities:** The Waite Park Community Council will continue to assess itself at the Annual Meeting and our monthly board meetings and respond to any feedback from the 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.

The Waite Park Community Council makes it a goal to reach all of our neighbors. All of Our meetings and events are advertised in a variety of ways including online, in our newsletters, flyers at area businesses and schools, mailed postcards, the literature rack and bulletin board at the park, the literature rack at Waite Park School, and e-newsletters. The variety of communication methods serve as a way to reach all of our neighbors. In addition, meetings, events and gatherings are held in areas in and around our community to better reach our neighbors and provide feedback as needed.

Additionally, for 2017, the Waite Park Community Council is committed to partnering with nearby neighborhoods to address neighborhood priorities that impact all of our neighbors. Things as simple as attending each other's events can grow the relationships between the neighborhoods and support in the communities.

The WPCC serves as the agent for the Waite Park Community Garden, an assemblage of 72 well-attended gardening plots on CP-Rail property rented to Waite Park and other Northeast residents. The headline of the full-page cover story of the July/August newsletter was: "Sewing the Seeds of Community: News from the Waite Park Community Garden".

The WPCC maintains strong relationships with the Waite Park Community School, Northeast Middle School, MPRB, the Waite Park PTA, the Northeast Chamber of Commerce, the 2nd Precinct Advisory Council.

The WPCC is also evaluating plans neighborhood partners, to expand rain garden installations in the neighborhood."

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.

The Waite Park Community Council works with the City of Minneapolis through our Emergency Loan program and our revolving loan program by partnering with GMHC. These programs provide funds to our neighbors to help with emergency situations or with needed repairs. In addition, we partnered with the City of Minneapolis this past year to complete our community sign project – working to get Waite Park signs erected in the neighborhood.

Officials from the City and other jurisdictions have been speakers at our meetings and contributed content for the newsletter, including the MPRB, MPS, Hennepin County, and the State.

The Waite Park Director and Waite Park Community Education Coordinator are ex-officio WPCB Board Members.

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.

In the Waite Park Neighborhood, our typical un-engaged/under-engaged group are our renters. This is a small group in our neighborhood but are the hardest to engage for a variety of reasons. In the upcoming years, we will continue to work on engaging this group by invitations to meetings and events. In addition, we will continue to support the Tenant Engagement work, attending meetings as available. We will also continue to be open to new ideas and events to engage this group.

The WPCB is dedicated to doing all that is reasonably within its ability to connect with those within the neighborhood as potentially under-engaged stakeholders. According to the 2010 census, those who may fall into this group have been identified as: ethnic and racial minorities (18% of Waite Park residents); renter-occupied households (11.7% of Waite Park residents); financially disadvantaged (5.9% of Waite Park residents); and disabled persons.

The WPCB works to engage these stakeholders by way of: holding the annual Pushcart Derby, which encourages all area residents to participate in activities at little or no cost; open membership to the Waite Park Community Garden, which allows residents to row their own produce, with plots specifically designed for people with disabilities; and \$100 home security rebates.

With assistance from the NCR Department, the WPCB would like to better communicate with non-English speaking residents by way of translated communication materials and notices, as well as explore new ways to reach those who identify themselves as renters within Waite Park-- including the Renters Clinics.

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

The WPCB requests that any unused funds from the previous cycle be rolled-over to the new 2017-2019 cycle and reallocated towards our CPP and NPP program. Waite Park is in the October cycle for unspent NRP funds review, so planning how to use unspent funds from all three NRP phases could be combined into one comprehensive process. into current and future CPP and neighborhood priorities.

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).

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
Staff Expenses	0	0	0
Employee Benefits	0	0	0
Professional Services	3,184	3,183	3,183
Occupancy	1,400	1,400	1,400
General Liability Insurance	250	250	250
Directors and Officers Insurance	900	900	900
Communications/Outreach	24,000	24,000	24,000
Translation, interpretation and ADA support	250	250	250
Supplies and Materials	1,700	1,700	1,700
Meetings/community building events	3,750	3,750	3,750
Development	1,000	1,000	1,000
Fundraising	400	400	400
Other Services (please describe):			
Bank Fees	50	50	50
Total for contract:	36,884	36,883	36,883
Neighborhood Priorities	900	900	900
Use rollover dollars for NRP		\$	
TOTAL:	\$37,784	\$37,783	\$37,783

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.).