
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:	Elliot Park Neighborhood, Inc.
Address:	609 10 th Street South, Suite 170 Minneapolis, MN 55404
Website url:	www.elliottpark.org
Organization email:	info@elliottpark.org
Federal EIN:	43-1281612
Board Contact:	Name: Kim Forbes
Staff Contact:	Name: Lynn Regnier, Executive Director Phone: 612-335-5846 ext 18 Email: info@elliottpark.org Address: 606 10 th Street South, Suite 170 Minneapolis, MN 55404

Who should be the primary contact for this application? ___Lynn Regnier_____

Date of Board review and approval: ___November 14, 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.

Elliot Park Neighborhood, Inc. has previously been funded through the Community Participation Program and proven eligibility.

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?

Throughout 2011 the Board of Directors participated in an extensive Strategic Planning Process which formed the Neighborhood Priority Plan. A professional facilitator was hired and surveys were distributed to community residents and employees to determine priorities, concerns and issues. Board members used the collated results to structure the work plan that was adopted in November 2011. The goals and milestones are revised regularly (most recently in September 2016) as the work evolves and as directed by community input and by events, activities and outside forces. Methods used to engage and inform the community include:

- Monthly committee and task force meetings
 - E-newsletter
 - Website
 - Facebook
 - Attending resident meetings in different neighborhood buildings
 - Hosting joint meetings with other neighborhood organizations on shared topics of interest (i.e. Islamophobia Town Hall and Samatar Crossing)
 - Helping community members to self-organize based on shared interests (i.e. biking club, green cleanup teams)
 - Inviting community members to serve on district-wide committees and boards (i.e. Public Realm and MPRB planning initiatives)
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.

EPNI encourages community involvement in all organizational meetings, events and activities which are promoted on our website and Facebook page, monthly e-newsletters and through posted flyers and email distribution lists. The BLUH Committee (Building, Land Use and Housing) meets monthly and participants are encouraged to volunteer for task forces. The Livability Task Force also meets monthly and due to recent recurring conversations we are now developing an environmental task force to promote sustainable practices in the community. We also invite individuals to work on specific projects that might hold particular interest for them.

It is an ongoing effort to recruit new people and to help them to become acquainted with the neighborhood and more familiar with the work of EPNI. Additionally, as we meet new business owners and employees we introduce them to other organizations in the neighborhood, often inviting them to attend meetings and events, and introducing them to the East Town Business Partnership to encourage and grow their participation. One such invitation evolved into the role of the current ETBP chair, a district-wide leadership position that helps to expand community voices and influence.

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.

EPNI has developed strong connections throughout the neighborhood, outside of the neighborhood and with public entities to promote and advance the work of the community. EPNI staff meets: monthly with representatives from other downtown neighborhood groups; twice-monthly with business leadership while serving on the board of the East Town Business Partnership and attending regularly scheduled member forums, plus additional committee meetings as scheduled; regularly connecting with city departments—CPED, zoning, transportation-police--related to the work of BLUH and the Livability Task Force.

A relationship that was spawned two years ago with the Preservation Alliance of Minnesota grew into a \$50,000 pledge of staff and resource support to EPNI. The partnership began in earnest this year with newly hired PAM Community Outreach staff, Emanuel Tekle, who is now working within our community. With funding support from The McKnight Foundation, PAM is collaborating on a historic preservation project to *lead and inspire people to connect with historic places* in order to promote community vitality. Three activities have already grown out of the early community engagement work that Emanuel is undertaking in Elliot Park. **1. Formation of an environment neighborhood task force** to lead block cleanup efforts and enhance the public realm. **2. Elliot Park on Wheels:** A new event connecting community bikers to each other, to biking resources, and, to facilitate and encourage the formation of a biking coalition that will further promote bike trails and resources in the downtown district. We had amazing partners supporting this event that delivered a new circle of resources into the community: Nice Ride, bikeMN, Move Minneapolis, MPLS Bicycle Coalition, MPRB and The Hub. **3. Commemorating historic figures and events** associated with the Elliot Park Neighborhood. Oil baron, J. Paul Getty, was born in the neighborhood as was the renowned Peanuts creator, Charles M. Schulz. And the conceptualization of Betty Crocker's last name is in honor of a beloved Elliot Park resident and well accomplished Washburn company executive, William G. Crocker. We are working with owners of the properties where these international figures once lived. North Central University currently owns two of these properties (and the NCU Cabinet has recently approved this endeavor): The birth place of Charles M. Schulz (919 Chicago Avenue) and a home once owned by William G. Crocker (Leichty Hall at 1628 Elliot Avenue South). Aeon owns the property at 624 S. 9th Street, the birthplace of J. Paul Getty and discussions are underway for a commemorative plaque to designate the landmark site.

This year EPNI again hosted a joint event with Downtown Families Minneapolis, MPRB, and Free Arts Minnesota to bring arts activities to low-income and homeless children in the downtown neighborhoods.

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.

Elliot Park has a long-established history of connecting with numerous City departments on issues and activities that affect the community. We regularly invite City and agency staff to the monthly BLUH meetings to introduce new planning efforts (i.e. Better Bus Stops) and to provide information of general interest (i.e. Neighborhood Parks Referendum). We work with Council Members to connect them to the community, inviting them and other elected officials to our annual meeting. Recently we partnered with the Downtown Minneapolis Neighborhood Association to sponsor a joint meeting with Council Members Warsame and Frey to introduce the Samatar Crossing project to our communities. EPNI is also a co-sponsor with those same CM's for the Islamophobia Town Hall in November.

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.

Elliot Park has a significant population that is unable to attend community meetings and events for a variety of reasons stemming from physical health challenges to cultural barriers to the transient nature of many who reside here or utilize neighborhood services. EPNI invites neighborhood institutions and nonprofits to serve on the EPNI Board and on committees in order to engage them in the issues and resolutions that directly affect their constituents. Their presence expands community institutional leadership and helps to keep us all connected together to diverse populations that are not normally engaged within the community. In recent years there has been an increase in the number of Somali immigrants moving into the community and traditionally they have remained detached from the neighborhood. We continue to seek advice and to develop strategies that will help EPNI connect to them. And this year EPNI has contracted for a student intern from North Central University to help connect directly with neighborhood residents at their buildings' residential meetings and to promote events and activities community-wide, especially utilizing and expanding social media opportunities. Additionally the intern will become familiar with Hennepin County Court Watch and the Restorative Justice Program and work to engage community participants as relevant.

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

Unused monies will be rolled over into the next calendar year and used for the ongoing work as described.

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).

Personnel Policies were updated September 2016 and are included with this submission.

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.

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	26,900.00	26,900.00	26,900.00
Employee Benefits	2,550.00	2,550.00	2,550.00
Professional Services	17,470.00	17,470.00	17,470.00
Occupancy	13,300.00	13,300.00	13,300.00
General Liability Insurance	550.00	550.00	550.00
Directors and Officers Insurance	900.00	900.00	900.00
Communications/Outreach	3,600.00	3,600.00	3,600.00
Translation, interpretation and ADA support			
Supplies and Materials	700.00	700.00	700.00
Meetings/community building events	800.00	800.00	800.00
Development	200.00	200.00	200.00
Fundraising			
Other Services (please describe):			
Total for contract:	\$ 66,970.00	\$ 66,970.00	\$ 66,970.00
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$ 66,970.00	\$ 66,970.00	\$ 66,970.00

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.).