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

Who should be the primary contact for this submission? Michael Faulk

Date of Board review and approval: November 13, 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.
 - North Loop Neighborhood Association (NLNA) was previously funded through the CPP

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?

NLNA uses the following methods to connect with the North Loop community:

 - Monthly and annual meetings
 - Focus groups with community residents and business owners
 - Electronic communications
 - Surveys
 - Participation in activities that market and promote the NLNA brand:
 - *Explore the North Loop*, a fundraising outreach to market the North Loop as a neighborhood
 - Minneapolis Riverfront National Night Out
 - Farmers Market Celebrity Chef Challenge
 - North Loop expands our outreach by actively participating in:
 - Planning and Zoning Committee
 - North Loop Business Association
 - Downtown Neighborhood Group
 - Transit sub-committee
 - Parks, greening, and transit initiatives
 - Because vibrant neighborhoods need children, NLNA has taken a primary role in initiating and driving the Downtown Minneapolis School Initiative

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.

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- NLNA recruits potential volunteers and board members through recommendations and by identifying potential volunteers who show an active interest in serving on the Board or in a volunteer capacity
 - We develop and sponsor fundraisers that promote the North Loop and the benefits of community involvement
 - We continuously improve our web presence
 - We publish a Neighborhood Newsletter
 - Board members are actively involved in developing new community initiatives
 - Board members attend a yearly retreat to discuss the strategic vision of the North Loop Neighborhood Association and the tactical efforts required to implement initiatives that benefit the NorthLoop community

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.

Most North Loop residents live in multi-family housing, i.e., condos and rental units, so effective communications with residents and businesses is key to our success as an association. NLNA improves our outreach and networking by:

- Reaching out to businesses and Homeowner Associations to communicate North Loop initiatives and volunteer opportunities
- Exploring methods to improve communications between NLNA and the rental community
- Sponsoring events like the Downtown Riverfront National Night Out, neighborhood clean-up days, and tree planting events
- Pursuing opportunities to strengthen relationships with other groups that have shared interests, i.e., Neighborhood Associations, businesses, and Home Owner Associations

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.

The North Loop is a diverse community of residents who own and rent, businesses and their customers, visitors to the North Loop, and commuters flowing to and from downtown Minneapolis. Under-engaged groups include business owners and non-owning residents.

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- NLNA has worked to engage business owners through the Neighborhood Business Association, a committee of the NLNA Board
 - Several representatives of businesses in the North Loop are on the NLNA Board, chairing committees that focus on engaging businesses in the North Loop and surrounding neighborhoods
 - NLNA works to engage the rental community by reaching out to the management at rental buildings
 - We hold most of our Board and Planning & Zoning meetings at Heritage Landing, a rental building
 - We also look for opportunities to be visible to the community by traveling to other sites for Board meetings, the most recent being Soltva, a rental building
 - A current Board member resides at Heritage Landing, giving NLNA an unbiased view into the North Loop rental community
 - Rental buildings participated in our recent *Explore the North Loop* event
 - We will continue to market and promote community involvement to North Loop residents and businesses by constantly improving our outreach methods
 - NCR can likely assist us with our outreach efforts by providing demographics data, contacts, and mailing lists of residents in the North Loop
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.
- NLNA has formed a loan program that is now open to neighborhood associations
 - This will be administered by the Center for Energy and Environment
 - It is estimated that approximately 5% of NLNA volunteer time will be spent on 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.
- NLNA intends to transfer any unused funds from the previous cycle to the new funding cycle to continue initiatives begun in the previous periods
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	\$	\$	\$
Employee Benefits	\$	\$	\$
Professional Services	\$22,150	\$22,150	\$22,150
Occupancy	\$	\$	\$
Communications/Outreach	\$9,200	\$9,200	\$9,200
Supplies and Materials	\$	\$	\$
Meetings/community building events	\$4,950	\$4,950	\$4,950
Development	\$1,000	\$1,000	\$1,000
Fundraising	\$1,060	\$1,060	\$1,059
Other Services	\$	\$	\$
Total for contract:	\$38,360	\$38,360	\$38,359
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$	\$	\$

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).

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- 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.).