**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. Please include a copy of your bylaws if they have been revised since your last funding submission.

CONTACT INFORMATION:

| | | |
|---|---|---|
| Organization Name: | Bryn Mawr Neighborhood Association | |
| Address: | 2915 Wayzata Blvd | |
| | Minneapolis MN 55405 | |
| Website url: | bmna.org | |
| Organization email: | info@bmna.org | |
| Federal EIN: | 41-6166746 | |
| Board Contact: | Name: | Kevin Thompson |
| | Phone: | (612) 296-5409 |
| | Email: | president@bmna.org |
| | Address: | 2915 Wayzata Blvd |
| | | Minneapolis MN 55405 |
| Staff Contact: | Name: | Patty Wycoff |
| | Phone: | (612) 239-1710 |
| | Email: | coordinator@bmna.org |
| | Address: | 2915 Wayzata Blvd, Minneapolis MN 55405 |

Who should be the primary contact for this submission?   CPP@bmna.org

Date of Board review and approval:  January 13, 2016

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.

    1. The Bryn Mawr Neighborhood Association (BMNA) is the sole recognized representative of the Bryn Mawr neighborhood as defined by the most current Minneapolis Communities and Neighborhoods Map sanctioned by the City Council.
    2. The organization is open to all residents, business owners, and property owners within the defined boundaries.
    3. Membership eligibility is determined by registering interest in writing with no required financial contribution or participatory obligation.
    4. The Board of Directors meets monthly in a meeting open to all members or residents. Meeting schedule is published in our neighborhood newspaper, web site, email list and the NextDoor social network site.
    5. BMNA is incorporated as a nonprofit corporation under Chapter 317 of the laws of Minnesota and was granted exemption from income taxes by the Internal Revenue Service as a charitable/educational organization under section 501(c)(3) of the IRS Code. Conflict of Interest, Americans with Disabilities Act, and Affirmative action Plans and Policies have all been adopted by the Board of Directors. BMNA has no employees.
    6. A Board of Directors is elected by the registered members each year from among its membership with representation distributed by sub-area within the neighborhood. Currently, there is no provision for outside directors. The Board has been in place since incorporation in 1976.
    7. BMNA manages its funds in a set of bank accounts under the care of a Treasurer who is an officer of the Corporation. Financial practices and policies that exhibit best practices, as reviewed by the City Accountant assigned to assist the neighborhoods, have been adopted by the Board and implemented. Budget tracking and reporting to the Board is done according to accepted practices. Reporting is also done to the IRS on Form 990 and 990-T
    8. BMNA does not restrict its activities or its neighborhood advocacy to any interest groups or geographical areas of the neighborhood. It represents and benefits the entire population and the entire geographical area.

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?

Each year, BMNA hosts several social and community events that give neighbors and board members an opportunity to meet new neighbors, connect with old neighbors and have their voices be heard regarding issues in our neighborhood.

BMNA meets each month on the 2nd Wed. of the month. All neighbors are welcome at the monthly meetings. We send an email each month before the meeting with the agenda and have it on our monthly calendar in the Bugle newspaper.

We also engage with neighbors using social media (Facebook, Nextdoor) email, telephone, web site, and our monthly newspaper, The Bugle. The Bugle is delivered to every home in Bryn Mawr by neighbors. We will continue to use these vehicles of communication to keep our neighbors informed and encourage their input.

Email seems to be the most popular vehicle for neighbors to communicate their opinions about activities in our neighborhood.

As in the past, we will hold specific community engagement events/meetings to flesh out ideas from the Board and neighbors for the Priority Plan. We have and will continue to collect input in a structured way from neighbors at our Annual Meeting each year to help guide.

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. Members have numerous opportunities for direct involvement.  Six annual events, an Area Representative to contact them regarding issues or questions, and our monthly Board meetings.
   2. We have an annual meeting each May and invite all neighborhood residents and stakeholders. Neighbors have an opportunity to speak directly with elected officials at that time. We also have an annual membership to drive in the spring to solicit continued and new participation.
   3. BMNA mails an annual letter to every neighborhood household describing our accomplishments for the year and our goals for the future. A contribution envelope is provided with a space to sign up for volunteering. We use our email list and newspaper to recruit volunteers throughout the year when needed for events or neighborhood representation.

      Our Area Representatives connect with neighbors in their area that have not been involved with BMNA in the past. They also deliver our Welcome Packets to all new neighbors that move into their area. The Welcome Packet contains information about BMNA, the neighborhood businesses, and amenities, and is also used to encourage involvement.
   4. BMNA Annual Retreat to review our strategy and create goals.

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, email, social media, The Bugle, annual membership drives, and direct contact between new residents and their Area Representatives all build a sense of whole neighborhood.
2. Our community schools have a diverse student population. BMNA has a Schools Committee comprised of board members and neighbors that works to bring all neighbors into become supportive of our community schools.
3. We are considering initiating a connection with the Harrison Neighborhood Association, our closest in geography and affinity, and co-host a bi-neighborhood event.
4. BMNA has a close relationship with most of our local businesses. BMNA sponsors and organizes an annual event that encourages the development of relationships between neighbors and business owners. Our neighborhood coordinator assists local business owners with issues related to the City, County and Parks. We plan to continue to create and support opportunities for our neighbors to meet and build these relationships.
5. BMNA recognizes that the benefits our annual events provide to building a strong community are essential.  We will continue with the efforts.

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.

   New neighbors tend to have a difficult time getting involved.  Area Representatives are given welcome packets created by our neighborhood coordinator, The Area Representative delivers this to the new neighbor's door, introduces themselves, welcomes them, and encourages them to get involved. Some elderly in Bryn Mawr are not connected to the internet so they often call our neighborhood coordinator if they have an issue. Also, renters are less engaged than homeowners. We will continue to engage all neighbors through our numerous communication efforts.

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.

   A significant percentage of the NRP funding that BMNA received over the preceding years was devoted to housing improvements and business façade improvements. Since the need for additional investment in this area is small, we will be concentrating our

efforts in the other areas of community engagement and social augmentation with the CPP program.

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 will be used for future neighborhood project priorities as determined by the Board and the community.

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

| CPP Budget | 2014 | 2015 | 2016 |
|---|---|---|---|
| Staff Expenses | $ 10,800 | $ 11,200 | |
| Employee Benefits | | | |
| Professional Services | 801 | | |
| Occupancy | 850 | 5,682 | |
| Communications/Outreach | 6,801 | 17,334 | |
| Supplies and Materials | 60 | 254 | |
| Meetings/community building events | 77 | 382 | |
| Development | | | |
| Fundraising | 1,819 | 1,877 | |
| Other Services | | | |
| **Total for contract:** | **$ 21,208** | **$ 36,729** | |
| Neighborhood Priorities | | | |
| **TOTAL:** | | | |

**Note:** Budgeted amount total is larger than the yearly allocation of $56,281 for 2014-2016. The balance of the expenses are covered by other sources of revenue already in place and the surplus in our reserve account.

**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.).