
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:	West Calhoun Neighborhood Council	
Address:	3208 W Lake Street #1, Mpls. ,MN 55416	
Website url:	www.westcalhoun.org	
Organization email:	westcalhouncoordinator@gmail.com	
Federal EIN:		
Board Contact:	Name:	Allan Campbell
	Phone:	
	Email:	
	Address:	
Staff Contact:	Name:	Kristina Erazmus
	Phone:	
	Email:	westcalhouncoordinator@gmail.com
	Address:	

Who should be the primary contact for this application? __Kristina Erazmus__

Date of Board review and approval: _____ December 13th, 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.

The West Calhoun Neighborhood Council (WCNC) has previously been deemed eligible and has received funding in the previous cycle. The WCNC has fulfilled all responsibilities for funding.

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?

The WCNC has established many outreach activities:

- *A printed newsletter is mailed to every door in the neighborhood on a quarterly basis.*
- *The WCNC has updated it's website to better communicate information and activities.*
- *The WCNC will refocus its efforts with the utilization of social media platforms such as Twitter and a new Facebook page.*
- *The WCNC hosts monthly meetings at the beautiful Bakken Museum. This location is conveniently located in the neighborhood has been a draw for residents.*
- *The WCNC hosts an Annual Meeting each May. This meeting in particular is well attended. We offer food and invite various speakers.*

The WCNC is also exploring new outreach activities to further engage residents as well as businesses in the neighborhood.

- *The WCNC has focused on four popular events that have been very well attended: Earth Day Clean Up, Movie in the Park, Astronomy Night and volunteering at the Loppet.*
- *The WCNC will continue to focus on the newsletter, social media as well as ways to build more committee members.*

In 2015-2016 the WCNC successfully drafted their Neighborhood Priority Plan. This plan was focused on the neighborhoods "Green Space." Surveys were sent out via email to an online Survey Monkey survey, surveys were passed out at Movie Night as well as meetings to gather as many responses from all residents. The results directed the WCNC to elevate the constant flooding in the space that makes it unusable, giving the space a more park like feel and incorporating a more "town Center" feel to the space.

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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.

The WCNC will continue to use the strategies outlined in question two. The focus of 2017 will be the rebuilding of the Board and increased volunteerism at the Committee level. This effort will be accomplished through more focus on legacy improvements to the neighborhood via our recently passed Phase II plan and the continuation of using social media to capture the younger renters in the neighborhood. This focus will allow for more leadership opportunities. As the Committees begin to implement Phase II strategies, there will be an opportunity to partner with various county, city, and Park Board staff.

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 WCNC will build a sense of neighborhood by clearly identifying issues that are the most important to its residents. These issues would include safety for all residents and visitors via mass transit, car, bike or pedestrian. Secondly, the WCNC will concentrate efforts on the overall livability of the neighborhood.

The WCNC will continue to engage younger residents to sit on the Board as well as show the opportunities to volunteer on a committee level.

The WCNC will continue to partner with the CIDNA Safety Committee. This committee is demonstrating how change can be brought about with dedicated residents. These volunteers were recently profiled on the front page of the Southwest Journal for their efforts in recording traffic incidents at dangerous intersections. The WCNC will further develop its partnership with the Bakken and are looking to collaborate on various events in 2017.

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 WCNC has historically been very successful in partnering with city departments as well as the Park Board. We will continue these efforts to develop relationships with departments that impact the neighborhood. Examples include: SWLRT, West Lake Multi Model Study, Lake Harriet and Lake Calhoun Community Advisory Committee (CAC), the MPD, Minneapolis Police Safety Specialist, the Park Board, Minneapolis Traffic Department, the CM office and Department of Public Works.

The WCNC has always appreciated the partnership and support that Jack Whithurst and other NCR staff has shown to the neighborhood. The best example would be the finalization and completion of the WCNC Phase I review, the Phase II Plan and Neighborhood Priority Plan.

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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.

Currently the focus of the WCNC is the improvement in engagement of young renters. West Calhoun has a high percentage of renters. The WCNC will utilize the newsletter, updated website, a refocus on social media, updating the Greenway Kiosk, and begin a campaign of door knocking and relationship building with landlords.

Another stakeholder the WCNC would like to focus on would be the many business/property owners in the neighborhood.

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

The WCNC will roll over unused funds into the Communications and Outreach line item to help with engagement of underrepresented/under engaged residents.

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).

The current WCNC Board List:

Allan Campbell – Chair

Richard Logan – Vice Chair

David Fettig – Treasurer

Annie Zager

Martha Yunker

Mary Underwood

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	\$11,068	\$11,068	\$11,068
Employee Benefits	0	0	0
Professional Services	\$7,200	\$7,200	\$7,000
Occupancy	\$1600	\$1600	\$1600
General Liability Insurance	\$400	\$400	\$400
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$5000	\$5000	\$5000
Translation, interpretation and ADA support	0	0	0
Supplies and Materials	\$1,000	\$1,000	\$1,000
Meetings/community building events	\$1,172	\$1,172	\$1,172
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$28,340	\$28,340	\$28,340
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$	\$	\$

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.

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- 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.).