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**COMMUNITY PARTICIPATION PROGRAM**  
Application Template.

Please feel free to use this template as a guide to developing your submission 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.

**CONTACT INFORMATION:**

Organization Name: Audubon Neighborhood Association
Address: 1509 27 <sup>th</sup> Ave NE, Minneapolis, MN 55418
Website url: <a href="http://www.audubonneighborhood.org">http://www.audubonneighborhood.org</a>
Organization email: <a href="mailto:mail@audubonneighborhood.org">mail@audubonneighborhood.org</a>
Federal EIN: 41-1782691
Board Contact: Name: Matt Brown 
Staff Contact: Name: Robin Sauerwein 

**FUNDING ACTIVITIES.**

Use the following questions as a guide for your submission.

1. *After this first funding year, neighborhood organizations will submit proposals for three years of funding from the Community Participation Program. How will your organization engage residents and other stakeholders in 2011 to develop your three-year proposal?*

ANA will host 6 community meetings in 2011, as well as a neighborhood carnival and environmental fair and a weekly farmers' market in the summer. ANA will solicit input at these functions, as well as through its web site, email newsletter, and print newsletter.

2. *What regular outreach and engagement activities will your organization carry out in 2011?*

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ANA will engage the community through its community meetings, neighborhood carnival, and weekly farmers' markets. ANA will also communicate with the community via its newsletter and online communications.

3. *How will your organization reach out to under-represented groups in your community? Who are these groups?*

Under-represented groups include new residents, renters, recent immigrants, and residents who do not speak English. ANA will reach out to these groups by mailing communications to each household, delivering welcome packets with information on the community to new households, and encouraging participating on the ANA board and committees.

4. *What planning activities would your organization like to carry out in 2011? (This could include strategic planning, land use planning, NRP planning, etc).*

The ANA board intends to hold a strategic planning session during the first quarter of 2011 to identify priorities and develop a work plan for the year. ANA has undertaken similar planning activities facilitated by Christine Levens, director of the Northeast Minneapolis Chamber of Commerce, in recent years and they have proven beneficial. ANA also hopes to work with the Park Board to plan for additional amenities at Audubon Park, its neighborhood park.

5. *How does your organization provide information to the community? How do you gather information from the community?*

Information is provided via a quarterly print newsletter delivered to each household and distributed to local businesses, a monthly email newsletter, a regularly updated web site, and regular community meetings. Information is gathered through community meetings, email, social media, and contact with the community at its annual event and weekly farmers' markets.

6. *What festivals and events will your organization host or support in 2011?*

ANA will host its annual carnival and environmental fair, the Spring WingDing, in April 2011 in conjunction with Northeast Middle School, the Park Board, Metro Blooms, a local 4-H group, Cub Scout group, and the Mississippi Watershed Management Organization. ANA will also host a weekly mini farmers' market through the Homegrown Minneapolis initiative from June through September.

7. *What else would you like the Neighborhood and Community Engagement Commission know about your organization?*

Over the years, ANA has been a good steward of its public funds and has made an impact on the neighborhood's housing stock, physical environment, and community engagement.

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8. *Besides funding, what are some other ways that the NCR and NCEC can help your neighborhood organization?*

NCR and NCEC could offer administrative support, such as accounting services and nonprofit management.

**ESTIMATED BUDGET**

Staff Expenses	\$15,000
Employee Benefits	\$0
Professional Services	\$1,500
Occupancy	\$1,500
Communications/Outreach	\$10,750
Supplies and Materials	\$500
Festivals and events	\$1,500
Food and refreshments	\$250
Development	\$0
Fundraising	\$0 (staff/volunteer time)
Other Services	\$0
<b>TOTAL:</b>	<b>\$31,000</b>

Notes:

- Staff expenses should include payroll, FICA, and withholding, or staff contractors.
- 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.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Festivals and events can include any costs related to community events and festivals.
- Food and refreshments can include the cost of any food or refreshments related to your organization's community engagement efforts (may not exceed 5% of your organization's CPP allocation).
- 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).