
2017-2019 COMMUNITY PARTICIPATION PROGRAM

Application Template

Please use this template as a guide to developing your application 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 application 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:	Bancroft Neighborhood Association	
Address:	4120 17th Ave S Minneapolis, MN 55407	
Website url:	Bancroftneighborhood.org	
Organization email:	info@bancroftneighborhood.org	
Federal EIN:	41-1717318	
Board Contact:	Name:	Kate Roarty, President
	Phone:	612-724-5313
	Email:	info@bancroftneighborhood.org
	Address:	4120 17th Ave S
Staff Contact:	Name:	Luke Stultz
	Phone:	612-724-5313
	Email:	info@bancroftneighborhood.org
	Address:	4120 17th Ave S

Who should be the primary contact for this application? Luke Stultz

Date of Board review and approval: April 13, 2017

FUNDING ACTIVITIES.

Use the following questions as a guide for your application. 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 of the Guidelines.

The Bancroft Neighborhood Association (BNA) has previously been funded through the Community Participation Program.

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?

The three key CPP program areas are listed as (1) identifying and acting on neighborhood priorities, (2) influencing city decisions on plans, policies, procedures, programs, and services, and (3) increasing involvement in civic and community life.

BNA regularly sends out both a print and electronic newsletter keeping residents informed primarily of goings on in and around the Bancroft neighborhood. The newsletters also include information from the city that is relevant to our neighborhood as a whole (i.e. clean up days, roadwork, zoning changes or other topics that require feedback from residents).

All of our meetings—monthly board meeting, committees, and annual meeting—are open to the public and any resident, business owner, or property owner can address the board at any of these meetings. All meetings are publicized prior to being held. In addition, BNA is implementing a strategic calendar for social media and online information dissemination.

In order to develop a Neighborhood Priority Plan, BNA will be intentional in outreach to neighborhood residents, businesses, and property owners. It's been some time since a strategic plan has been done, so that will be one of the directions the organization will look at taking. Additionally, in order to better understand what it is that people want and need, we will reach out specifically to those who have not been involved by partnering with other organizations and schools that operate in the neighborhood. Some of these partnerships are underway and others are still being worked out.

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.

BNA uses both our annual events (such as the Ice Cream Social, outdoor yoga, neighborhood garage sales), as well as events that are created based on neighborhood feedback (safety event, neighborhood bike ride, bike clinic) to get people involved. By continuously creating spaces that people want to be, we continue to get more people involved. This year, as in years past, we will continue to coordinate with our block club leaders to engage with all residents—even those who do not come to events, but still have feedback.

As part of re-certification by the Charities Review Council, BNA is required to go through a number of self-assessments. These assessments will inform if and how we should make changes to capacity or other areas.

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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.

BNA is currently building relationships with schools and other organizations in and around our neighborhood. This will allow us to support the work they are doing (and vice-versa) without spending time reinventing the same types of projects, programs, and outreach ideas. Additionally, BNA will continue to work with the SUN Project neighborhoods (Bryant, Central, Powderhorn, Corcoran, Longfellow, Standish-Ericsson, and Nokomis East) on areas of concern for the broader geographic region.

- 5. Work with City departments and other jurisdictions.** Discuss your efforts to connect with City of Minneapolis departments and other jurisdictions on behalf of your community and in support of your neighborhood priorities. Please also discuss how the NCR Department can help with this work.

BNA has a close, successful working relationship with the neighborhood organizations around our geographic area through the Southside United Neighborhood (SUN) Project. BNA has worked closely with PPNA, Central, and Bryant on issues surrounding the 38th & Chicago intersection. This intersection will be a target area for BNA in 2017 and we'll work closely with the MPD, the Ward 8 office, and business licensing. If there is a way in which NCR can be of assistance, we will reach out at that time.

- 6. Involvement of under-engaged stakeholders.** Discuss which stakeholder groups are typically un-engaged or under-engaged in your work, and how you will work to involve those groups. Please also discuss how the NCR Department can help with this work.

Renters have traditionally been under-engaged in the Bancroft neighborhood's board and committee meetings; however, through the years, renters have been participating in some of our community events, such as the Ice Cream Social.

At this time, the under-engaged stakeholders in the Bancroft neighborhood are those who we rarely or irregularly connect with, whether through programming, events, or by giving input/feedback. In order to better connect with residents and ensure that all voices are heard, BNA will further engage with block club leaders, which includes making available any resources that may be needed.

- 7. Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

Unused funds from the previous cycle will be put aside to be used toward our Neighborhood Priority Plan.

- 8. Policies and other documents.** Applications should include copies of required policies and documents, if changed since your previous application. This should include bylaws, grievance procedures, personnel procedures and policies, EOE or AA plan, ADA plan and policy, and a current board list (Contact your Neighborhood Support Specialist at NCR if you have questions or need samples).

At this time our policies and procedures have not changed. We will be looking at them this year and updating where necessary. Any changes can be sent to our Neighborhood Support Specialist.

9. **New organizations.** If your organization was not funded in the previous year, a report on the previous year’s activities must be included with your application.

N/A

10. **Budgets.** Please use this budget template when submitting your Community Participation Plan for approval. Your budget should show how Community Participation Program funds will support the organization’s community participation work and an amount set-aside, if any, for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

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, NPP or NRP contract.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	25614	25614	25613
Employee Benefits	-	-	-
Professional Services	2540	2540	2540
Occupancy	4060	4060	4060
General Liability Insurance	760	760	760
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	1319	1319	1319
Translation, interpretation and ADA support	-	-	-
Supplies and Materials	1267	1267	1267
Meetings/community building events	2637	2637	2637
Development	1200	1200	1200
Fundraising	300	300	300
Other Services (please describe):	-	-	-
Total for contract:	40597	40597	40596
Neighborhood Priorities	-	-	-
TOTAL: Revised May 30, 2017	40597	40597	40596

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.
 - Each neighborhood organization is required to acquire General Liability Insurance and provide a certificate of insurance to the City of Minneapolis. Please contact your Neighborhood Support Specialist for details on required coverage and limits.
 - NCR organizes bulk purchase of Directors and Officers Liability insurance for most neighborhood organizations. An additional \$900 is allocated to each neighborhood organization to cover the cost.
 - Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
 - Translation, interpretation and ADA support should be included as part of the neighborhood organization's budget, and could include the cost of contract services for translation and interpretation, or accommodations required under the ADA.
 - 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.).