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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:**

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| Organization Name:  | Nokomis East Neighborhood Association (NENA)   |
| Address:            | 4313 E. 54 <sup>th</sup> Street<br>Minneapolis, MN 55417   |
| Website url:        | <a href="http://www.nokomiseast.org">www.nokomiseast.org</a>   |
| Organization email: | <a href="mailto:nenan@nokomiseast.org">nenan@nokomiseast.org</a>   |
| Federal EIN:        | 41-1824990   |
| Board Contact:      | Name: Mark Keeler, Chair<br>Phone: 612-724-5652<br>Email: <a href="mailto:mark.keeler@nokomiseast.org">mark.keeler@nokomiseast.org</a><br>Address: 4313 E. 54 <sup>th</sup> Street, Mpls, MN 55417           |
| Staff Contact:      | Name: Becky Timm, Executive Director<br>Phone: 612-724-5652<br>Email: <a href="mailto:becky.timm@nokomiseast.org">becky.timm@nokomiseast.org</a><br>Address: 4313 E. 54 <sup>th</sup> Street, Mpls, MN 55417 |

Who should be the primary contact for this application? Becky Timm, Executive Director

Date of Board review and approval: 11/17/2016

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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 Nokomis East Neighborhood Association meets the eligibility criteria for the Community Participation Program (CPP). NENA has received CPP funding during the past three CPP funding cycles.

NENA's mission is to better the quality of life and build a sense of community pride by sponsoring actions which help our environment, businesses and homes.

NENA, a 501(c)3 nonprofit organization, serves the four southeast Minneapolis neighborhoods of Keewaydin, Minnehaha, Morris Park and Wenonah. Tracing our beginnings back to the mid-1980's, NENA was incorporated in 1997 with the goals of promoting neighborhood improvement and revitalization, and encouraging citizen participation in civic affairs.

- 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?

Identifying and Acting on Neighborhood Priorities - In late 2015, NENA conducted an extensive community survey and approved our 2016-2018 Strategic Plan. In 2016, NENA formed the NRP Work Group and is in the process of planning a NRP Plan Modification and engagement strategy for early 2017. The Housing, Commercial and Streetscape Committee and the Green Initiatives Committee transform community ideas into projects. All of these will inform the Neighborhood Priority Plan.

Influencing City Decisions and Priorities – On behalf of our neighborhoods, NENA will continue to advocate for the priorities and concerns of residents and businesses with City officials, staff, the Minneapolis Police Department (MPD), Minneapolis Park and Recreation Board (MPRB) and other government agencies. NENA will provide opportunities for residents and businesses to meet with officials and staff to facilitate conversations and idea sharing. NENA is a member of the Nokomis East Business Association (NEBA) and work groups, such as the Southside United Neighborhoods (SUN) and the Minneapolis Renters Coalition (MRC), which influence City decisions and priorities.

Increasing Involvement – Through our engagement and outreach efforts, NENA plans to increase the number and types of members participating in committees, serving on the Board, attending events to enhance the sense of neighborhood pride and cohesion.

- 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

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develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

a. Nokomis East neighborhood residents and businesses are engaged. NENA has six committees which address a broad range of interests and needs in the neighborhood. NENA organizes a monthly Night out with NENA event. Our large events, such as the Minneapolis Monarch Festival and the Night Before New Year's Eve, attract thousands of participants. NENA is a member of the Minneapolis Renters Coalition and door knocks weekly and organizes tenant meetings.

b. At NENA's Annual Meeting in April and throughout the year, residents, business owners, employees and property owners may elect to officially join NENA as a member. NENA's outreach work, committees and projects, large events and two community gardens rely on the support of hundreds of volunteers. In 2017, NENA is exploring how to create a volunteer management system.

c. With the addition of a bilingual community organizer on staff in 2016, NENA increased its grassroots communications, identified potential neighborhood leaders and found more opportunities to accommodate the skills and interests of volunteers. NENA strives to make available resources, education and encouragement for residents and business owners to develop their own leadership skills to make this community the place they are proud to call home.

d. In 2015, the Board conducted a neighborhood environmental scan and the 2016-2018 Strategic Plan. Board and staff completed an annual review of the progress on the Strategic Plan in November 2016. NENA is in the process of completing the Charities Review Council Accountability Standards and updating the bylaws all of its policies. NENA has a collaborative process in place to ensure an effective partnership between the Board and staff.

- 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.

NENA serves a very large geographic area with more than 14,600 residents and more than 100 businesses. Based on ideas from our committees, residents and partners, NENA creates programs to serve a wide variety of interests and needs. NENA organizes events, programs and Nights out with NENA sometimes with a neighborhood-wide focus and at other times with a focused, issue-specific audience. NENA remains flexible to meet the needs of our community.

NENA has helped several blocks to resolve livability issues, which has increased a sense of community cohesion with the affected residents and businesses. Our renters outreach has generated a strong sense of solidarity between building tenants and with renters in other buildings. These residents now feel the sense of hope to collectively work to improve everyone's livability standards.

Strong relationships with the bordering neighborhood associations is one of our most important connections. NENA joined the SUN in 2015. More and more, neighborhoods are working on joint projects to maximize our limited resources and capacities.

NENA works hard to develop and maintain an extensive network of partner organizations. By working with our partners, NENA can reach more members of our community and continue to be

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relevant. For example, NENA collaborates regularly with the MPRB, NEBA, and nonprofits working the fields of housing, renters rights, environment and community development. In the future, NENA plans to expand its work with the community's two public and two private schools.

- 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.

NENA works closely with our elected officials and local government agencies.

In 2016, NENA co-hosted several community input sessions and open houses with its two Council members and many City departments (Regulatory Services, CPED, Public Works, MPD, NCR). Neighborhood issues included: community and housing developments, road reconstruction, bike lanes and pedestrian safety, crime prevention and livability, renters outreach and rights, noise and nuisance complaints and the Ward 11 Neighborhood Summit. NENA and the Bancroft Neighborhood Association offer the Great Streets Commercial Façade Improvement Grant program.

NENA is looking forward to working with the area's new MPD Precinct Inspector and Crime Prevention Specialist. NENA works closely with the MPRB, the three neighborhood parks and the one regional park. NENA has a community engagement contract with Metro Transit for its Better Bus Stops program.

The NCR Department has supported NENA with review of the bylaws and policies, NRP plan modification, HR and governance issues. NENA staff has attended NCR Learning Labs and neighborhood input sessions.

- 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.

For over the past decade, NENA has worked with residents of the Bossen area of the Wenonah community. NENA hired a bilingual community organizer in 2016. NENA staff and volunteers door knock on a weekly basis regarding renters rights, safety and crime prevention, and the Better Bus Stop program. NENA provides translated materials and professional interpreters for the visits and meetings. Two Bossen residents serve on the NENA Board.

NENA would like to partner with the NCR Department to identify specific resources for residents who may be immigrants, low-income, entrepreneurs, GLBTQ and/or senior citizens.

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

NENA plans to spend down the 2014-2016 CPP contracted funds by 12/31/2016.

- 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 the attached policies and procedures. NENA anticipates approval of updates to the bylaws by the Board of Directors and the General Membership in early 2017.

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

| <b>CPP Budget</b>                           | <b>2017</b>      | <b>2018</b>      | <b>2019</b>      |
|---|------------------|------------------|------------------|
| Staff Expenses                              | \$69,338         | \$69,338         | \$69,338         |
| Employee Benefits                           | \$14,760         | \$14,760         | \$14,760         |
| Professional Services                       | \$5,300          | \$5,300          | \$5,300          |
| Occupancy                                   | \$20,150         | \$20,150         | \$20,150         |
| General Liability Insurance                 | \$650            | \$650            | \$650            |
| Directors and Officers Insurance            | \$900            | \$900            | \$900            |
| Communications/Outreach                     | \$17,400         | \$17,400         | \$17,400         |
| Translation, interpretation and ADA support | \$4,000          | \$4,000          | \$4,000          |
| Supplies and Materials                      | \$4,465          | \$4,465          | \$4,465          |
| Meetings/community building events          |                  |                  |                  |
| Development                                 | \$1,000          | \$1,000          | \$1,000          |
| Fundraising                                 | \$750            | \$750            | \$750            |
| Other Services (please describe):           |                  |                  |                  |
| <b>Total for contract:</b>                  | <b>\$138,713</b> | <b>\$138,713</b> | <b>\$138,713</b> |
| Neighborhood Priorities                     |                  |                  |                  |
| <b>TOTAL:</b>                               | <b>\$138,713</b> | <b>\$138,713</b> | <b>\$138,713</b> |

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**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.).