
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: East Harriet Farmstead Neighborhood Association

Address:

3612 Bryant Ave S, Minneapolis, MN 55409

Website url: www.eastharriet.org

Organization email: info@eastharriet.org

Federal EIN: 411768816

Board Contact: Name: Melissa Gould

Staff Contact: Name: Deb Schirber

Phone: 612-824-9350 office

Email: info@eastharriet.org

Address: 3612 Bryant Ave S, Minneapolis, MN 55409

Who should be the primary contact for this application? __Deb Schirber_____

Date of Board review and approval: _December 7, 2016_____

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.
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 major outreach events sponsored by East Harriet are: Lake Harriet Kite Festival, the Neighborhood Block Party & Annual Meeting and Open Streets on Lyndale. Board and committee members are available at these events to answer questions about EHFNA activities and neighborhood concerns. We provide sign-up sheets for those interested in receiving our eNews and or volunteering.

We are in the process of planning and conducting focus groups to prioritize projects valued by the neighborhood to help inform the board on how to contract unspent NRP funds. The 3 groups of residents were identified based on demographics percentages in our neighborhood are renters, youth and seniors. Board and committee members are reaching out to prospective participants including residents that do not fall in one of the three categories to gain more knowledge of challenges living in this neighborhood and how the neighborhood organization can make East Harriet a better place to live. A neighborhood meeting will be convened once the data is collected from all three focus groups, providing residents with the information and giving neighbors a chance to weigh in on neighborhood priorities.

Our monthly eNews, website, Facebook page and Next Door are our main means to get information out to East Harriet about city services, local events, news, neighborhood events, and volunteer opportunities. ENews blasts are used to inform residents of more pressing issues. In cases where city issues affect our neighborhood, more frequent updates are pushed out through eNews, website and Facebook. Residents can respond to specific requests for input on eNews through email or calling the EHFNA office.

A 5x7 postcard sent to all East Harriet residents, door hangers are delivered to each home and apartment building in the neighborhood, and a flyer posted at local businesses announcing the annual meeting/neighborhood block party and agenda including neighborhood updates, an opportunity to meet and hear local elected officials, and speak to current board members and committee chairs about service on the board or a committee of the board and participate in the election process. A neighborhood celebration follows the meeting which includes games and activities for kids, and food and beverages. We partner with a local neighborhood restaurant, Harriet's Inn, to provide all the food and drinks.

Board and committee meeting schedules are posted and updated monthly on eNews and the EHFNA website.

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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?

The Annual Meeting provides residents the opportunity to hear about EHFNA initiatives and organizational goals and possible involvement as an EHFNA board or a member of one of our three committees and/or volunteer.

Volunteer opportunities are announced through eNews, the EHFNA website, Facebook and Next Door. Event and committee volunteer sign-up sheets are always available at our events and the annual meeting. We have also drawn on informal neighborhood networks, such as men's and women's monthly social groups, for board and committee member recruitment.

We will continue to increase subscribers to eNews through sign-up sheets at events, and encouraging neighborhood members to use of the EHFNA Facebook page and website.

East Harriet neighborhood's participation in National Night Out continues to grow every year reaching close to a 50% neighborhood participation. We leverage this event to both spread news about EHFNA and subscribe people for our eNews service.

Self-assessment is completed through the annual meeting, during the budgeting process, upcoming focus groups, regular solicitation of informal and anecdotal feedback from neighbors at the annual meeting and other outreach events.

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.

EHFNA collaborates with Minneapolis Park and Recreation Board (MPRB), Linden Hills Neighborhood Association, Tips Outdoors, MN Kite Society and local businesses to put on KiteFest each year. This even is drawing over 6,000 area and regional spectators to this annual festival, now in its 15th year.

We participate in the annual Open Streets on Lyndale Avenue providing bike decorations for event goers. Open Streets takes place on East Harriet's east border. This event gives us the opportunity to meet and visit with residents while signing them up for eNews and having face to face conversations about what we do as an organization. We have joined forces with groups and businesses in our neighborhood like Bethlehem Church and Farmstead Bike Shop.

East Harriet's NRP Phase II 4.1 was recently amended to include a Senior Strategy. We will promote and support programs with the SW Senior Center and Walker Methodist and look for other ways to be aware of and support senior resident's needs.

EHFNA recognizes the importance of supporting Lyndale Community School by providing financial support to their programs and communicating their events and achievements through EHFNA's eNews and website.

East Harriet will look for ways to make the park building more accessible to the community including supporting a variety of programming meeting the needs of our residents. We will continue to actively engage neighbors, MPRB commissioners and staff and provide support and disseminate information regarding the future of Lyndale Farmstead Park and Lyndale Regional Park that borders our neighborhood and includes the Roberts Bird Sanctuary, Hefflefinger Fountain (Turtle Fountain), the Rose Gardens, the Arboretum and other perianal gardens. East Harriet collaborates with the Audubon Society, Linden Hills Neighborhood Council and Parks to support and protect the Thomas Sadler Robert's Bird Sanctuary management plan, proposed trail improvements and capital improvement program opportunities.

The EHFNA Board feels it is crucial to the vitality of the neighborhood to have a vibrant business community. Local businesses will continue to benefit by receiving Minneapolis Great Streets Business Façade Improvement Grants from both EHFNA and the Southwest Business Association.

EHFNA board and the Safety, Transportation and Noise Committee (STN) is aware of the increased plane traffic noise in the neighborhood and supports the MSP FairSkies Coalition, a group composed of representatives from southwest Minneapolis neighborhood associations. The focus of the group is to promote community engagement on airport-related issues impacting the neighborhoods. STN also communicates with the MPD Community Crime Specialist to address crime or potential crime issues affecting the neighborhood. The committee works to increase the number of block leaders in the neighborhood and the number of National Night Out block parties in the neighborhood.

EHFNA also organizes and hosts meetings between stakeholders (City and private) for projects that affect the neighborhood. Follow-up communications regarding the meetings are also circulated through EHFNA's eNews, website and Facebook page.

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.

EHFNA tries to be as accessible as possible in supporting issues brought by residents by either making time at the monthly meetings or through EHFNA's program committees

EHFNA will remain engaged with neighborhood park commissioners and MPRB staff over the next few years to stay on top of the future of our neighborhood park, bringing attention to much needed maintenance and improvements to the building. We will also work with staff to find programming that meets the needs of the residents and find ways to preserve and improve our regional parks including Calhoun-Harriet Trails Improvement Project, Lyndale Park and the Roberts Bird Sanctuary.

EHFNA is in regular communication with both Ward 10 and 13 council members about issues directly affecting our neighborhood as well as the City of Minneapolis. Both Council Members take turns attending our monthly neighborhood meetings to give updates and take questions. Staff and board members freely contact council members' offices with questions concerning neighborhood. Our calls and emails are returned in a timely manner.

East Harriet's biggest challenge is getting forthcoming information and answers from MPRB on the future of our park building.

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.

We are in the process of planning and conducting three focus groups with renters, youth and seniors, the top three demographics in our neighborhood. A neighborhood meeting will be convened once the data is collected from all three focus groups, providing residents with the information and giving neighbors a chance to weigh in on neighborhood priorities.

One of our largest underrepresented groups is renters. EHFNA will continue to develop strategies to connect with renters using their focus group feedback to identify ways to improve renter engagement and involvement in the neighborhood. NCR recently hosted a Renter Engagement Learning Lab in response to neighborhood staff's request. The City of Mpls Regulatory Services was in attendance sharing helpful links providing access to Neighborhood Profile Reports and to the City of Mpls Open Data Portal, allowing staff to identify rental properties and owners.

East Harriet communicates and promotes VOA Southwest Senior Center and Walker Methodist activities and announcements in our eNews and website. We also rent office space in Senior Center building which keeps us in close contact with their staff. In addition, we collaborate with staff at Walker and Southwest Senior Center to explore ways to support seniors living in our neighborhood.

Continuing with learning labs that address issues affecting multiple neighborhood volunteers and staff would be welcome. I prefer to ask my current Neighborhood Specialist to get answers to questions specific to my neighborhood.

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

EHFNA plans to use unused CPP funds for future neighborhood priorities as indicated by neighborhood residents during focus groups

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).

7. **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.
8. **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	\$14,400	\$14,400	\$14,400
Employee Benefits			
Professional Services	\$881	\$881	\$881
Occupancy	\$4,414	\$4,542	\$4,549
General Liability Insurance	\$510	\$510	\$510
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$3,324	\$3,256	\$3,189
Translation, interpretation and ADA support			
Supplies and Materials	\$469	\$469	\$469
Meetings/community building events	\$2,737	\$2,677	\$2,737
Development			
Fundraising			
Other Services (please describe):Childcare, State Filing, Parking, Misc Not described above	\$435	\$435	\$435
Total for contract:	\$28,070	\$28,070	\$28,070
Neighborhood Priorities (Unused Funds)	\$	\$	\$
TOTAL:	\$28,070	\$28,070	\$28,070

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.

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- 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.).