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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:  | Nicollet Island – East Bank Neighborhood Association (NIEBNA) |                                       |
| Address:            | 132 Bank St SE<br>Minneapolis, MN 55414                       |                                       |
| Website url:        | www.niebna.com  |                                       |
| Organization email: | info@niebna.com   |                                       |
| Federal EIN:        |   |                                       |
| Board Contact:      | Name:   | P. Victor Grambsch                    |
|                     | Phone:  | 612-702-7211                          |
|                     | Email:  | pvector@eudaemonics.com               |
|                     | Address:  | 132 Bank St SE, Minneapolis, MN 55414 |
| Staff Contact:      | Name:   | None                                  |
|                     | Phone:  |                                       |
|                     | Email:  |                                       |
|                     | Address:  |                                       |

Who should be the primary contact for this application? Lisa Hondros or Victor Grambsch

Date of Board review and approval: November 16, 2017

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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.

***NIEBNA has participated in CPP since 2013 and meets all eligibility requirements.***

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?

***a. Improve NIEBNA web site ([www.niebna.com](http://www.niebna.com)) to better serve the communications and information needs of the NIEBNA Board and the neighborhood generally.***

***b. Improve the email list operation to allow for more detailed lists for specific topics, neighborhood issues and developments.***

***c. Make better use of social media like Facebook to better communicate with interested parties, especially younger people more attuned to electronic communication beyond email and websites.***

***d. Build a web-based administrative system to handle the routine communication and information needs of the Association including email list maintenance, calendaring, distribution of notices, agendas and supporting material for meetings, online surveys, and an accessible archive of historical information about NIEBNA and actions that it has taken over the years. Unlike many neighborhood associations in the City, NIEBNA is a small all-volunteer organization; we have no office or staff. The Association is now operated using the home offices and systems of Board members which is not desirable for the long term.***

- b) **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.

***Item 2(a), 2(b) and 2(c) address this point. Electronic communications will be the bedrock on which we can build increasing participation in NIEBNA activities.***

***Having the Administrative System on the web will allow for more participation in the operation of NIEBNA and will enable new people to "run the machine". This is difficult now because of the inaccessibility of email lists and files.***

3. **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.

***NIEBNA has to rely primarily on electronic means to communicate with neighborhood residents and businesses. Currently, our administrative methods meet only our most basic***

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***needs. We think that more adept systems will be the basis of better communications with all segments of the community, for keeping everyone abreast of major developments in the neighborhood, and for providing a forum for community comment of neighborhood issues and events.***

***Of course, we will still hold and/or sponsor public Board meetings, special Task Group meetings and general all-neighborhood (and beyond) meetings. As useful as better electronic communications means will be, face-to-face meetings will still be the centerpiece of NIEBNA activities.***

***NIEBNA has a long history of working collaboratively with adjacent neighborhoods on development reviews and other matters. We are keenly aware that the Nicollet Island - East Bank Neighborhood is a very small area, but one that will be developed in projects of significant size and density. There are bound to be spillover effects into adjacent neighborhoods which should therefore have a role in the review process. To handle reviews of major developments we organize ad hoc Task Groups with representation from STAWNO, SAENA, MHNA, NEBA and/or other interested parties to work with the architects and developers to come up with an agreeable and innovative design for the redevelopment of important sites in the area. We have used this technique with success several times over the past 20 years to handle review of developments at the Lupient, Superior Plating, US Bank, Cobalt/Lunds and other sites.***

4. **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.

***NIEBNA has built good working relationships with a variety of City, County and State, including NCR, CPED, MPD, MFD and Traffic Departments within in the City, the Park Board, the Transportation Planning and Engineering Departments in Hennepin County, and the MPCA at the State level. Specific Board members are assigned to keep in touch with the agencies for the Association and, from time to time, we invite agencies to come to Association meetings to discuss specific topics and issues.***

***In addition, NIEBNA participates and appoints representatives (who need not be Board members or even NIEBNA members) to various Citizen Advisory Committees for the Park Board, the Watershed District and other units of government.***

***Our relationship with and support from NCR, Stacey Sorenson in particular, are excellent. Any faults in NIEBNA administrative affairs are not due to lack of support from NCR.***

5. **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.

***Currently, residents in the NIEBNA area fall into three categories (in descending order of numbers) homeowners in condominiums or co-ops, renters in professionally managed rental buildings, and lease holders of single family houses on Nicollet Island. There are a few scatted "above the store" rental apartments as well, but these form a small percentage of housing units. By working through the condo associations or building managers we are able to have email contact and bulletin board with almost all area residents.***

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***In addition we have built up a mailing list of over 400 entries that covers most neighborhood residents as well as people from further afield who are interested in the area. Also, we have good contacts with the Northeast Business Association (NEBA), whose membership represent many businesses in the area. NIEBNA can “get the word out” to essentially everybody quickly – and solicit feedback and comment widely as well.***

***Two groups that have not participated in neighborhood activities as much as we would like are:***

- a) Residential renters – we actively seek participation, from renters, including direct personal invitation and recruitment. We have had some success although not as much as we would like. We will continue these recruitment efforts, especially in the two new rental buildings that are due to open in the 2017 – 2020 time period in the neighborhood.***
- b) Non-retail business – NEBA is focused on retail business, especially restaurants and personal services businesses. Non-retail businesses, for example software developers and video post processing operations, have not participated much in either NIEBNA or NEBA. In 2013 NIEBNA recruited to its Board a non-retail business representative; using this member’s contacts and example as an entrée, we will contact other non-retail businesses to try to increase involvement – or at least raise awareness of NIEBNA with this group.***

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

***As of the date of this application we will be rolling approximately \$10,750 in 2016 funds into 2017 accounts. Our current plan is to use these funds to support expansion of the “Neighborhood History” priorities identified in the NRP Phase 2 agreement to include collecting oral histories from long-time residents in the neighborhood.***

7. **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).

***All these documents are available on the NIEBNA website ([www.niebna.com](http://www.niebna.com)) under the “Association” tab.***

***Current Board Members and Association Officers are listed on the website at this link (<http://www.niebna.com/association/current-board-members>).***

8. **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***

## 9 Budget

### NIEBNA CPP Budget for 2017 to 2019

| Budget Item   | 2017            | 2018            | 2019            |
|---|-----------------|-----------------|-----------------|
| <b>CPP Budget</b>   |                 |                 |                 |
| Staff Expenses  |                 |                 |                 |
| Employee Benefits   |                 |                 |                 |
| Professional Services   |                 |                 |                 |
| Administrative (Note 1)   |                 | \$10,000        | \$10,000        |
| Website / Admin Development (Note 2)                            |                 | \$12,000        | \$3,000         |
| Occupancy   |                 |                 |                 |
| General Liability Insurance                                     |                 |                 |                 |
| Directors and Officers (D&O) Insurance                          | \$900           | \$900           | \$900           |
| Communications/Outreach   |                 |                 |                 |
| Translation, interpretation and ADA support                     |                 |                 |                 |
| Supplies and Materials  |                 |                 |                 |
| Meetings/community building events                              |                 |                 |                 |
| Development   |                 |                 |                 |
| Fundraising   |                 |                 |                 |
| Other: General website maintenance                              | \$2,000         | \$2,000         | \$2,000         |
| <b>Total for contract:</b>                                      | <b>\$2,900</b>  | <b>\$24,900</b> | <b>\$15,900</b> |
| <b>Available CPP Funds for Neighborhood Priorities (Note 3)</b> |                 |                 |                 |
| CPP Funds (Current year)  | \$23,000        | \$1,000         | \$10,000        |
| CPP Funds (rolled over from Prior Year)                         | \$10,750        | \$33,750        | \$34,750        |
| <b>Total Available CPP Funds (Note 4)</b>                       | <b>\$33,750</b> | <b>\$34,750</b> | <b>\$44,750</b> |
| <b>NRP Phase 2 Funds for Neighborhood Priorities (Note 5)</b>   | <b>\$14,995</b> | <b>\$14,995</b> | <b>\$14,995</b> |
| <b>Total Funds Available for Neighborhood Priorities</b>        | <b>\$48,745</b> | <b>\$49,745</b> | <b>\$59,745</b> |

CPP 2017-2019 Allocation = \$25,000 / year (plus \$900 for D&O Insurance)

NRP Phase 2 unrestricted funds available = \$44,986, budgeted as 1/3 each year of the contract.

Note 1: NIEBNA is considering contracting for administrative support services to relieve Board Members from this onerous, but necessary, chore. This will allow more of the scarce time available in a volunteer organization to be directed to neighborhood affairs.

Note 2: The NIEBNA website is 5 years old and needs an overhaul. Also since NIEBNA has no office, we need to improve our cloud-based administrative system and information archive so that we do not depend on the systems and files of Board members. This item is retain a professional firm to assist in this project.

Note 3: The exact neighborhood priorities TBD -- any funds not used in one year will be rolled over to the next year.

Note 4 This is the CPP budgeted amount available for Neighborhood Priorities each year. Since the priorities for CPP funds have not as yet been identified, this budget just rolls the entire amount forward each year. We do not expect this to happen.

Note 5: Some neighborhood priorities may be funded from both NRP and CPP funds. This budget assumes that we will allocate evenly the unrestricted NRP Phase 2 funds available in 2017-2019.