
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:	North Loop Neighborhood Association
Address:	207 5 th Ave N Minneapolis, MN 55401
Website url:	www.northloop.org
Organization email:	info@northloop.org
Federal EIN:	41-2009164
Board Contact:	Name: David Frank
Staff Contact:	Name: n/a

Who should be the primary contact for this submission? David Frank

Date of Board review and approval: May 30, 2012

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.

North Loop has previously received funding 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?

North Loop recently completed an extensive process of community outreach as part of our NRP Phase II plan. We hired a consultant, conducted several surveys, and we hosted several community meetings and focus groups. The neighborhood expects to engage residents and other stakeholders in 2012 and beyond in a similar manner. This outreach – meetings, focus groups, and electronic communication – will help the board identify the neighborhood's priorities. The board spends a great deal of time devising ways to reach out to groups who have not yet engaged in our neighborhood discussions and processes.

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.

North Loop provides information to the community, and gathers input and feedback from the community, with an active web presence; with a neighborhood newsletter; with monthly meetings of its Planning & Zoning committee, the recently formed Business Association, and its board; and with special events and fundraisers. Also, the board regularly fields calls and emails from the community at large. And we recruit, too! When someone seems at all interested, we invite them to meetings, solicit their involvement, and ask them to stay involved. As an all volunteer organization, this is the only way we get anything done.

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.

While there is no such thing as a ‘typical’ neighborhood, North Loop is even less typical than most. With most of our residents in multifamily buildings, it’s very important for us to foster a sense of community with events to bring people out of their buildings to meet their neighbors. With this in mind, the neighborhood has organized or supported several events each year for the past few years, and we expect this community-building effort to continue. Examples of these events are a spring cleanup day, fundraisers for neighborhood initiatives such as planting trees, and National Night Out. We have also partnered with other downtown neighborhoods on issues of shared interest through a Downtown Neighborhoods Group. This effort has been very successful.

5. **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.

One example of a previously under-represented group in our neighborhood is the business owners who had been largely ignored in neighborhood activities. Through an initiative of the board, there is now a neighborhood business association, which will function as a committee of the board, to address the specific concerns of business owners in the area. Another under-represented group in our neighborhood is non-homestead residents, and we will also be considering ways to reach out to this group.

6. **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.

As we have moved ahead with our NRP Phase II planning, we have formed a loan program to be administered by the Center for Energy and Environment using. This loan program will be focused on housing. Otherwise, the neighborhood’s efforts are not especially focused on housing or housing related activities.

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

We intend to transfer any unused funds – and they will be minimal, after allowing for timing - from our prior Community Participation Program allocation to similar activities in the coming year.

8. **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	\$
Employee Benefits	\$

Professional Services	\$20,000
Occupancy	\$
Communications/Outreach	\$15,000
Supplies and Materials	\$
Festivals and events	\$7,500
Development	\$1,000
Fundraising	\$1,000
Other Services	\$
Neighborhood Priorities	\$18,740
TOTAL:	\$63,240

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.