
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:	Corcoran Neighborhood Organization
Address:	3451 Cedar Ave S
Website url:	www.corcoranneighborhood.org
Organization email:	eric@corcoranneighborhood.org
Federal EIN:	41-1535894
Board Contact:	Name: Lisa Barajas, Chair Phone:
Staff Contact:	Name: Eric Gustafson, Executive Director Phone: 612-724-7457 Email: eric@corcoranneighborhood.org Address: CNO, 3451 Cedar Ave S

Who should be the primary contact for this submission? Eric Gustafson

Date of Board review and approval: Nov. 4, 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.

N/A

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?

We use both formal and informal and informal methods to identify and act on neighborhood concerns, issues, and priorities; to influence city decisions and priorities; and to increase involvement in the neighborhood.

- a. General community engagement

- i. Door-knocking and other direct outreach, which occurs weekly. Through the course of our work, we aim to knock on every door in the neighborhood at least once per year. Usually we are initiating contact to engage around a specific issue such as a pending development proposal and a related upcoming meeting or city decision. During these conversations, we also ask about other concerns a community member may have, explore their interests, and invite them to get more involved in the neighborhood through CNO or other programming.
- ii. Open office hours. We have a highly visible office at the corner of 35th and Cedar staffed Monday through Friday during regular business hours. Community members are able to stop in or set an appointment to talk to our staff about a concern or question related to the neighborhood or our work.

- b. Formal neighborhood programming

- i. Land Use & Housing committee: these residents work to improve and protect the built environment and engage the whole neighborhood in important issues and decisions. A chair person nominated by the committee works with staff to set the agenda for monthly meetings, chairs committee meetings, and represents the committee on the CNO board and in the larger community. Each meeting includes time to raise new concerns or issues. This committee takes the lead on crafting and recommending all land use and housing policy for CNO.
- ii. Corcoran News paper: is an English/Spanish monthly newspaper written and edited by neighborhood residents and delivered to every household since

1985. A chair person serves as Editor of the newspaper and makes final decisions about content of the newspaper based on Goals and Priorities of Content established by the CNO board, which acts as “publisher” of the newspaper. The chair convenes a monthly meeting of new and established volunteers to discuss goals and content for the upcoming edition and to assign roles including writing, copy-editing, photography, translation, and layout. Through our partnership with Twin Cities Daily Planet we publish content in print and also online.

- iii. **Mujeres en Accion y Poder:** a women’s empowerment program that brings Latina/o families into the life and leadership of the Corcoran, Powderhorn Park, and Standish neighborhoods. Weekly gatherings take place in Corcoran, Powderhorn, and Sibley parks and include skill building activities and programming aimed at building awareness of community resources delivered by partners such as CLUES. A weekly leadership program brings in guest speakers and organizations to provide 8- to 10-week sessions on building action-oriented leadership skills such as block leadership and crime prevention.
- iv. **Midtown Farmers Market:** a seasonal farmers market connecting the diverse residents of underserved Minneapolis neighborhoods with local food producers in a mutually beneficial economic exchange. The market just finished its 11th season drawing over 50,000 annual customers and providing opportunity for nearly 100 vendors. An advisory committee works with staff to guide the direction of the market and recommend policy changes.
- v. **Membership Meetings:** CNO holds quarterly meetings aimed at increasing membership and promoting involvement in the neighborhood. Our February meeting includes our annual Volunteer Recognition Dinner and award ceremony; our May meeting includes our annual Board Election; and our November meeting includes our annual Soup Cookoff.
- vi. **Board of Directors:** meet monthly and set the direction and policy for the organization. Officers and at-large members are elected by our membership and serve 2-year terms, while committee and program representatives are nominated by their respective committees and affirmed by the board.

3. **Building organizational capacity.** How will you work to: (a.—*see corresponding response, below*) provide opportunities for the direct involvement of members, (b.) build your membership and volunteer base, (c.) encourage and develop new leadership, and (d.) expand the organization's capacity through self-assessment and other activities.

- a. Our formal program areas, described above, comprise the broadest ongoing opportunities for members to be involved. Other CNO events, short-term CNO projects and special meetings, and programming by Corcoran Park and other

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- neighborhood institutions comprise additional opportunities for members to be involved.
- b. Our strongest efforts to build formal membership take place at our quarterly membership meetings and also through our annual individual giving campaign, and related publicity and outreach. Volunteer recruiting occurs daily through the regular engagement and programming described above.
 - c. We cultivate relationships with volunteers and encourage them to find an ongoing role that fits their schedule and interests, understanding that these constraints evolve over time for each volunteer. Our staff and volunteer leaders are explicit in talking about leadership opportunities with new and occasional volunteers, and we encourage members to invite and recruit neighbors via word-of-mouth.
4. **Building neighborhood relationships.** Describe your outreach, networking, and inclusivity efforts to: (a.—*see corresponding response, below*) build a sense of a whole neighborhood among residents, (b.) build bridges among neighbors and diverse communities within the neighborhood, (c.) work with other neighborhoods and organizations on issues of common interest, (d.) build partnerships with private and public entities, and (e.) benefit the neighborhood as a whole.
- a. Our Mujeres en Accion y Poder (MAP) program, described above, is our primary vehicle for engaging and involving the Latino/a and Spanish-speaking portions of our community, which comprise 28% and 26% of residents, respectively.
 - b. MAP activities are the primary participation venue for Latino/a and Spanish-speaking members but we also work hard to invite them to Membership meetings, the Midtown Farmers Market, and all of our other programming. At Membership and other meetings and events of interest to the entire neighborhood, we provide simultaneous translation and on-site childcare to help overcome barriers to participation. We continue to struggle and strive to build a sense of one neighborhood and one set of inclusive participation venues, rather than venues segmented by language or national origin.
 - c. We have an ongoing relationship with 6 other neighborhood organizations through our Southside United Neighborhoods (SUN) partnership. In Oct. 2013, SUN partners reached consensus on a “Project Priority Agenda” comprising 3 issues and pilot projects of common interest. Lead organization(s) for each project will share best practices and lessons learned with, and seek constructive feedback from, SUN partners so that non-lead partners can implement similar work in their respective geographies. The initiative also aims to drive policy change.
 - d. We cultivate and utilize extensive relationships with numerous other nonprofit, government, development, and other partners through the course of our overall work. In some cases we represent constituents of the partner, as in the case of local government or its elected officials. In some cases existing partners or community members introduce us to prospective new partners based on their knowledge or our
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current work and priorities. In other cases we initiate contact with prospective partners who may share our interests.

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.

Frankly, all groups except white homeowners have been underrepresented in our work and overcoming these disparities is a top priority for our staff and board. With support from the NCR Department, we recently began a 1-year consultant-facilitated strategic planning series on Equity with monthly participation by our board and staff. The work will examine specific disparities present within each of our current engagement practices, program areas, and organizational policies, and will result in specific action steps, changes to practice and policy, and a strategic plan to ensure that our work produces more equitable outcomes.

In addition, we recognize and continue to discover specific barriers to participation faced by members of our community and our annual budget and work reflect a commitment to circumventing these barriers. We provide simultaneous translation and on-site childcare at more and more meetings and events. One of our regular staff members does not speak proficient English, and we furnish professional interpretation for meetings with her supervisor and for other key staff, board, and community meetings. We would appreciate NCR support in procuring and paying for reliable and effective contractors for these purposes.

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.

Housing remains a significant priority in our work since our housing stock comprises the most significant portion of our built environment and of community members' experience of the neighborhood. We recently embarked on a project to help residents assess and improve multi-family housing. We also help residents to maintain, improve, and make more energy efficient our housing stock. We also help limit the harm of foreclosure by connecting homeowners facing foreclosure with effective prevention counseling and by referring key post-foreclosed properties to reputable nonprofit rehab partners. At key development parcels our land use and housing committee establishes policy and planning work and engages government and development partners to promote implementation. Finally, we work in regular collaboration with residents, our City Council member, and other City staff to resolve problem properties.

This overall scope of housing work comprises approximately 20% of our overall work.

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 had a lean year during 2013 and we expect have unused CPP funds at the end of December 2013. We plan to use these funds to continue the work described herein during 2014-2016.

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	\$37,500	\$37,500	\$37,500
Employee Benefits	\$9,000	\$9,000	\$9,000
Professional Services	\$0	\$0	\$0
Occupancy	\$3,177	\$3,177	\$3,176
Communications/Outreach	\$0	\$0	\$0
Supplies and Materials	\$0	\$0	\$0
Meetings/community building events	\$0	\$0	\$0
Development	\$0	\$0	\$0
Fundraising	\$0	\$0	\$0
Other Services	\$0	\$0	\$0
Total for contract:	\$49,677	\$49,677	\$49,676
Neighborhood Priorities	\$0	\$0	\$0
TOTAL:	\$49,677	\$49,677	\$49,676

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.

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- 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.).