
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:	Bryn Mawr Neighborhood Association
Address:	2915 Wayzata Blvd Minneapolis MN 55405
Website url:	bmna.org
Organization email:	bmna@bmna.org
Federal EIN:	41-6166746
Board Contact:	Name: Dennis Fazio Phone: (612) 910-6611 Email: treasurer@bmna.org Address: 2915 Wayzata Blvd Minneapolis MN 55405
Staff Contact:	Name: None. Phone: Email: Address:

Who should be the primary contact for this application?

treasurer@bmna.org

Date of Board review and approval: [November 14, 2018](#)

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 BMNA has been previously funded through 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?

Each year, the BMNA hosts nine social and community events that give neighbors and board members an opportunity to meet new neighbors, connect with old neighbors and have their voices be heard regarding issues in our neighborhood. At our Annual Meeting each year, we conduct a survey of priorities for the neighborhood.

The BMNA board meets each month on the 2nd Wednesday of the month. All neighbors are welcome at the monthly meetings. We send an email each month before the meeting with the agenda and have it on our monthly calendar in the Bugle newspaper. All meeting agendas and minutes are posted on our website and printed in the monthly Bugle newspaper.

We engage with neighbors through an email list, telephone, web site, and our monthly newspaper, The Bugle. The Bugle is delivered to every home in Bryn Mawr by neighbors as well as posted on our website. We also have a presence on using social media through a Facebook page, NextDoor postings, and a Twitter account. We will continue to use these vehicles of communication to keep our neighbors informed and encourage their input.

We will hold specific community engagement events/meetings to flesh out ideas from the Board and neighbors for the Priority Plan.

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.

Members have numerous opportunities for direct involvement. We host nine annual events each year where neighbors can interact with Board members. Each of the 7 areas of the neighborhood has an elected Area Representative that they can contact regarding issues or questions. Neighbors are also invited and welcomed at our monthly Board meetings.

We have an annual meeting each May and invite all neighborhood residents and stakeholders. Neighbors have an opportunity to speak directly with elected officials at that time. We conduct a structured activity to get feedback from participants on their priorities for the neighborhood. We also have an annual membership and donation drive in the spring to solicit continued and new participation.

BMNA mails an annual letter to every neighborhood household describing our

accomplishments for the year and our goals for the future. A contribution envelope is provided with a space to sign up for volunteering. We use our email list and newspaper to recruit volunteers throughout the year when needed for events or neighborhood representation.

Our Area Representatives connect with neighbors in their area that have not been involved with BMNA in the past. They also deliver our Welcome Packets to all new neighbors that move into their area. The Welcome Packet contains information about BMNA, the neighborhood businesses, and amenities, and is also used to encourage involvement.

The BMNA board intermittently holds a Board Retreat to identify goals and review our strategies.

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.

Our communication efforts including neighborhood events, email lists, social media, The Bugle, annual membership drives, and direct contact between new residents and their Area Representatives all build a sense of whole neighborhood.

Our two community schools have a diverse student population. The BMNA has a Schools Committee comprised of board members and neighbors that work to support the school programs. We partner in Family Fun night at the elementary school and a craft fair in conjunction with the music concert at the middle school, both which bring neighbors to the schools.

We work on projects and committees with the Harrison Neighborhood Association, our closest in geography and affinity.

BMNA has a close relationship with most of our local businesses. BMNA sponsors and organizes an annual event that encourages the development of relationships between neighbors and business owners. Our neighborhood coordinator assists local business owners with issues related to the City, County and Parks. We plan to continue to create and support opportunities for our neighbors to meet and build these relationships.

BMNA recognizes the benefits our annual events provide in building a strong community. We continue to evaluate and grow those events.

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.

BMNA board members and other neighbors participate on numerous city committees, including park board master planning committees, Southwest Light Rail advisory committees, the Bassett Creek Redevelopment Oversight Committee, Impound Lot advisory committee, Wirth Park Alliance, and the West Market District Association.

Board members attend Planning Commission meetings when appropriate.

Our city council member attends our monthly board meetings and events, keeping us informed and updated on city efforts.

Board members meet with the NCR department for advice, and department staff are invited to Board meetings when necessary.

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.

New neighbors, renters and senior citizens can be under-engaged. We try to involve each of these groups through a variety of efforts.

The Bryn Mawr neighborhood is divided into 7 areas; each has an elected Area Representative. Area Reps are given welcome packets delivered to new neighbor's doors, giving them the opportunity to introduce themselves, welcome the neighbors, and encourage them to get involved.

Our neighborhood newspaper, The Bugle, is delivered to the neighborhood coffee shop, market, and other businesses where renters can have access and is also offered on our website.

Senior citizens not connected to social media are encouraged to call our neighborhood coordinator if they have an issue.

We monitor and comment on the NextDoor site where we can connect with those who might not be on our neighborhood email list or involved in our events.

We have a membership/information table at our annual ice cream social, which attracts over 500 neighbors each year.

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

There are no unused funds from the previous CPP cycle.

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).

Current bylaws and list of current board members are attached. No policies have changed since the previous application.

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	750	9,300	6,000
Employee Benefits			
Professional Services	1,500	3,500	3,600
Occupancy	0	0	0
General Liability Insurance	300	300	300
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	22,200	11,900	15,100
Translation, interpretation and ADA support			
Supplies and Materials	250	0	0
Meetings/community building events	0	0	0
Development			
Fundraising		0	0
Other Services (please describe):			
Total for contract:	\$ 25,900	\$ 25,900	\$ 25,900
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$ 25,900	\$ 25,900	\$ 25,900

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.
- 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.

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- 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.).