
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:	Hale Page Diamond Lake Community Association
Address:	5144 13 th Ave South Minneapolis, MN 55417
Website url:	www.hpdl.org
Organization email:	office@hpdl.org
Federal EIN:	41-1706895
Board Contact:	Name: Sarah Sillers (HPDL Board President) 
Staff Contact:	Name: Courtney Laufenberg Phone: 612-548-4735 Email: office@hpdl.org Address: 5144 13 th Ave South Minneapolis, MN 55417

Who should be the primary contact for this application? Courtney Laufenberg
Date of Board review and approval: October 24th, 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.

N/A

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?

HPDL is always looking for more opportunities to engage residents and get feedback on current programs along with what could be added that would benefit the neighborhood. Board members staff a table at the weekly Farmer's Market in the summer and fall to interact with neighbors. HPDL also has a presence at the events that are planned throughout the year to answer questions and hear ideas from the neighbors. We are also engaging the businesses in our area and reaching out to offer programs like the façade improvement grants and bike racks at a reduced rate. Efforts have also been made to get information out on the home loan program. Neighborhood surveys and a paper /electronic newsletter are also being discussed as additional modes of community engagement.

HPDL has a Neighborhood Priority Plan that is being implemented currently and has been updated and modified when suggestions are made by the community. For example, Education was added to the list of priorities after several requests were made by the local schools for supplies and support. We look forward to continuing to better align our NPP with the needs of our community in the future.

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.

1) The board will structure the task list into manageable sections that each board member is encouraged to volunteer for. For example, each board member is expected to participate in a sub-committee or serve as an officer of the board. All board members input will be considered at meetings. Email will be used for discussions and small decision-making on topics outside of the monthly meetings as necessary.

2) Avenues for communication and interaction include: frequent social media updates, HPDL booths at events in the neighborhood, updates on the HPDL website, individual direct mail event postcards, posters for events posted at local businesses, and recruiting volunteers at our HPDL Annual Meeting. The board will seek to increase the volunteer base through articles in upcoming HPDL newsletter and expansion into other social media platforms currently not used.

3) Board members are encouraged to take leadership roles on sub-committees. Vacant officer's positions will be filled by requesting current members who are not officers to volunteer

which creates continuity. Those with experience will strive to include new members and develop strong skills throughout the entire board.

4) After each major event or function follow-up meetings are conducted to review the outcome. The board will discuss what went well, what could be changed and what should remain. This information will be documented and applied to future planning efforts.

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.

1) When HPDL does an event, we work hard to include the local businesses and non-profits in the neighborhood. During the planning of Frost Fest and Picnic in the Park we have worked to attract more singles, couples without kids, and older residents. In our event planning we also work closely with Pearl Park. By involving and bringing together other neighborhood institutions we strive to generate pride and a sense of belonging in HPDL.

2) Currently HPDL is working on building a shelter at the newly renovated Triangle Park and that fundraising effort has connected us with other non-profits in the area as well as contacting local businesses for help in our efforts. We believe that this shelter will be used by residents as well as the local churches and schools and will be a great addition to the park.

3) We have participated in the Ward 11 Neighborhood Summit and other meetings with neighborhood associations across Minneapolis. We have contacts at FRN and NENA and have collaborated on engagement approaches and policy revisions.

4) Currently we are working to strengthen our relationship with the local business association, and our partnerships with groups such as Pearl Park, Urban Refuge Church, Hale Elementary School, Mentoring Peace Through Art, and many others remain strong.

5) It is through communicating and networking with all members of our community that we are best able to direct our efforts in ways that will benefit not only specific segments of our neighborhood, but HPDL as a whole. We feel that by creating and maintaining as many contacts as we can that we are best able to keep a pulse on what's happening, what concerns may exist, and how we can best assist in any way possible.

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.

HPDL has a close working relationship with Council Member John Quincy and his staff and they are a great resource for us. We work with the Park Board Planning Department on issues relating to parks in our area and we also work with other city departments on utility box wraps. Our Safety and Engagement committee has a long history of collaboration with and mutual support from the MPD.

The NCR department can best support our work by responding to questions in a timely manner, providing information and resources, sharing tips and lessons learned from neighborhoods

across the city, and taking a proactive approach to getting to know our staff, board members, and neighborhood in a way that enables them to support us to the best of their ability.

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 fortunate to have many active and involved residents in our neighborhood. Unfortunately, most tend to be white homeowners and we have struggled in the past to better engage with residents of different ethnicities and incomes.

Updated demographic information for our area that give a good sense of who lives here, and how other neighborhoods have been successful in the past reaching out to minority populations would be something the NCR Department could assist us with as we work towards better serving these groups and encouraging them to join in volunteering and sharing their visions for the future.

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

Unused funds will be rolled into the Neighborhood Priorities contract to be used on ongoing projects in the neighborhood.

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).

See attached.

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	34,000.00	34,000.00	34,000.00
Employee Benefits	0	0	0
Professional Services	3,500.00	3,500.00	3,500.00
Occupancy	6,680.00	6,680.00	6,680.00
General Liability Insurance	800.00	800.00	800.00
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	14,157	14,157	14,156
Translation, interpretation and ADA support			
Supplies and Materials	18,000.00	18,000.00	18,000.00
Meetings/community building events	600.00	600.00	600.00
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$78,637	\$78,637	\$78,636
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$78,637	\$78,637	\$78,636

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.).