
2017-2019 COMMUNITY PARTICIPATION PROGRAM

Application

Approved by Cedar Isles Dean Neighborhood Association
on November 9, 2016



Cedar-Isles-Dean
Neighborhood Association
(CIDNA)

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Board Chair

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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.

Cedar Isles Dean Neighborhood Association (CIDNA) is currently 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?

Over the next three years CIDNA will:

- Deliver monthly e-newsletters to 500 subscribers
- Continue to publish minutes of monthly board meeting in the *Hill & Lake Press*
- Advertise events and contribute news and informative articles to the *Hill & Lake Press*
- Host annual neighborhood-wide event in the autumn
- Send at least two postcard mailings per year to 1,700+ households for annual events
- Hold monthly CIDNA Board meetings
- Hold committee meetings as needed
- Hold Annual Meeting in May of each year
- Hold special meetings as necessary to respond to neighborhood issues

CIDNA will gather information for Neighborhood Priority Plans through:

- Offering survey cards at Annual Meeting and Fall event
- Post a survey on survey-monkey
- Hold special meetings as issues arise

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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1. We invite and welcome community members to our monthly board and committee meetings. Neighborhood events are widely publicized via our print and electronic methods, as are calls for volunteer help.
 2. We invite residents to sign up for our monthly e-newsletter at every event, and we recruit volunteers via standing committees, e-newsletter, community newspaper and our annual mailings. Continue to pursue new email subscribers each year.
 3. New volunteers emerge through involvement in committees, participation in projects and attendance at events.
 4. Develop a framework for setting CIDNA goals and objectives for neighborhood engagement and projects.
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.
- CIDNA will try to ensure that potential stakeholders are informed and encouraged to participate. We use our communication methods outlined above to help build a sense of the whole neighborhood. We have a mix of bustling businesses along Lake Street, multi-unit rental/condos and quiet streets with single-family homes. Social events are our most successful way of creating the sense of a whole community and building bridges among the different communities. Social networking options are under development as tools for connecting with residents.
 - CIDNA works with other neighborhoods associations, various grassroots organizations, Hennepin County, Metropolitan Council and the City of Minneapolis regarding Southwest Light Rail Transit, safety issues and real estate development.
 - By serving on various CACs and developing plans/ideas, CIDNA continues to be involved with the Park Board and surrounding neighborhoods for improvements to parkland. We are currently working with the Park Board on plans to renovate Cedar Lake South Beach. CIDNA also has a representative on the Midtown Greenway Coalition board.
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 share city information via our monthly e-newsletter.

Ward 7 City Council Member Lisa Goodman attends our monthly board meetings to share information about city issues. We regularly communicate with CM Goodman on a variety of neighborhood issues.

Our Land Use and Development Committee works with CPED on potential developments in the neighborhood.

CIDNA supports affordable housing in Minneapolis by providing a loan to Nonprofits Assistance Fund.

We engage with the Park Board extensively regarding parkland within the Cedar-Isles-Dean neighborhood.

CIDNA and West Calhoun Neighborhood Council have formed a Joint Safety Committee to focus on pedestrian and bicycle safety along our common border (Lake Street).

In 2016 the CIDNA Board's representative to the Midtown Greenway Coalition worked with CLIC and the Planning Commission to have a complete mill-and-overlay of Phase 1 of the Greenway placed on the CLIC Five-Year Capital Improvements Program for Years 2017-2021. CIDNA will continue to monitor the progress of this CLIC item since the Greenway is a much-used and highly valued part of our neighborhood.

We work with NCR on the CPP and NRP programs. NCR provides support to neighborhoods for insurance, financial services, legal services, governance issues and board and staff training.

NCR can assist if we are experiencing roadblocks with city departments.

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.

As compared with many other Minneapolis neighborhoods, Cedar Isles Dean is a relatively non-diverse community. Our primary un-engaged or under-engaged group is those that are un- or under-informed.

We reach out to every resident via two or three mailings during the year to every address in the neighborhood. The monthly *Hill & Lake Press*, which CIDNA supports financially, is distributed to every residence in the neighborhood, including apartment and condo buildings.

NCR can provide assistance to us in our effort to engage under-informed residents by sharing techniques that have proved successful in other neighborhoods. More informed constituents are more involved.

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

We anticipate that we will carry over any unused CPP funds and use them for community engagement.

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.

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	\$14,900	\$14,900	\$14,900
Employee Benefits			
Professional Services	\$ 2,100	\$ 2,100	\$ 2,100
Occupancy	\$ 927	\$ 927	\$ 927
General Liability Insurance	\$ 560	\$ 560	\$ 560
Directors and Officers Insurance	\$ 900	\$ 900	\$ 900
Communications/Outreach	\$ 4,228	\$ 4,228	\$ 4,228
Translation, interpretation and ADA support			
Supplies and Materials	\$ 100	\$ 100	\$ 100
Meetings/community building events	\$ 1,925	\$ 1,925	\$ 1,925
Development			
Fundraising			
Other Services (please describe): PO Box rental, Attorney General filing	\$ 260	\$ 260	\$ 260
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.
- 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.).