
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:	Fulton Neighborhood Association
Address:	3523 W. 48th St. Minneapolis, MN 55410
Website url:	www.fultonneighborhood.org
Organization email:	info@fultonneighborhood.org
Federal EIN:	41-1702238
Board Contact:	Name: Jane Kohnen
Staff Contact:	Name: Ruth Olson

Who should be the primary contact for this application? _____Ruth Olson_____

Date of Board review and approval: _____11/9/2016_____

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.

Fulton Neighborhood Association (FNA) has previously been deemed eligible and received funding in the previous cycle. The 2013, 2014 and 2015 Annual Reports have been filed with Neighborhood and Community Relations.

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?

As stated in previous submissions, FNA has a variety of established outreach activities:

- Fulton Small Grants Program
- Community Networking Events
- New Neighbor Welcome Program
- Participation in Open Streets on 50th
- Bi-monthly newsletter hand delivered to each residence and business in Fulton Neighborhood
- Monthly neighborhood meetings
- Monthly Committee meetings for safety, zoning and environment
- Occasional Community Meetings to address important topics (zoning, school changes, etc.)
- Occasional Community Participation Activities to gather feedback (Minnehaha Creek feedback, 50th St. concerns, etc.)
- Periodic updates to website, Facebook and Nextdoor
- Monthly e-newsletter
- Monthly Safety update/e-newsletter
- Dedicated table at weekly Fulton Farmers Market (May - October)
- Annual Meeting Celebration in October
- Annual fall festival in September
- Neighborhood-wide garage sales in September
- Annual Friends of Fulton Awards celebrating those residents who are involved in neighborhood activities and making a difference in our community
- Information Kiosk (sign) at W 50th St and Washburn Ave S
- Pollinator Protection Program, stormwater education
- Yard sign campaign to reduce stormwater contamination

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- Established Block Contact List

In order to develop Neighborhood Priority Plans we will rely on those priorities set forth in our NRP Phase II Plan. In addition, we will use the information gathered from our feedback at community events to guide our NPP submissions.

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.

FNA will use all of the activities listed in question #1 to solicit involvement and engagement of all residents of Fulton neighborhood. We will continue to build our membership base and encourage new leadership through direct one-on-one contact made possible through our community events. Existing and past Board members and neighborhood staff will continue to reach out to neighbors to recruit volunteers for various activities of the neighborhood. These volunteers are then encouraged to take on more responsibility and possibly join the Board of Directors.

With decreased public funding available, FNA will be looking at all possible opportunities to join forces with other neighborhood associations and community groups in order to combine resources and support so that activities and events are not compromised. We recognize that it is difficult to reach renters in the neighborhood and will be requesting a list of all rental properties so that we can plan how to best reach those households.

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.

FNA works hard to create a sense of togetherness for the entirety of the neighborhood. We sponsor a variety of events and activities to reach out to different segments of population in the neighborhood. We will continue sponsoring occasional Networking Events that bring together residents from every walk of life. We have recently relaunched our Neighborhood Welcome Program which uses resident volunteers to welcome new neighbors to their blocks. This immediately allows new residents to feel connected to the neighbors and also gives them information about the neighborhood association. Lastly, through our Fulton Small Grants Program, we are engaging and encouraging other neighbors and community partners to sponsor programming for youth and community engagement.

FNA and Lynnhurst Neighborhood Association (LYNAS) have worked together to survey neighbors and offer suggestions for improvements along Minnehaha Creek when capital improvement funds become available in 2018. LYNAS and FNA have also worked together to generate a Vision Statement for W. 50th St. outlining livability, walkability, commercial and safety goals.

FNA, LYNAS, Armatage Neighborhood Association and Kenny Neighborhood Association collaborated on a joint neighborhood low interest revolving loan program that has been very successful.

Most recently, FNA joined other neighborhood associations and school councils to co-sponsor a School Board Forum.

FNA has built good relationships with business partners in Fulton neighborhood through supported Business Associations and an on-line and print Business Directory. Furthermore, FNA was an original supporting partner of the Fulton Farmers Market and continues to support the market with advertising/communication assistance.

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.

FNA has worked with Public Works and Hennepin County regarding safe crossing issues on 50th St. and Xerxes Ave. Furthermore, we have also worked with Public Works, MPRB and the Minnehaha Creek Watershed District on discussions of improvements on Minnehaha Creek, especially the removal of the spillways dumping stormwater directly into the Creek.

13th Ward Council Member Linea Palmisano regular attends FNA's monthly meetings or sends a representative. We also work closely with Pershing Park and also have an ongoing and supportive relationship with the MPD 5th Precinct.

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.

Historically, renters and senior citizens are not well represented in the activities of the neighborhood. FNA hopes that our regular communication methods, as well as the dedicated information table at the Fulton Farmers Market will reach these populations. The Farmers Market, in particular, appeals to a broad range of residents and will be an effective tool to reach renters and seniors. The Pollinator Protection Project was able to reach a base of residents, including seniors and renters, across common environmental concerns. We make every effort to involve all residents in all aspects of the neighborhood association and were successful in recruiting a renter to the FNA Board.

We were proud to give a grant to Normandale Health and Wellness Center, who conducted an eight-week class for seniors entitled "A Matter of Balance". The class featured information and active participation helping seniors manage their fear of falling while also providing strength and physical exercise training. The class was attended by Fulton residents and community partners.

A senior assisted-living facility, The Waters on 50th, opened in Fulton neighborhood. We participated in neighborhood information fair and have arranged delivery of our newsletter to each unit as well as common areas where extended family is engaged.

Through our New Neighbor Program, neighborhood volunteers welcome renters, as best as we are able to identify them, and some even door knock occasionally to make sure that block contact lists are current and that renters are represented. As mentioned above, we will request a list of all rental properties and reach out to the property managers to help us make sure that we are connecting to new renters in the neighborhood.

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

FNA will have minimal unused funds from the previous cycle. We will roll forward these funds and use them for further community participation activities and neighborhood priorities.

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).

FNA has previously supplied copies of our bylaws, grievance procedures, conflict of interest policy, EOE and ADA policies. We will work with NCR to develop Financial Policies and Procedures by June, 2017. We utilize an independent contractor for administrative and organizational priorities work and, therefore, do not have the need for a Personnel Policy.

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.

ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	\$18,000	\$18,000	\$18,000
Employee Benefits			
Professional Services			
Occupancy	\$100	\$100	\$100
General Liability Insurance	\$450	\$450	\$450
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$5,000	\$5,000	\$5,000
Translation, interpretation and ADA support			
Supplies and Materials	\$327	\$327	\$326
Meetings/community building events	\$3,000	\$3,000	\$3,000
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$27,777	\$27,777	\$27,776
Neighborhood Priorities	\$2,500	\$2,500	\$2,500
TOTAL:	\$30,277	\$30,277	\$30,276

FNA operates wholly within funds made available through the Community Participation Program and remaining NRP funds. We have no other outside funding sources. We do not have an Annual Budget.

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.).