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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:	<a href="#">Tangletown Neighborhood Association</a>
Address:	<a href="#">PO Box 19347</a> <a href="#">Minneapolis, MN 55419</a>
Website url:	<a href="http://www.tangletown.org">http://www.tangletown.org</a>
Organization email:	<a href="mailto:info@tangletown.org">info@tangletown.org</a>
Federal EIN:	41-1813121
Board Contact:	Name: <a href="#">Ryan Fisher</a> Phone: <a href="#">612-321-8621</a> Email: <a href="mailto:info@tangletown.org">info@tangletown.org</a> Address: <a href="#">PO Box 19347, Minneapolis, MN 55419</a>
Staff Contact:	Name: Phone: Email: Address:

Who should be the primary contact for this submission? [Ryan Fisher](#)

Date of Board review and approval: August 18, 2014

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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.**

Tangletown Neighborhood Association meets all CPP eligibility requirements.

**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?

Tangletown Neighborhood Association will use the following strategies and tactics to address community participation efforts:

2013 survey findings will inform and guide strategies and key initiatives 2014 - 2017. In addition, TNA will create an ongoing annual survey with post card notification to provide awareness of organization efforts along with polling on current issues or neighborhood interests. Continue planning events such as neighborhood garage sale, 4<sup>th</sup> of July event at Fuller Park, and environmental and sustainability-focused events. Hosting our annual meeting and partnering with Fuller Park and area businesses when possible. We hope to develop post cards to be delivered to neighbors prior to events to help boost awareness as well as attendance.

Continue existing communication efforts, leveraging social media and new communication platforms to extend reach as appropriate. Work to try and engage neighborhood block leaders to help increase awareness and further communicate with residents.

**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.

Tangletown Neighborhood Association will use the following strategies and tactics to address development of organizational capacity:

Tagletown's events and committees provide opportunity for neighborhood residents to engage in projects and initiatives that are deemed important based on direct feedback at meetings, results of on-going surveys, and guidance from city and external entities, among other inputs. It is through these same engagements that we anticipate strengthening our membership and volunteer base. Further, recognition of opportunities across the city and to lead key programs will develop and identify organization leaders. Ongoing, these leaders will be responsible for creating new assessment tools, likely through our ongoing surveys, to ensure that we are meeting the expectations and interests of members. Finally, working with NCR staff to develop a framework of best practices and guidelines for community engagement will lead to increased organizational capacity.

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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.

Tangletown Neighborhood Association will use the following strategies and tactics to address developing neighborhood relationships:

1. Encourage participation and awareness to all of our residents and event participants through a variety of communication channels - newsletter, postcards, e-news, social media, signage, local newspapers, etc. Planned events that reach a variety of interests of the residents.
2. Partner with MPD to engage neighborhood block leaders as a means to reach more residents more directly, potentially reaching isolated community members and zones. This will encourage outreach to multi-tenant residences and nodes within the neighborhood where representation has been missed at the membership level.
3. Continue working on developing/supporting Lyndale Avenue Special Services District, partnering with Lynnhurst, Windom, and Kenny neighborhoods. Further, continuing to participate with District 2, Southwest Minneapolis neighborhood leaders to align key strategies, shared experiences, and pooled resources were applicable.
4. Develop relationships with area businesses by offering support through the Business Façade grant program. Encourage business owners to participate in planning and execution of neighborhood events. Work with NCR staff to develop framework of best practices and guidelines for community engagement leading to sustainable organizational capacity.

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.

Tangletown Neighborhood Association will use the following strategies and tactics to address improving involvement of under-engaged stakeholders:

1. School connections – Engage education administrators and student leadership to support programming and ongoing partnership relationships. TNA will develop an education grant program which will provide funding for programming which the neighborhood and education entity feels can benefit both students and the surrounding community. Create relationships with both Washburn and Ramsey schools, as well as other education settings within the neighborhood. Encourage school staff participation on neighborhood association board or committees. Ask about opportunities for TNA members to participate in school site council or other organizations to help foster better relationships

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2. Senior citizen – Promote senior resources existing in the neighborhood, sponsor continuing education or park programming targeting senior citizens.
  3. Business owner engagement – Partner with NEHBA to conduct a survey of business owners to understand their vision for neighborhood partnership and support from TNA. Continue to administer the business façade program for neighborhood businesses. Develop communication to promote work already done and provide information for businesses to sign up and participate with key initiatives.
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.

Tangletown Neighborhood Association will use the following strategies and tactics to support housing-related activities:

Promote and extend existing housing grant; partnering with CEE. Extension will include reinvesting repaid loan funds into a new branch of the program focused on home improvements which encourage energy efficiency and sustainable design. Promotion of these programs will be through partnership with CEE and include a TNA newsletter article and CEE-produced postcard mailing.

We will spend less than 5% of our overall time committed to this effort.

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.

Tangletown Neighborhood Association will use the following approach to handling unused funds:

Carry over funds will be used to complete outstanding initiatives from the previous year, provide additional funding for the more successful initiatives from previous year, and/or target newly identified priorities emerging from city guidance, survey results, or direct feedback. These funds will result in establishing new contracts, augmenting or adding community events, and addressing areas of most significant need.

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	\$4,000.00	\$8,000.00	\$8,000.00
Employee Benefits			
Professional Services	\$1,800.00	\$1,000.00	\$1,000.00
Occupancy	\$1,800.00	\$1,500.00	\$1,500.00
Communications/Outreach	\$7,818.00	\$6,768.00	\$6, 767.00
Supplies and Materials	\$3,200.00	\$2,550.00	\$2, 550.00
Meetings/community building events	\$2,750.00	\$2,750.00	\$2,750.00
Development	\$200.00	\$200.00	\$200.00
Fundraising	\$350.00	\$350.00	\$350.00
Other Services	\$600.00	\$400.00	\$400.00
<b>Total for contract:</b>			
Neighborhood Priorities	\$5,000.00	\$4,000.00	\$4,000.00
<b>TOTAL:</b>	<b>\$27,518.00</b>	<b>\$27,518.00</b>	<b>\$27,517.00</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.).