
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: | Stevens Square Community Organization |
| Address: | 1925 Nicollet Avenue Minneapolis, Minnesota 55403 |
| Website url: | www.sscoweb.org |
| Organization email: | Director@sscoweb.org ; steven.gallagher3@gmail.com |
| Federal EIN: | 41-1253108 |
| Board Contact: | Name: Ken Strobel |
| Staff Contact: | Name: Steven Gallagher Phone: 612-874-2840 Address: 1925 Nicollet Avenue Minneapolis, MN 55403 |
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Who should be the primary contact for this application? Steven Gallagher

Date of Board review and approval: October 4th, 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.

Stevens Square Community Organization has been previously funded through the NCR Department and 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?

- a. Door knocking
- b. Social networking
- c. Website traffic
- d. Community meetings
- e. Situational meetings
- f. Employ an outreach coordinator
- g. Hold events to develop relationships with residents
- h. Engaged through events and activities
- i. Engaged landlords to provide email addresses of new residents
- j. Provide a neighborhood newsletter (two times a year)
- k. Provide an E-Newsletter once a month
- l. Provided seven city requested community meetings

Stevens Square Community Organization currently employs a Community Organizer in order to reach out to under-represented groups. We have contact(s) at the low income housing buildings. Also, representations of minority groups are well attended at community meetings. We strive to be inclusive of everyone who has an interest in our neighborhood.

Our neighborhood priority plan is ever evolving. Every annual meeting, as well as, quarterly meetings our strategic plan is reviewed with certain aspects being assigned to various committees.

SSCO has had a long history of providing comment and effecting City decisions. We regularly review and comment on decisions and how they affect the neighborhood, the neighborhood priorities and other stakeholders.

We hold meetings three times a month (safety, neighborhood development and the Board meeting) in order to ensure that any and all opinions are acted upon.

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buildings. Also, representations of minority groups are well attended at community meetings. We strive to be inclusive of everyone who has an interest in our neighborhood.

Our largest under-represented group is renters, or non-homeowners. We have adopted an outreach policy to specifically target these individuals as they move into our neighborhood. Utilizing our contacts with local landlords we will create a welcome packet, and email data entry which should result in a larger semblance of this population.

Also, our mini events will target areas in which renters gather. Meaning, targeted door knocking, small information gatherings at coffee shops and Stevens Square Park should also assist in the endeavor.

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.

As the reader can see from the above written narrative SSCO provides many forums for direct opportunities of its members and guests. Having a dedicated part-time volunteer/outreach coordinator has the sole purpose of engaging more residents and stakeholders into the organization.

One unique aspect of SSCO is our strategic plan which outlines goals and evaluative measures. This plan is assessed once a quarter by the Board of Directors, as well as, individual committee chairs.

This last year SSCO provided a leadership training for new board members and perspective board members.

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.

We utilize a neighborhood newsletter, website, social media (twitter, Facebook, Yahoo! groups). Also, we have weekly meetings that are open to the public and at the end of every agenda there is a "community concerns" section. We also disseminate relevant material from all City, State and Federal offices that pertains to the neighborhood.

We currently have strong relationships with all of our neighboring residents (neighborhoods). We hold joint meetings on issues that may arise that impact multiple areas. Also, working with the 5th precinct of the Minneapolis Police Department gives us the opportunity to explore better ways to engage the safety aspect of our area.

Also, it should be noted that **every** business (private sector) is in constant communication with our executive director for opportunities of development and enhancement.

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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.

Stevens Square Community Organization work with most all departments within the City of Minneapolis. We have created our own internal “call sheet” for employees who have been receptive and helpful in regards to neighborhood work.

Some areas such as Public Works and the Police Department have varying amounts of bureaucracy , and as such, have strategic partners who are contacted internally.

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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Interestingly, our Farmers Market has opened the door to communication with numerous under-represented groups such as the Somali Population, renters and low income persons.

This past year we implemented a new resident initiative. Twenty of our buildings have an identified volunteer who seeks out a new resident to introduce them to the neighborhood and organization.

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

Stevens Square Community Organization will use our unused funds in the same manner as our budget. We do not expect a great amount of unused funds to exist. We have been struggling with what funds to use first: NRP or CPP funding.

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 | \$45,385 | \$45,385 | \$45,385 |
| Employee Benefits | | | |
| Professional Services | 600 | 600 | 600 |
| Occupancy | 4,200 | 4,200 | 4200 |
| General Liability Insurance | 500 | 500 | 500 |
| Directors and Officers Insurance | 900 | 900 | 900 |
| Communications/Outreach | 3,900 | 3,900 | 3,900 |
| Translation, interpretation and ADA support | | | |
| Supplies and Materials | 1,002 | 1,002 | 1,001 |
| Meetings/community building events | 1,000 | 1,000 | 1,000 |
| Development | | | |
| Fundraising | | | |
| Other Services (please describe): | | | |
| Total for contract: | \$57,487 | \$57,487 | \$57,486 |
| Neighborhood Priorities | \$ | \$ | \$ |
| TOTAL: | \$See Budget | \$See Budget | See Budget |