
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:	Kingfield Neighborhood Association		
Address:	3754 Pleasant Ave. S. MPLS, MN 55409		
Website url:	www.kingfield.org		
Organization email:	info@kingfield.org		
Federal EIN:	36-3517405		
Board Contact:	Name:	David Fenley	
	Email:	david@kingfield.org	
	Address:	3754 Pleasant Ave. S. MPLS, MN 55409	
Staff Contact:	Name:	Sarah Linnes-Robinson	
	Phone:	612-823-5980 (office)	
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Who should be the primary contact for this application? [Sarah Linnes-Robinson](#)

Date of Board review and approval: 12/14/16

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.

Kingfield Neighborhood Association has been funded previously through 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?

The CPP program purposes of 1) Identification and Action on Neighborhood Priorities, 2) Influencing City Decisions & Priorities, and 3) Increasing Involvement. These commitments that KFNA makes to the City in exchange for this funding are met in the following ways: CPP purposes 2 and 3, KFNA creates and distributes a weekly eNews which currently is sent to 2295 addresses (252 of these alone came from outreach done by KFNA at the most recent Election Day). This eNews serves as a regular invite to all events and meetings of KFNA. The eNews also covers other activities put on by other organizations that occur in Kingfield, relevant City information for issues that effect Kingfield, and information on partner events and activities that occur outside our neighborhood.

The identification and action on neighborhood priorities is met via the KFNA monthly Board meeting, which continues to be held the second Wednesday of each month at MLK Park. Each meeting may begin with a presenter on a local issue or matter of neighborhood interest and but the floor is also always opened for Community Forum which is a chance for anyone to bring a question or concern before the KFNA Board. KFNA issue-based committees and working-groups continue to meet on an as-needed basis, with information being posted on both our website at www.kingfield.org and in the quarterly Kingfield News, which is printed and mailed to every property owner in Kingfield, as well as hand delivered to local coffeeshops. KFNA committees are empowered to act on behalf of the board within a set parameter of limitations as defined by the Committee Operating Procedures.

Besides asking the community to come to KFNA, KFNA also makes a point of regularly going out into the community to identify issues. This is largely how stakeholders have been, and will continue to be, engaged in confirming neighborhood priorities and in developing a Neighborhood Priority Plan. Engagement with the community is accomplished by KFNA through the planning and hosting of such events as the summer festival, node-related celebrations, Kingfield Farmers Market, Nicollet Open Streets, Election Day outreach, and more. The board also visits each of the over 50 block parties and discusses block concerns

and shares information on National Night Out each year. Input gathered at these outreach events will be used to direct the development of the Neighborhood Priority Plan.

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.

KFNA works to build organizational capacity by posting opportunities for involvement in a timely manner, in easy-to-access- logical places and ways (including eNews, Facebook, print newsletters, Sign-up Genius volunteer lists, and community bulletin boards), with clear descriptions of needs and commitments for volunteers. We build our volunteer base by continuing to listen to community interests and by developing events or programs that speak to those issues and needs. We are also open to having neighbors join any work group and lend their skills and learn skills related to running the events and projects. Additionally, in everything we do we have a goal of connecting neighbors to each other, as well as to introducing them to KFNA, so that relationships are built and people feel more connected to their neighbors and their neighborhood, increasing the chance they will volunteer again, tell others to volunteer, and even reach out in the future if they have an issue or concern.

Self-assessment happens, especially on large-scale repeat projects. Not only are expenses and income reviewed, but also evaluation summary is written that give an overview of each project including the spending of both staff and volunteer time and a summary of the outcomes. KFNA has written job descriptions for many of the regular project tasks so that the burden can be shifted from paid staff and shared more equitably with volunteers. Judging results can often be difficult since many of the results we seek are intangible, including awareness of KFNA and our partners, but Facebook is one tool that helps us know if people are aware of and excited about what is happening on various projects in Kingfield.

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.

Looking back to the start of NRP, no one had any knowledge of a made-up section of the City called "Kingfield". Today it is a highly sought out neighborhood in Minneapolis, in part because of the twenty years of work that KFNA has done to build a neighborhood identity of a well-connect, supportive, and progressive community. KFNA's focus on building relationships between all types of people and partners has resulted in the organization's efforts not only working to attract people to live in our community and attend KFNA events, but works regularly on large-scale projects with, and for, other neighborhood and community organizations to educate neighbors about their work and attract volunteers for their efforts. One long-lasting example of this includes the now annual Empty Bowls event that KFNA organizes on behalf of Nicollet Square, a home for 42 formerly homeless youth at 3700 Nicollet which last year drew over 800 people and raised over \$10,000 for Nicollet

Square. Additionally KFNA's partnerships with the Southwest Senior center on the 10 panel public mosaic artwork that reflects the various demographic communities of our neighborhood, partnerships with local businesses and churches to hold a variety of street fests and celebrations throughout the neighborhood each summer, and the Rev. Martin Luther King Jr. Legacy Council to build a new playground at MLK park demonstrate a collaborative model where each organization can actually build their base and create new relationships with individuals by working with other organizations. Through these many activities and partnerships with nonprofits, public, and private entities we build a sense of a whole neighborhood working together, as well as we are able to bring diverse audiences and participants to events due to the circle of influence of each of the partners. This is a benefit to the entire neighborhood, showing people multiple places they can become involved as a community member, not limiting to direct service to KFNA.

KFNA also regularly works with other neighborhoods and neighborhood organizations in an effort to erase the invisible boundary lines that divide us. By meeting quarterly with coordinators from the SW neighborhoods, we are able to share information and determine when we are working on similar projects and can share information and potentially collaborate. From joint neighborhood hazardous waste drop-offs in year's past, to the Fair Sky's multi-neighborhood coalition, and the 2014 4-neighborhood Nicollet Votes voter registration campaign, KFNA partners across multiple borders. The 2008 Walldogs on Nicollet public art installation, the reconstruction (both in advocacy and in planning) of Nicollet Avenue, and the organizing and oversight of Nicollet Open Streets shows that we love working with our closest neighborhood, the Lyndale Neighborhood Association, to share the work and our skillsets and create a larger sense of community.

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.

Kingfield Neighborhood Association has a great relationship with many departments and individuals in the City of Minneapolis. The 8th Ward is always accessible and open to discussing concerns as well as partnering on meetings and events. Solid Waste and Recycling, Public Works, Sustainability, Licensing, and even Zoning are all helpful and willing to discuss nuances and different ways that projects could be organized to reduce paperwork and speed up a project when possible. Kingfield Neighborhood Association has been pushing for a number of massive projects for many years (some single-handedly and some in tandem with other voices) and partners in the City have heard KFNA's requests and listened resulting in a wider redecking of the 40th Street Pedestrian Bridge with artistic enhancements, bike lane improvements, and curbside compost pick-up. The replacement of the Kmart building on Nicollet Avenue (literally) has also been a project that KFNA has advocated and worked on for almost a dozen years, and is a looming possibility in the near future. We look forward to continuing to work with City Departments to make this dream a reality, as well.

It is still pretty unclear what the role of the NCR is in relationship to neighborhoods. KFNA's relationships with City Departments are pretty strong and when there is uncertainty of whom to talk to we typically ask our councilperson. Because the organization does not need NCR as a resource, and neighbors in Kingfield tend to use KFNA as their resource not the NCR department, it would be great to know that NCR is out there working to protect the rights and even fundraise for the missions of these many, many nonprofits who are in our neighborhoods doing work literally on behalf of the City of Minneapolis without the protections and benefits afforded to a city employee. The biggest help that NCR could provide to neighborhood organizations at this time is providing the knowledge that somebody "has our back" at budget time, and when the long range goals and plans of the city are being outlined for 2020, 2040 and beyond.

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.

This is a loaded question because both the term "involvement" needs clarification as does "under-engaged stakeholder groups", and how these are defined by our city and as a nation, does not necessarily apply to the demographics of a single neighborhood. Involvement on the board of directors, a working group, attending a workshop, or participating in an event? KFNA's goal is to offer a fluid menu of options so all people can participate in whatever way works for them at any point in their lives. We see the greatest diversity in attendance at our large-scale events including Kingfield Empty Bowls and Nicollet Open Streets, and less in positions that demand more time. Of course KFNA tries to have people of color, renters, business owners, gays, youth, and senior citizens as a part of KFNA leadership. But KFNA volunteer demographic seems to follow the national trends (<http://www.volunteerhub.com/blog/who-volunteers/>). The reality is we have primarily white, cisgendered, hetero-married, middle-aged homeowners involved in leadership and planning. The reasons for this are most likely the same as they are other places: 1) meetings are a construct of middleclass society for those who have the time to volunteer; 2) older folks have done the work before and have their networks so aren't looking to widen their circle of community, and younger folks are out there being young; and hopefully 3) all those underrepresented people are out there doing work and volunteering in organizations that directly related to other issues, rights, and policies that effect their lives more immediately.

Because all underrepresented groups are not obvious from an outward appearance, KFNA focuses on geographic areas instead of demographic ones, and works very hard to get representation from all quadrants of the neighborhood involved in the leadership of KFNA, paying particular attention to the northeast quadrant (between Nicollet and 35W and 40th Street-36th Street) which is more racially and economically diverse. This area of the neighborhood has typically been underrepresented in the organization of KFNA. However in our past five elections we have elected multiple individuals who live in this section of the neighborhood, some of them also are people of color, in family situations with people of color, or speak Spanish as a second language. We have been able to utilize these individual's language skills and connection to these blocks to do additional outreach to this

area of the neighborhood in our print newsletters, as well as in direct flyering and invitations to events and celebrations.

Additionally, KFNA is continually working on its block leader connections, focusing on connecting neighbors together through this network with bi-annual get-togethers as well as monthly summertime events focused on increasing the safety of our community, rather than the crime that sometimes occurs. These events help us target the pockets of under-involved streets and at these events we work to identify at least one neighbor we can be in communication with as a KFNA Block Contact. The NCR could help with these events by recognizing their value and more strongly supporting neighborhood associations financially for this very basic, ground level organizing and organizational work.

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

There is no unused funding from previous cycles that needs to be spent.

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 attachments.

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.** ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	39,520	39,520	39,520
Employee Benefits	1000	1000	1000
Professional Services	4244	4243	4243
Occupancy	4000	4000	4000
General Liability Insurance	800	800	800
Communications/Outreach	3600	3600	3600
Translation, interpretation and ADA support			
Supplies and Materials			
Meetings/community building events			
Development/ Fundraising			
Total	53,164	53,163	53,163
Directors and Officers Insurance	900	900	900
TOTAL for Contract:	\$ 54,064	\$ 54,063	\$ 54,063

Notes:

159,490 (+ 900 each year for D&O)= 162,190

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- 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.).