
2014-2016 COMMUNITY PARTICIPATION PROGRAM

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:	Cleveland Neighborhood Association
Address:	P.O. Box 11635 Minneapolis, MN 55411
Website url:	www.clevelandneighborhood.org
Organization email:	cna@clevelandneighborhood.org
Federal EIN:	41-1727506
Board Contact:	Name: Lynne Moriarty
Staff Contact:	Name: Aria Fine Phone: 612-588-1155 Email: cna@clevelandneighborhood.org Address: PO Box 11635 Minneapolis, MN 55411

Who should be the primary contact for this submission? Aria Fine

Date of Board review and approval: October 21, 2013

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.

Cleveland Neighborhood Association was previously funded in 2011 and 2012.

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?

Over the next three years, Cleveland Neighborhood Association will:

- Door knock at least 750 doors (50+% of households) each year.
- Empower Connectors (Block Leaders) on each block to form a block club, increasing to 50 block clubs within three years.
- Deliver newsletter to 1350 households and surrounding businesses and community school families (1200 total) each quarter.
- Host Pop-up Block Parties, with our mobile engagement cart, throughout warmer months, at least 10 events total each year.
- Continue regular committee meetings:
 - Youth Committee
 - Crime & Safety Committee
 - Community Development Committee
 - Events Committee
- Hold special meetings as necessary to respond to development issues.

Cleveland Neighborhood Association will continue to engage residents regarding our Neighborhood Priority Plan through:

- Conducting a neighborhood survey
- Hosting to community-wide workshops and trainings
- Focus groups for impacted stakeholders who may not otherwise be represented.

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.

Cleveland Neighborhood Association will:

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- Provide opportunities for all community residents to participate in our Connector trainings
 - Provide board orientation and training for new board members
 - Develop a strategic plan by 2016

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.

CNA will work to ensure every neighbor feels personally welcome and connected to the organization. We'll do this through

- Welcome bags to new neighbors delivered by Connectors or CNA Staff
- Reach out to renters and landlords to support and connect to the neighborhood
- Host activities and gatherings that bring neighbors and organizations together through common interest, both at the neighborhood level and northside-wide.

The CNA Board will review all proposals from committees and others to ensure that

- Potential stakeholders were informed and encouraged to participate.
- Potential new leaders are supported and mentored.
- Partnerships with City departments and other agencies have been considered.

CNA will hold community votes involving use of NRP or CPP funds greater than \$25,000.

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.

While 20% of Cleveland residents are renters, no current board members are renters and an under-engaged amount of committee members. We also do not have active representation and involvement from many of our immigrant communities. Finally, though we have provided a number of youth related activities, there have been few leadership roles for youth in decision-making in recent years.

We believe our block level engagement is our best opportunity to connect with more residents that are currently un-engaged. We will work with the NCR Access and Outreach Department to ensure our events and activities are accessible, culturally-inclusive and remove barriers for engagement as much as possible. We will also look at creating intentional space for under-engaged groups to be involved in decision-making beyond requiring board or committee representation.

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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.

An estimated 25% of Cleveland Neighborhood Association will work will be housing related:

- Respond to City referrals on housing developments
- Continue implementation of NRP Phase II plans
- Continue block level engagement to meet and assess housing needs and concerns at the block level.

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.

Cleveland Neighborhood Association will have approximately \$15,000 remaining from the 2012-13 CPP contract that we request be rolled over to our 2014-16 community engagement activities.

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 2014 for the organization should also be provided.

ESTIMATED BUDGET

CPP Budget	2014	2015	2016
Staff Expenses	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Employee Benefits	9,600.00	9,600.00	9,600.00
Professional Services	600.00	600.00	600.00
Occupancy	3,000.00	3,000.00	3,000.00
Communications/Outreach	600.00	600.00	600.00
Supplies and Materials	600.00	600.00	600.00
Meetings/community building events	600.00	600.00	600.00
Development	500.00	500.00	500.00
Fundraising	0	0	0
Other Services	500.00	500.00	500.00
Total for contract:	\$41,000.00	\$41,000.00	\$41,000.00
Neighborhood Priorities	168	168	168
TOTAL:	41,168.00	41,168.00	41,168.00

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.

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.).