
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:	Heritage Park Neighborhood Association
Address:	1000 Olson Memorial Highway Minneapolis MN 55411
Website url:	Hpnampls.org
Organization email:	hpna@hpnamppls.org
Federal EIN:	26-1286232
Board Contact:	Name: Vanessa Willis
Staff Contact:	Name: Dennis Fazio Phone: 612-910-6611 Email: director@hpnamppls.org Address: 1000 Olson Memorial Highway, Mpls 55411

Who should be the primary contact for this application? [Dennis Fazio, Neighborhood Director](#)

Date of Board review and approval: [Sep 11, 2017](#)

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.

Preface:

Since 2015, Heritage Park/Sumner-Glenwood neighborhood has been stressed with the loss of substantial numbers of its board and loss of its staff. It has been through an interim phase of temporary staff and limited activities. It is currently completing its first year of regrowth with recent additions to the Board and two part-time staff to manage the business and organizational activities and the community engagement activities of the Association. Potential will still be limited in these next couple of years as the organization rebuilds and attempts to engage a highly diverse population including many new immigrants and a high proportion of rental residents that are typically more transient and less involved. Consequently, ambitions will be modest with focus initially on activities to bring the neighborhood together and providing useful news and information focused on neighborhood interests.

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.

HPNA has been previously funded and is eligible. Bylaws have not been revised since last application.

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?

1. Neighborhood monthly newsletter. Goings on in the neighborhood and activities of interest, will be included each month. Local people of interest and key nearby events will be included. Stories of nearby businesses and organizations will be showcased.
2. Door to door canvassing will be conducted at intermittent intervals to engage residents and acquaint them with the benefits and goings on in the Association
3. Time will be set at the annual meeting or at another special neighborhood meeting to solicit and discuss neighborhood needs and desires to construct priorities for the Association to address.
4. Development efforts and transportation improvement proposals will be well advertised with opportunities for residents to attend and hear presentations at Board meetings on new City activities and developments.

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.

1. Door to door canvassing will also encourage participation in the Association
2. Opportunities at neighborhood events will be taken to set up a table and educate those on the Association and its benefits

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3. Annual strategic planning will occur to examine current plans and adjust as the times warrant
 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.
 1. Neighborhood events including a celebratory annual meeting, summer concerts or movies in the park, the annual garden harvest festival and National Night Out will be used to bring all residents together for meet, greet, information and fun.
 2. Opportunities to partner with adjacent neighborhood organizations, Glenwood and International Market Square business associations and proposed development organizations desiring to develop in the neighborhood will be continuously sought and acted on. Participation and membership in those organizations will be maintained. This participation will hopefully lead to increased business activity and thus additional amenities, activity, and perhaps employment opportunities for neighborhood residents.
 3. Opportunities to participate in group activities and projects such as the community vegetable garden, quilting or other areas with enough critical mass of interest are or can be organized and funded by the Association.
 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.
 1. We strive to maintain acquaintance with our city leaders, especially our City Councilor. We partner with other neighborhood associations to sponsor candidate fora for Mayor and seek other opportunities to engage the residents in the election cycle.
 2. We will invite our City Councilor to attend our board meetings from time to time to give updates on City activity and address issues pertinent to our neighborhood.
 3. NCR can provide advice and assistance as we expand our reach and move into topics and areas we are less familiar with doing.
 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.
 1. We have a significant East African population of Somali and Ethiopian families. Because of the many cultural differences, there is often less engagement and participation. Our partnership with Urban Strategies, a national nonprofit community engagement organization sponsored by the Heritage Park property management company, has proven a great channel as we work jointly on projects and activities that have been successful in engaging the youth of the East African families and garnering a new generation of more integrated citizens.
 2. Likewise, we have a 90% rental constituency that are chronically hard to keep engaged even city wide. However, because they are mostly under the same property manager, we have several advantages in communication and association. Though we cannot get between the
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tenant and the landlord in those interactions, we can work with groups of residents to learn about their rights, assist in devising ideas for neighborhood appearance improvement and livability improvements and provide other educational resources to help new residents and culturally diverse groups to fit into the neighborhood and city life. Educational opportunities for those renters seeking to move up to home ownership can be another focus of the Association's educational outreach. NCR can be drawn upon to provide guidance and information of successful efforts in other neighborhoods.

7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.
 1. Funds from the previous cycle have been fully drawn. Any Association financial reserve will be kept available for new neighborhood priorities and the projects and activities that garner the most interest and show the most promise to provide the greatest benefit to the neighborhood.
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).
 1. Only the Financial Policy has changed since the previous application. A copy is included with this application. Likewise, a complete list of the current Board of Directors is attached.
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.

HPNA was funded in previous years.
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	\$ 18,900	\$ 25,080	\$ 25,325
Employee Benefits			
Professional Services			
Occupancy	175	650	650
General Liability Insurance	425	425	425
Directors and Officers Insurance	900	900	900
Communications/Outreach	3,570	9,620	6,825
Translation, interpretation and ADA support			
Supplies and Materials	150	600	600
Meetings/community building events	500	500	500
Development		500	500
Fundraising			
Other Services (please describe):	250	740	750
Total for contract:	\$ 24,870	\$ 39,015	\$ 36,475
Neighborhood Priorities			
TOTAL:	\$ 24,870	\$ 39,015	\$ 36,475
3 year TOTAL:			\$100,360
3 year CPP Allocation (\$97,660)			
+ 3 year DO insurance premium refund (\$2,700):			\$100,360

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).

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- 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.).

Budget Notes & Comments:

- Other Services includes: Community garden expenses and miscellaneous other smaller community activities expenses.
- 2018 Communications expenses include web site rebuild.
- Staff expenses for 2018, 2019 include a newsletter editor.
- Staff expenses for 2018, 2019 only covered 64% by CPP allocation
- Communications budget for 2018 and 2019 only covered 65% by CPP allocation
- Excess budget expenses in 2018 and 2019 not covered by CPP allocation can be covered by reserve funds or alternatively, grants and newsletter advertising revenue.