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**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](mailto:ncr@minneapolismn.gov). Please include a copy of your bylaws if they have been revised since your last funding submission.

**CONTACT INFORMATION:**

Organization Name:	Lowry Hill East Neighborhood Association	
Address:	2101 Hennepin Avenue S Suite 100 A	
Website url:	www.thewedge.org	
Organization email:	wedgecoordinator@gmail.com	
Federal EIN:	41-1673702	
Board Contact:	Name: Frank Brown	
Staff Contact:	Name:	Kristina Erazmus
	Phone:	612-308-1737
	Email:	wedgecoordinator@gmail.com

Who should be the primary contact for this application? \_\_\_\_\_ Kristina Erazmus\_\_\_\_\_

Date of Board review and approval: \_\_\_\_\_ Board Approval of Budget: November 8<sup>th</sup>, 2016  
Board Approval of Application: \_\_ November 16<sup>th</sup>, 2016 \_\_\_\_\_

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**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.

*The Lowry Hill East Neighborhood Association (LHENA) has previously been funded and meets the criteria for 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?

*LHENA uses and plans to use several methods to engage neighborhood residents to advance programs, strategies, and neighborhood priority plans.*

- *Use traditional meeting structure. Recently LHENA has moved offices and now has a more convenient location with a large and welcoming conference room. All residents are invited and encouraged to attend meetings via website and enews. LHENA tries to communicate that all residents and all opinions are important for a vibrant neighborhood. The Annual Meeting is historically very well attended with over 125 residents.*
- *LHENA will use the following other methods to increase neighborhood involvement: LHENA website, Facebook, Twitter, Nextdoor.com, newsletters, flyering, and postcards.*
- *The LHENA Board also realized how important it was to send out a quarterly newsletter. After The Wedge Newspaper folded, it was realized that getting a paper newsletter in the hands of each residents was critical to informing them on city and neighborhood issues and events as well as a recruiting tool for the Board and Committees. It has also increased attendance at LHENA events.*
- *Lastly, LHENA will continue to work with NCR, city staff and the Council Members office to help advance priorities and strategies in a collaborative effort.*

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.

- *LHENA has a policy in place that each Board member must be involved in a committee and each committee must designate a Board liaison. This has given our Board members an opportunity to lead committees and work on projects that they are passionate about. In addition, Board members are expected to volunteer throughout the year at all events.*

- *The Board's current focus is the building of a larger base of volunteers through the Committee structure. LHENA is continually working on recruitment through enews, social media and our newsletter.*
- *Each year following our Annual Meeting, new officers are voted on by the Board as well as new committee Chairs. This system gives everyone the opportunity to step into a leadership role.*
- *LHENA will continue to look to increase membership by focusing on new residents and underrepresented populations, such as renters. Organizational capacity will be achieved through a focus on recruitment, forging partnerships and events with surrounding neighborhoods, and a larger presence in the neighborhood.*

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.

- *LHENA is building a sense of a "whole neighborhood" by welcoming all residents and opinions. The Board continues to work on offering many different events and committee work to appeal to all interests and ages groups.*
- *LHENA has been partnering with other neighborhoods (CARAG, ECCO) to host several safety seminars that include a multi-neighborhood approach. In addition, LHENA has also hosted a Community Meeting regarding the proposed Pedestrian Oriented Overlay District. CARAG, Lyndale, Whittier and ECCO were included as LHENA hosted Brian Schafer from CPED and staff from Council Member Bender's office. LHENA is also involved with the Uptown Community Partnership. Going forward, LHENA will continue to partner with surrounding neighborhoods for safety, development and other projects.*
- *LHENA will continue to make a deliberate effort to coordinate our initiatives with our Council Member, city staff, business owners and developers and other neighborhoods with similar priorities.*

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.

*LHENA has made a commitment to build a strong working relationship with the Council Member and city staff. This has been achieved by utilizing staff to communicate and work with the Council office and city staff. LHENA will continue to reach out to departments that can help move along priorities or assist in neighborhood issues. These departments include the new Inspector for the 5<sup>th</sup> Precinct, Regulatory Services, Public Works, CEE, Business Associations, Hennepin County, Greenway Coalition, and NCR. NCR has been an excellent resource for LHENA. The trainings and availability of staff as a resource and to attend meetings as needed has been a big help to the organization.*

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.

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- *The two populations of under involved and under engaged residents are (1) renters and (2) residents below the age of 30. Oftentimes less engaged residents can fall into both categories. LHENA is working to engage these residents through a ramped up social media strategy, newsletter and the formation of a Renters Committee to directly address issues specific to renters.*
7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.
- *LHENA will reallocate unused funds into the 2017 budget.*
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 Appendix A - 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	29,000	29,000	29,000
Employee Benefits	0	0	0
Professional Services	1,000	1,000	1,000

Occupancy	5,000	5,000	5,000
General Liability Insurance	400	400	400
Directors and Officers Insurance	0	0	0
Communications/Outreach	15,000	15,000	15,000
Translation, interpretation and ADA support	0	0	0
Supplies and Materials	3,000	3,000	3,000
Meetings/community building events	5,000	5,000	5,000
Development	1,000	1,000	1,000
Fundraising	0	0	0
Other Services (please describe):	\$2,043	\$2,043	\$2,043
<b>Total for contract:</b>	\$62,310.00	\$62,310.00	\$62,310.00
Neighborhood Priorities	\$0	0	0
<b>TOTAL:</b>	\$62,310.00	\$62,310.00	\$62,310.00

**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.).