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**2014-2016 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](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

Organization Name:	Bancroft Neighborhood Association	
Address:	4120 17 <sup>th</sup> Ave S Minneapolis, MN 55407	
Website url:	<a href="http://bancroftneighborhood.org">http://bancroftneighborhood.org</a>	
Organization email:	<a href="mailto:info@bancroftneighborhood.org">info@bancroftneighborhood.org</a>	
Federal EIN:	41-1717318	
Board Contact:	Name:	Sara Luoma
Staff Contact:	Name:	Luke Stultz
	Phone:	612-724-5313
	Email:	info@bancroftneighborhood.org
	Address:	4120 17 <sup>th</sup> Ave S Minneapolis, MN 55407

Who should be the primary contact for this submission? Luke Stultz

Date of Board review and approval: December 12, 2013

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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.**

BNA has been previously funded 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?**

BNA works to engage residents at every neighborhood event we have (i.e. Ice Cream Social, Annual Meeting, neighborhood-wide garage sale, etc.). We are focused on engaging neighbors not only with traditional mediums such as print newsletter and the website, but by increasing face-to-face interaction with key community leaders. By having more face-to-face conversations, we hope to increase attendance of non-board members at monthly board and committee meetings. Discussing the Neighborhood Priority Plan at BNA events will help a broad range of the neighborhood become aware of what it is and how they can be involved. We'll ask people for ideas at each meeting and event and use those to shape the NPP.

Through its engagement and outreach efforts, BNA plans to increase the number and types of members participating in committees, serving on the board, and attending events to enhance the sense of neighborhood pride and cohesion. This includes delivering updated welcome packets to the apartment buildings in the neighborhood to further engage renters and let them know about what BNA can do for them and how they can be involved.

BNA will continue to offer a safe space for residents to learn about and discuss decisions that come before the City, County, and State governments by holding informational meetings and getting feedback from the residents about how they'd like BNA to be involved.

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.**

BNA provides many volunteer opportunities to get people involved. Besides serving on the board, residents can serve on a committee or a task force for an event, volunteer at an event, or hold an event of their own. Any community member is able to attend any BNA function and is able to bring an idea forward at any time.

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In order to expand our volunteer base, we continue to strengthen our relationship with other organizations in the neighborhood (most recently we've partnered on a grant proposal with courageous heARTS, a non-profit that recently relocated to our neighborhood) and reach out to those who may not know of us (i.e. the recently remodeled apartment complex on Bloomington). Any volunteer who serves on a board or committee is in a leadership position. It's BNA's policy to continue training for volunteers, whether they've served on the board before or not. We do this by offering a board training in January, as well as continued development opportunities throughout the year. This is achieved through partnerships with other organizations in and around the Bancroft neighborhood.

In 2014, BNA will complete the Charities Review Council certification. The Charities Review Council is an independent resource for people who make contributions to non-profit organizations. They require that we do a self-assessment each year, as well as look at our governing documents and be sure we have certain processes in place. By following their requirements, we will continue to streamline processes and increase capacity in order to further benefit the neighborhood residents.

- 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.**

BNA will continue to be involved with the SUN Project, which is a collaboration of seven neighborhood organizations in South Minneapolis. We've strengthened relationships and work on common issues facing all our neighborhoods. This partnership continues to be a great asset for BNA.

The Bancroft neighborhood has more block clubs than any other neighborhood in Minneapolis. It's important that we continue to engage with those block clubs in positive ways and not just around criminal activity or National Night Out. The BNA Community Organizer and board members will be in contact with all block clubs throughout the year, and we plan on attending at least one meeting of each block club to further build on the positive relationships.

At every event we have, we invite organizations we've built partnerships with (such as courageous heARTS and Pillsbury House + Theatre) to offer their services to benefit the neighborhood as a whole. BNA also offers several housing and business improvement programs through the use of NRP funds; this is a benefit to the neighborhood because we work to keep our homes and other buildings maintained and looking good.

- 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.**

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Racially, according to the 2010 Census, the population of Bancroft neighborhood is pretty comparable to that of Minneapolis overall. The neighborhood is made up of 61% Caucasian, 16% African-American, 12% Hispanic/Latino, and 2% American Indian. Additionally, housing in Bancroft neighborhood is over 77% owner-occupied, with the other 22% being renters. Most of the people directly involved in BNA are home owners. Renters are the stakeholders currently under-represented in the Bancroft neighborhood.

Over the next year, we will work hard to engage those who are not currently represented. We plan on building relationships with the apartment buildings in the neighborhood to engage new residents as they rent. We have a Community Organizer who speaks Spanish and can help any residents who don't speak English as a first language. Resources from the City, including NCR's Blueprint for Equity program, can help by translating materials as needed and being involved in events that we put on.

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.**

BNA still has NRP funds available for our housing strategies. We work with TCF to offer our low-interest home improvement loan and GMHC to offer a lower-interest loan and grant to those who don't qualify for the TCF program.

BNA staff helps residents who are interested in accessing these programs. Staff walks residents through the application process and answers questions to make the process easier. Staff also continues to direct homeowners to organizations that can help with foreclosure prevention and works to be proactive with the homeowner. We will continue to monitor NRP housing programs as long as they are funded.

The percentage of time spent on housing related activities is around 15%. All loan programs go through a loan administrator, but BNA staff is available to give information and applications to homeowners. Provided there are enough houses available for sale, we plan to have a neighborhood-wide open house tour in the summer.

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.

Any unused funds from this funding cycle will be rolled over to increase staff hours specifically for outreach to block clubs or to implement the NPP.

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.

Please use this budget template when submitting your Community Participation Plan for approval.

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 contract or an NRP contract or MoU. Contact your Neighborhood Support Specialist at NCR for further details.

**ESTIMATED BUDGET**

<b>CPP Budget</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Staff Expenses	\$24,728	\$21,913	\$21,812
Employee Benefits	\$ -	\$ -	\$ -
Professional Services	\$3,335	\$3,400	\$3,500
Occupancy	\$1,850	\$4,850	\$4,850
Communications/Outreach	\$2,550	\$3,750	\$3,750
Supplies and Materials	\$2,100	\$1,000	\$1,000
Meetings/community building events	\$1,500	\$1,500	\$1,500
Development	\$1,650	\$1,400	\$1,400
Fundraising	\$100	\$ -	\$ -
Other Services	\$ -	\$ -	\$ -
<b>Total for contract:</b>	<b>\$37,813</b>	<b>\$37,813</b>	<b>\$37,812</b>
Neighborhood Priorities	\$ -	\$ -	\$ -
<b>TOTAL:</b>	<b>\$37,813</b>	<b>\$37,813</b>	<b>\$37,812</b>

**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.
- 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.
- 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.).