
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:	Kenny Neighborhood Association
Address:	5516 Lyndale Ave S Minneapolis, MN 55419
Website url:	www.kennyneighborhood.org
Organization email:	info@kennyneighborhood.org
Federal EIN:	41-1639035
Board Contact:	Name: Nancy Hoyt Taff
Staff Contact:	Name: Ruth Olson

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

Date of Board review and approval: ___11/15/2016_____

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.

Kenny Neighborhood Association (KNA) 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?

- New Neighbor Welcome Program
- Community Garden
- Movies in the Park
- Open Streets
- Quarterly newsletter mailed to each residence and business in Kenny Neighborhood
- Postcard mailings advertising upcoming events
- Periodic updates to website, Facebook page and Nextdoor
- Monthly e-newsletter
- Monthly neighborhood meetings
- Annual Meeting Celebration in April
- Annual neighborhood-wide garage sales in May
- Ice Cream Social at Kenny Park in June
- Annual summer festival in July
- Other neighborhood gatherings as needed (environment, etc.)
- Limited use of large signs at Kenny Park, Kenny School and Anthony School
- Sandwich board signs at busy intersections
- TRUST Chore Service for seniors
- Revolving Loan Housing Program

In order to develop Neighborhood Priority Plans we will rely on those priorities set forth in our NRP Phase II Plan. In addition, at each of our larger community gatherings (Annual Meeting, Ice

Cream Social and summer festival) and through our quarterly newsletter we will seek further input from residents.

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.

KNA will use all of the activities listed in question #2 to solicit involvement and engagement of all residents of Kenny neighborhood. We have just launched a new Welcome Program and Community Garden that involve direct outreach, door knocking and in person contact with residents.

We will build our membership base and encourage new leadership through direct one-on-one contact made possible through our community events. Neighbors are encouraged to take on more responsibility (and sometimes pursue it on their own) and possibly join the Board of Directors. With decreased public funding available, KNA 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. In the past we have joined with other neighborhoods for garage sales, a streetscaping project, community forums and a pooled housing revolving loan fund.

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.

KNA 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. The content of the newsletter also brings together diverse neighbors. Through our new Welcome Program we are immediately reaching out to new neighbors in person and connecting them to their neighbors, the neighborhood association and local resources. Our new Community Garden has been a great project bridging residents of various backgrounds and interests around a common goal.

Kenny, Armatage, Lynnhurst and Fulton neighborhoods have collaborated on a joint neighborhood low interest revolving loan program that has been very successful. We have worked with Armatage neighborhood /Park on a variety of community events. Kenny, Tangletown, Lynnhurst and Windom worked together to implement a series of upgrades for the streetscape at 54th & Lyndale. Lastly, KNA joined other neighborhood associations and school councils to co-sponsor a School Board Forum.

We have built a very good relationship with City Church which culminated in their approval for use of their land for our community garden, free of charge.

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.

We have worked with Public Works to obtain streetscaping and trash/recycling features at 54th & Lyndale. Furthermore, we maintain an ongoing conversation with Hennepin County regarding ownership and development of the area surrounding Highway 121.

13th Ward Council Member Linea Palmisano regular attends KNA's monthly meetings or sends a representative. We also work closely with Kenny 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, senior citizens are not well represented in the activities of the neighborhood. Anecdotally, we best reach them with the paper newsletter, delivered four times per year. Seniors don't embrace technology and social media as younger populations do, but the newsletter is something that comes directly to their homes and they can read at their leisure. Furthermore, the senior population is well represented at our Ice Cream Social. The Ice Cream Social offers ice cream and other treats to the entire neighborhood while the local Community Band plays music. It is a great opportunity to create a mix of all ages at a single event.

KNA also reaches out to seniors through its senior home maintenance program. By allowing senior citizens the flexibility to stay in their homes, we help create a multi-generational neighborhood.

NCR could help further engage senior citizens by working with KNA and Kenny Park to provide programming focused on the unique needs of aging in an urban environment.

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

KNA will not have any funds from the previous cycle.

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).

KNA 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.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATED BUDGET

CPP Budget	2017	2018	2019
Staff Expenses	\$13,500	\$13,500	\$13,500
Employee Benefits			
Professional Services	\$1,000	\$1,000	\$1,000
Occupancy	\$100	\$100	\$100
General Liability Insurance	\$300	\$300	\$300
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$7,100	\$7,100	\$7,100
Translation, interpretation and ADA support			
Supplies and Materials	\$500	\$500	\$500
Meetings/community building events	\$2,500	\$2,500	\$2,500
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$25,900	\$25,900	\$25,900
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$25,900	\$25,900	\$25,900

KNA 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.

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- 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.).