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**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](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

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|---------------------|--|
| Organization Name:  | Central Area Neighborhood Development Organization   |
| Address:            | 3715 Chicago Avenue<br>Minneapolis, MN 55407   |
| Website url:        | <a href="http://www.thecentralneighborhood.com">www.thecentralneighborhood.com</a>   |
| Organization email: | <a href="mailto:cando@thecentralneighborhood.com">cando@thecentralneighborhood.com</a>   |
| Federal EIN:        | 20-1794339   |
| Board Contact:      | Name: Board Chair, Milton Manning<br>Email: <a href="mailto:milton.manning@thecentralneighborhood.com">milton.manning@thecentralneighborhood.com</a>   |
| Staff Contact:      | Name: Executive Director, Antoine Martinneau<br>Phone: 612-824-1333<br>Email: <a href="mailto:antoine@thecentralneighborhood.com">antoine@thecentralneighborhood.com</a><br>Address: CANDO, 3715 Chicago Avenue<br>Minneapolis, MN 55407 |

Who should be the primary contact for this application? Antoine Martinneau

Date of Board review and approval: 11/8/2016

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**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.

*CANDO has been funded by CPP since 2011*

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 at CANDO utilize a number of outreach strategies. These include:*

*Quarterly Newsletter: Sent to over 1,700 households in Central once a season. Includes schedule of special events, regular meetings, weekly exercise classes, updates on CANDO projects and programming.*

*Monthly E-Newsletter: Includes schedule of special events, regular meetings, and news from local partners such as other local non-profits, city services, City Council updates, Green Central school and Hosmer Library. Sent to a list of over 600 subscribers.*

*Tabling: CANDO often sets up tables for outreach at well-attended and culturally specific events in Central in an effort to meet and engage residents. Depending on staff and volunteer capacity we are usually able to attend at least one local event a month.*

*Neighborhood Doorknocks: Conducted several times a year, CANDO collaborates with block clubs and other volunteer groups to perform direct outreach around special events at CANDO, National Night Out, program recruitment to connect people to job search and housing programs, and task force recruitment.*

*Open Office Hours: Currently CANDO offers open office hours from 10 am – 6 pm on Tuesdays and Thursdays at our new office space at 3715 Chicago Avenue. Community members are welcome to drop in or schedule a meeting with our staff during these times to discuss the work that we do and to explore creative solutions to the challenges that our residents face on a daily basis. As we continue to develop staff capacity we endeavor to expand our open office hours accordingly.*

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.]

*In our 2014-2016 funding cycle CANDO's staff and board have worked hard to achieve a much higher degree of organizational stability than what we have seen in the past. We are now well*

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*positioned to use our organizational capacity to involve a wide base of volunteers in identifying and addressing the concerns of our residents and other stakeholders in the success of our neighborhood. We are currently focused on making our decision-making structure more welcoming and transparent. Our focus in this next funding cycle will be to create more engaging spaces to identify and discuss local issues, while providing an unprecedented amount of staff support to find and enact solutions to identified challenges.*

*Our primary strategy to involve a greater representation of our neighborhood in our programming rests on a newfound focus on our task forces, with an emphasis on developing detailed and realistic proposals for new programming and developing the leadership capacity of Central residents involved in the task forces. Starting in 2017 we will offer monthly task force meetings and regular training sessions that will be open to all Central residents to increase leadership skill building and a culture of leadership for all members of our community. CANDO's staff and leadership will continue to identify and support participants in our programs to take on greater levels of responsibility and decision-making at CANDO.*

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.

*As an organization CANDO is committed to supporting the work of our residents to connect to each other and developing strong relationships with our neighbors and partnering organizations to leverage resources towards the benefit of our residents. We are intentional about celebrating cultural differences while prioritizing inclusiveness. This shows in our engagement efforts, where we provide materials in the 2 most commonly spoken languages in Central (English and Spanish), interpretation at our monthly meetings, outreach to both renters and homeowners and the diversity of our board of directors.*

*We will continue to intentionally create opportunities for the diverse communities in our neighborhood to confront divisive or contentious issues. Through our staff, the way that we frame our programs, and the outreach strategies that we prioritize we build a sense a whole neighborhood between different groups of people.*

*In each of our program areas we are developing outreach strategies that focus on face-to-face interactions with residents across the neighborhood. We have found that we are able to recruit a far more diverse base of volunteers and participants by prioritizing this strategy. Our events and programs are designed to bring people together along shared interests, while simultaneously encouraging people to learn about each other's culture and experiences.*

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*CANDO is a part of the Southside United Neighborhoods (SUN) partnership. Comprised of 7 neighborhood associations in south Minneapolis, we are able to draw on the experiences of neighborhoods facing similar challenges to Central and opportunities to share best practices, partner on projects and work toward policy change as a group. We also collaborate with a number of organizations local to Central, allowing us to work together on projects, promote each other's programs and maximize the impact of our limited resources.*

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.

*We have worked with NCR and CPED on a number of occasions in the past. NCR's expertise and support has been instrumental in helping to achieve stability at CANDO. In 2015-2016 we partnered with CPED to leverage CANDO's funding in a housing project that impacted over 40 homes. We often work with our City Council representatives to host and promote neighborhood meetings and community discussions. We look forward to building stronger relationships with other city departments, and actively connecting residents and stakeholders directly to the City of Minneapolis.*

*We are and will continue to work with the following jurisdictions: Minneapolis Public Schools, Minneapolis Parks and Recreation Board, Metro Transit, Metropolitan Council, Transportation Departments on the State and City levels.*

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.

*In Central our racial demographics reflect that 70% of people in our neighborhood identify as people of color, while 50% of our residents rent their housing. These are two groups that have been marginalized in the past and continue to face barriers to participation. We are working to develop programming that is more relevant to these historically marginalized groups, and intentionally reaching out to renters, people of color and non-English/limited English speakers. We also keep under-engaged community members in mind when designing events and programs. NCR's assistance in translating more of our materials, particularly our policies and bylaws, into non-English languages spoken in our neighborhood would be very helpful.*

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 our previous funding cycle will be used to close the budget gap for our occupancy costs and supplement the CPP activities laid out above.*

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).

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.

*CANDO has received CPP funding since 2011.*

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

| <b>CPP Budget</b>                           | <b>2017</b>     | <b>2018</b>     | <b>2019</b>     |
|---|-----------------|-----------------|-----------------|
| Staff Expenses                              | <b>\$56,754</b> | <b>\$56,754</b> | <b>\$56,753</b> |
| Employee Benefits                           | \$12,450        | \$14,850        | \$14,850        |
| Professional Services                       | \$4,680         | \$4,680         | \$4,680         |
| Occupancy                                   | \$16,173        | \$13,773        | \$13,773        |
| General Liability Insurance                 | \$500           | \$500           | \$500           |
| Directors and Officers Insurance            | \$900           | \$900           | \$900           |
| Communications/Outreach                     | \$5,000         | \$5,000         | \$5,000         |
| Translation, interpretation and ADA support | \$1,800         | \$1,800         | \$1,800         |
| Supplies and Materials                      | \$500           | \$500           | \$500           |
| Meetings/community building events          | \$1,000         | \$1,000         | \$1,000         |
| Development                                 |                 |                 |                 |
| Fundraising                                 |                 |                 |                 |
| Other Services (please describe):           |                 |                 |                 |
| <b>Total for contract:</b>                  | <b>\$99,757</b> | <b>\$99,757</b> | <b>\$99,756</b> |
| Neighborhood Priorities                     | \$0             | \$0             | \$0             |
| <b>TOTAL: *(Revised Jan 10, 2017)</b>       | <b>\$99,757</b> | <b>\$99,757</b> | <b>\$99,756</b> |

**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.).