
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:	Hawthorne Neighborhood Council
Address:	2944 Emerson Ave. N. Minneapolis, MN 55411
Website url:	www.hawthorneneighborhoodcouncil.org
Organization email:	dhawkins@hncmpls.org
Federal EIN:	41-1372123
Board Contact:	Name: Dave Ellis
Staff Contact:	Name: Diana Hawkins Phone: 612-529-6033 Email: dhawkins@hncmpls.org Address: 2944 Emerson Ave. N.

Who should be the primary contact for this application? Diana Hawkins

Date of Board review and approval: _____

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.

Hawthorne was funded in 2014-2016.

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?

HNC has continued our work to involve residents and other stakeholders, and developed a Neighborhood Priority Plan around Health and Wellbeing that the community voted on and approved. The NRC was impressed with this plan and presented it to the Minneapolis City Council. Hawthorne and Jordan Area Community Council collaborated on the Better Bus Stop project this summer, and reached a goal of over 500 surveys of bus riders for Metro Transit. B Celebrated the 2nd Annual Hawthorne-Jordan National Night Out with various other agencies. With the continued help of the North Regional Library, we continue to find ways to help those who don't have internet access.

HNC has joined various social medias as well as collaborating with other agencies and the City of Minneapolis on listservs to keep our residents up to date on meetings, events and general news. We continue to look at ways to promote Hawthorne in areas outside of our community in addition, to implementing the suggestions and ideas from marketing professionals.

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.

HNC continues to have a strong Business Committee partnership with the West Broadway Business and Area Coalition, holding forums around Business issues and a networking event every other month. One of the goals for 2017 is to work together to form a relationship with Businesses on 2nd Street across the freeway corridor.

HN's collaboration with Jordan Area Community Council in 2017 will have a focus on "Taking a Stand/Cease Fire", an initiative that was introduced by the Crime and Safety Committee from Jordan.

We also intend to expand our marketing efforts by branding HNC name. (for example we may increase distribution of items such as pencils or pens printed with HNC name and logo.)

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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.

HNC plans to engage the community with a video and a remedies book around Health & Wellbeing which are part of the approved neighborhood priority plan. Two forums were conducted in 2016 with the residents of Hawthorne. Also, the collaboration with Jordan Area Community Council will continue in 2017 with future Better Bus Stop initiatives. We continue to have a strong relationship with our elected officials on the state and local levels, as well as with the County Commissioners.

HNC Board members continue to invite residents to regular committee and Board meetings in response to increase concern over crime and livability issues, housing and local businesses. The partnership with the North Regional Library continues to grow with regards to educational programs and culture-specific information that is needed.

One of the goals in 2017 is to broaden our resident base where we can learn about our neighbors and solicit their input on various topics through forums and dialogues.

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.

Staff continues to have a strong relationship with NCR staff Robert Thompson, Judy Duffy, Bob Cooper and Aria Fine, and continues to rely on their expertise on a couple of projects. HNC will continue to invite members of the City Council and Mayor's office to events, and offer them the opportunity to work with us on various projects in Hawthorne.

The NCR continues to be our media and networking resource through which we can increase our ability to share information with our residents. Since introducing the Health & Wellbeing initiative, we are seeing an increased exposure and higher levels of participation from within the neighborhood.

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 2016, we saw an increased level of participation from within the neighborhood due to shootings that occurred in and around the Hawthorne area. HNC Board members were called upon to help with the trauma resulting from these shootings. We will continue to work with the residents to improve the quality of life for all renters and homeowners.

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

There are no anticipated unused funds from the 2014-2016 cycles. If any unused funds are discovered, they will be put applies to the 2017 Neighborhood Priority Plan activities in 2017-2019.

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).

HNC had no changes since our previous application.

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.

HNC was funded in the previous year.

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	65,357	65,357	65,356
Employee Benefits	6,000	6,000	6,000
Professional Services	2,000	2,000	2,000
Occupancy			
General Liability Insurance	500	500	500
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach			
Translation, interpretation and ADA support			
Supplies and Materials	1,000	1,000	1000
Meetings/community building events	500	500	500
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$	\$	\$
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$ 76,257	\$ 76,257	\$ 76,256

Notes:

- Staff expenses should include payroll, FICA, and withholding, and contract staff.

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- 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.).