

COMMUNITY PARTICIPATION PROGRAM
Submission Template

Please 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.

You may provide this submission electronically to ncr@minneapolismn.gov. Please include a copy of your bylaws.

CONTACT INFORMATION:

Organization Name:	Central Area Neighborhood Development Organization (CANDO)	
Address:	310 East 38 th Street Room 304 Minneapolis, MN 55409	
Website url:	www.thecentralneighborhood.com	
Organization email:	hannah@thecentralneighborhood.com	
Federal EIN:		
Board Contact:	Name:	David Peters, CANDO Board President
	Phone:	
	Email:	
	Address:	
Staff Contact:	Name:	Hannah Crumb
	Phone:	
	Email:	
	Address:	

Who should be the primary contact for this submission? Hannah Crumb

Date of Board review and approval: _____

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission. 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.A of the Guidelines.**

CANDO has been previously funded by the Community Participation Program. As a non profit community driven neighborhood organization we qualify for Neighborhood Participation Program 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?**

Communication: CANDO sends out a quarterly newsletter dispersed to all of our 2800 households. This newsletter includes information about upcoming events and programs in Central, political programs, and "Minutes that Matter" a section highlighting motions passed by the Board in the last quarter. If it will effect members of our community we want it in the newsletter. This publication not only features what is going on in Central neighborhood but has a new focus of engaging our Latino community with "Se habla espanol?" . This newsletter section will be in Spanish and include important information about what is happening in Central, The City of Minneapolis and in our community.

Committees and Board Meetings: CANDO has a Board of Directors and three advisory committees. This is the place where the information given to us by the community and the community itself directs the organization into action. All of our committee and Board meetings are at Sabathani Community Center on Thursday evenings, with the exception of the Community Leadership Committee that meets on Wednesday evenings. Our meeting schedule is publicized in the newsletter and available on our website. We look forward to the focus groups and campaign bringing in more involvement and influencing future decisions of the committees and Board.

Outreach: The "You are Central", and Central "CAN DO" Campaign will include posters, public service

announcements and other communications with the main goal of promoting CANDO and giving the community ownership over the organization. CANDO is "Hitting the Streets" over the summer of 2012, which means the Community Leadership Committee and members of CANDO will door knock in Central to promote programs, events and the organization as a whole.

Events and Programs: CANDO will host a CANDO Open House to inform the community about our years work before the Annual membership meeting. At this open house we will also have information about becoming involved in CANDO and it's programs. The Central Neighborhood Fair will bring together the community to have fun and celebrate each other and offer resources to the community. The CANDO Block Club Support Program, developed with the Crime Prevention Specialist, allows a two way street of communication between Central's Block Clubs and CANDO. This program involves CANDO staff seeking donations of plants for boulevards and alleys, giving away several solar motion lights to each block club to keep alleys safe and maintaining a good relationship with and between blocks. The Healthy in Central Program is a partnership between CANDO and The Carrot Initiative offering free exercise in the park and movies in the park about food. Each movie is followed up with discussion about what Central residents value about food and what they want to see in a grocery store.

- 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.**

Organizational Restructuring: CANDO is undergoing an organizational restructuring in 2012 with the goal of being the best organization we can be to meet our mission and vision statement. The first step in this process is becoming better as a Board and staff to serve a diverse community. The Board of Directors and CANDO staff will attend Diversity Training to learn more about the issues facing all the groups that call Central neighborhood home.

To involve the Central community in this process and identify community values CANDO will implement the "Live and Learn" project where community members from all walks of life will be filmed sharing their story of how they see their history in Central and who they are as people, their culture and values. The project will be compiled into a full film and there will be a community viewing event to connect and learn about each other. We view learning about each other as a first step in

working as a team.

Following this event CANDO will host a variety of focus groups within the community. These focus groups will be held at different community locations and established non profits to engage new community members and let them identify their values and neighborhood development ideas. Taking the information collected from these exercises CANDO members, the Board of Directors, staff and a third party consultant will help to restructure the organization.

- 4. Involvement of under-engaged stakeholders. Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work.**

In the process of organizational restructuring CANDO will identify the best ways to reach under-engaged groups through the processes described in Section 3. We also will implement a section on the bottom of all communications and promotional material stating that if any person needs interpretation or translation services we will readily provide them. This not only includes spoken language interpretation but ASL as well. Becoming more accessible to everyone is a main goal in our restructuring process. In the past year CANDO has made an increasing effort to forge relationships with local Latino Organizations and we hope to do more relationship building and learning to form solid partnerships with these and other non profit groups who actively engage under-represented groups.

The way NCR could be most helpful in this process is by providing interpretation and translation services, as they are needed.

- 5. Housing Activities. Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.**

CANDO is currently running three housing related programs with NRP Phase I dollars including Emergency Grants, Home buyers Forgivable Loans and a Low Interest Home improvement loan. All of these programs are administered by GMHC. CANDO will be actively promoting

these programs through our publications and website.

The CANDO Curb Appeal Lottery has proven to engage many residents and succeed in bringing the community together around beautification. CANDO staff promotes and administers this program. This process takes approximately 8 hours a week from June to October.

6. Unused funds. Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

CANDO plans to roll any unused funding into the next funding cycle to implement the plan above. We would utilize this extra funding in the areas of community meetings, publications and Board/Staff training specifically.

7. Budgets. Submissions should include a budget showing how Community Participation Program funds will support the organization's community participation work and an amount set-aside for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

SAMPLE BUDGET

Staff Expenses	\$70,000.00
Employee Benefits	\$30,000.00
Professional Services	\$18,000.00
Occupancy	\$15,000.00
Communications/Outreach	\$20,000.00
Supplies and Materials	\$10,000.00
Festivals and events	\$10,000.00
Development	\$5,000.00
Fundraising	\$2,000.00
Other Services	\$1,043.00
Neighborhood Priorities	\$3,000.00
TOTAL:	\$184,043.00

Notes:

- Staff expenses should include payroll, FICA, and withholding, or 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.
- 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 is not an eligible expense.
- 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).
- Neighborhood Priorities: at this point you do not need to know what the priorities are. Just indicate what the organization would like to set aside at this time for future priorities.