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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:	St. Anthony East Neighborhood Association	
Address:	P.O. Box 18130 Minneapolis, MN 55418	
Website url:	saenaminneapolis.com	
Organization email:	Info@saenaminneapolis.com	
Federal EIN:		
Board Contact:	Name:	Jeremy Wieland
	Phone:	
	Email:	
	Address:	
Staff Contact:	Name:	Christina Perfetti
	Phone:	612-331-6514
	Email:	
	Address:	

Who should be the primary contact for this application? Christina Perfetti, Neighborhood Coordinator

Date of Board review and approval: 4/19/17

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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.

St. Anthony East Neighborhood Association (SAENA) has been previously funded through the Community Participation Program.

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?

SAENA will conduct regular community outreach activities in the neighborhood to increase resident and stakeholder engagement in the following ways:

Communications & Outreach: updating saenaminnneapolis.com, mailing quarterly newsletters, mailing postcards for community meeting notices and event advertising, an investment in lawn sign advertising for monthly meetings and events. SAENA will work with a graphic/web designer to create materials with a focus on consistency and that attract a wider audience. SAENA will door knock in order to meet neighbors, keep them informed on neighborhood issues, invite them to meetings and events, and promote the development of Neighborhood Priority Plans.

Civic participation: SAENA holds rotating board and community meetings that are held monthly and are open to the public. Community meetings are reserved for pertinent neighborhood topics and a way to solicit resident feedback. Committee meetings are held regularly and are open to the public. SAENA's Annual Meeting and Elections is held on the 4<sup>th</sup> Monday of June.

Events: SAENA holds yearly signature events (Plant-Giveaway, Ice Cream Social). Our goal is to incorporate Community Commons Park intentionally into our program and event planning in the coming years.

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.

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SAENA is focused on identifying volunteer opportunities in order to incorporate interested members in various ways, depending on capacity. The outreach efforts listed above provide the organization and its stakeholders an opportunity to collaborate. SAENA is committed to working with residents to find opportunities that fit their interests while fulfilling the organization's mission.

SAENA's strategy for direct involvement stems from the model of hosting community meetings on even months, and board meetings on odd months. SAENA chooses topics for community meetings based on resident feedback. Our organization encourages residents to take leadership within the community and supports any residents who want to lead programs or projects.

SAENA will develop a strategy to build our membership and volunteer base with the assistance of a nonprofit consultant. There will be an investment in creating informational materials about the organization. In an effort to increase membership interest, SAENA will create a recruitment packet to disseminate to interested parties who would like more information about how the organization is run and who is involved. A goal of working with the consultant is to develop an orientation for new board members or committee chairs. Further, SAENA will invest in a yearly board workshop in order to develop goals and plan for the future. This will also serve as a time for the board to reflect on past projects and programs and evaluate their efficacy and maximize potential.

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.

SAENA works to build a sense of community among the whole neighborhood by bringing neighbors together with programming and events. We choose to advertise opportunities in multiple formats and occasions so all residents are aware of happenings in the neighborhood. SAENA has a commitment to door knock households on a regular basis so information is disseminated in person as much as possible.

SAENA will work with MPD to promote the block club program. National Night Out has been identified as a point of outreach SAENA would like to foster. National Night Out is an example of an opportunity for neighbors to build bridges and engage with one another. A citizen led group Love St. Anthony is a great partner in grassroots organizing and bringing the neighborhood together. SAENA will collaborate with them and identify ways to reach more of the community. Similarly, SAENA participates in NE Staff meetings in order to stay connected to neighboring organizations. The staff meetings

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serve as an opportunity for organizations to share what their individual boards are working on and look for ways to support and collaborate with each other.

SAENA recognizes potential to partner with Northeast specific nonprofits such as Children's Dental Services, Eastside Neighborhood Services, Clare Housing and Mississippi Watershed Management Organization. SAENA will continue to build relationships with businesses in the neighborhood and actively engage them by including them in meetings and events, as well as opportunity for sponsorship.

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.

SAENA will continue to work with Minneapolis Public Schools, specifically Webster Elementary, to promote partnership and identify areas of collaboration and neighborhood involvement.

SAENA will work with Minneapolis Public Housing Authority to implement outreach activities at Spring Manor.

SAENA will continue to work with Public Works to improve street lighting along Monroe St. NE, a business corridor identified by SAENA's Small Area Plan.

SAENA will work with MPD to revive the block club program and promote National Night Out events to increase resident engagement with their neighbors and to invest in neighborhood safety.

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.

SAENA recognizes potential to support our residents with disabilities. We plan to door knock the areas identified with a concentration of that population. Similarly, Clare Housing and Spring Manor are complexes that will receive attention in specific, targeted outreach strategies that will be in collaboration with each organization.

SAENA recognizes a sizeable Latino population in the neighborhood. Our organization would like to work with NCR and other neighborhood groups to learn how to best

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engage ELL residents. We have allocated funds for translation of marketing materials and interpretation at meetings upon request.

SAENA recognizes the neighborhood demographics suggest that over 70% of residents are renters. Our organization will prioritize outreach to rental units to offer resources to both residents and landlords in order to improve livability and the overall state of housing in the neighborhood.

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 from the previous cycle will be used to fund all budget line items for 2017 to continue community engagement efforts and implement neighborhood priorities.

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 documents.

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.

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**ESTIMATED BUDGET**

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Staff Expenses	\$15,712.67	\$15,712.67	\$15,712.66
Employee Benefits	0	0	0
Professional Services	\$1,500	\$1,500	\$1,500
Occupancy	\$4,000	\$4,000	\$4,000
General Liability Insurance	\$1,500	\$1,500	\$1,500
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$5,644	\$5,644	\$5,644
Translation, interpretation and ADA support	\$400	\$400	\$400
Supplies and Materials	\$400	\$400	\$400
Meetings/community building events	\$1,700	\$1,700	\$1,700
Development	\$3,000	\$3,000	\$3,000
Fundraising	\$1,300	\$1,300	\$1,300
Other Services (please describe):			
<b>Total for contract:</b>	\$36,056.67	\$36,056.67	\$36,056.66
Neighborhood Priorities	\$0	\$0	\$0
<b>TOTAL:</b>	\$36,056.67	\$36,056.67	\$36,056.66

**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.).