

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:

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|---------------------|--|
| Organization Name: | Seward Neighborhood Group (SNG) |
| Address: | 2323 E. Franklin Ave. |
| Website url: | http://sng.org/ |
| Organization email: | admin@sng.org |
| Federal EIN: | |
| Board Contact: | Name: Ashley Freitag  |
| Staff Contact: | Name: Kerry Cashman Phone: 612-338-6205 ext 119 Email: Kerry@sng.org Address: 2323 E. Franklin Ave. Mpls., MN 55406 |

Who should be the primary contact for this application? Kerry Cashman _____

Date of Board review and approval: _____ December 7, 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.

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?

The Seward Neighborhood Group focuses on the work of the Community Building Committee (CBC) which centers on specific programs that promote crossing the cultural and religious barriers that divide Seward. This includes community walks, museum visits, play hours for young families and community meals. For example; last June SNG worked with Bethany Lutheran Church and Augsburg College to host a Community Interfaith Iftar Dinner. This was the first of its kind and we hoped to have 40 – 50 neighbors attend. We were thrilled to have over 100 community members from all sectors of our neighborhood. In 2017, we will build on this success to promote more Interfaith Iftar dinners with a focus on creating a welcoming atmosphere and fun space for all ages. These dinners create an environment for our diverse Seward Community to share meals and stories which in turn fosters new relationships. We are also supporting and promoting a multi-cultural crafting and sewing group that encompasses the Somali Weavers from the Seward Towers as well as area residents. A pilot meeting of this group occurred in May and was filled with stories, laughter, singing and dancing.

SNG's hope is that by building strong and durable connections between all members of the Seward community, residents and businesses, workers and students, people living on river road and those living in Seward Towers, immigrants and citizens from birth, we will nourish a diverse, inclusive and joyful community that promotes the well-being of all its stakeholders and is both economically and environmentally sustainable.

Our work with Seward Montessori School, and the Safe Routes to School Committees continues to be essential for our youth. We are committed to ensuring that the Midtown Greenway crossing at 29th Ave. is not opened to northbound traffic, but instead kept closed so that kids can bike to school safely. We also are working to make sure the stop signs are turned from east/west facing to north/south facing at the intersections of 22nd St. and 21st and 22nd Ave. Moreover, we continue to advocate for crosswalks on Franklin Ave. between 22nd and 26th Avenues to improve pedestrian safety.

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.

We use our ongoing events to pull in new members and increase our volunteer base. We have found that by diversifying activities we attract new residents. In 2016, we solidified our Wednesday evening History walks during July and August and found that we were consistently bring in around 30 – 50 new residents. We also gained new attendees at our Iftar in June during Ramadan. We will continue to use these connections to develop relationships in new areas of 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.

SNG is a major hub in our neighborhood. We have staff members on the board of the local Business association, Seward Civic and Commerce Association, and on the Seward Towers Association. We work closely with Common Bond, the management company of the Seward Towers, to hire a community organizer to work in the Seward Towers. We believe a strong relationship with Common Bond while remaining independent, creates the most effective and positive work situation for our organizer. SNG collaborates regularly with Seward Redesign, our local development organization to help facilitate community projects. We also work closely with our local public elementary school, Seward Montessori School, sponsoring an Art Fair and supporting the Safe Routes to School program.

City councilmembers are personally invited to our board meetings and actively participate in discussing relevant issues, such as preventing Islamophobia in our diverse community. We also coordinate closely with our local faith communities to schedule community gatherings, such as the Iftar during Ramadan at the Bethany Lutheran Church and plan to continue in 2017. Additionally, our History Committee organized Wednesday evening walks during July and August and has turned out 40 – 60 residents at every walk.

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.

SNG is the first call for many residents when they have an issue either with the city or neighborhood, or just general inquiry. Some of the calls we receive include;

- How do we get the Laundromat to clean up the garbage on their property.
- Why isn't there a crosswalk on Franklin between 26th and 22nd Aves? How can we get one?
- The Chocolate store is making too much noise. Can you do something about that?
- How will industry access Minnehaha Ave. if it is closed down north of Franklin?
- There have been more break-ins can we call a meeting?

We listen to these calls and respond accordingly. Whether it be inviting public works or our councilmembers to a meeting or calling a business owner to discuss not only the issue but also a solution that works for everyone. At times we are the conduit for our residents and help them to know who to connect with.

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.

We find that two groups tend to be under represented in Seward, our newer immigrant groups and renters. These two groups can be one and the same but are not always. We have made new connections both within the Franklin Housing Cooperative and Cedars 94, two of the largest rental units in Seward. We also work with our community facilitator in the Seward Towers and with Common Bond to help us identify issues faced by and to connect with people living in both towers. The biggest resource NCR can provide is for translations services.

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

We are currently hiring a new Community Facilitator for the Seward Towers East and West. We have included more community building into this role and will house the new hire 2 days a week in the SNG office. This is an attempt to do a better job of joining the two aspects of our work. In the past the Community Facilitator worked very independently of much of the work of SNG. Only recently have we been pulling these two areas together to support community building from two different perspectives. This will take more supervision and training. We expect that we will have extra costs in this area.

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).

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 | 49,500.00 | 49,500.00 | 49,500.00 |
| Employee Benefits | 3,333.00 | 3,333.00 | 3,333.00 |
| Professional Services | 300.00 | 300.00 | 300.00 |
| Occupancy | 16,000.00 | 16,000.00 | 16,000.00 |
| General Liability Insurance | 1,200.00 | 1,200.00 | 1,200.00 |
| Directors and Officers Insurance | \$900 | \$900 | \$900 |
| Communications/Outreach | 2,133.00 | 2,133.00 | 2,133.00 |
| Translation, interpretation and ADA support | 300.00 | 300.00 | 300.00 |
| Supplies and Materials | 500.00 | 500.00 | 500.00 |
| Meetings/community building events | | | |
| Development | | | |
| Fundraising | | | |
| Other Services (please describe): | | | |
| Total for contract: | \$74,167.00 | \$74,167.00 | \$74,166.00 |
| Neighborhood Priorities | \$ | \$ | \$ |
| TOTAL: | \$74,167.00 | \$74,167.00 | \$74,166.00 |
| Updated January 27th, 2017 | | | |

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.

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- 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.).