

**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:	Tangletown Neighborhood Association	
Address:	PO Box 19347 Minneapolis, MN 55419	
Website url:	<a href="http://www.tangletown.org">http://www.tangletown.org</a>	
Organization email:	<a href="mailto:info@tangletown.org">info@tangletown.org</a>	
Federal EIN:	41-1813121	
Board Contact:	Name:	Ryan Fisher
	Email:	info@tangletown.org
	Address:	PO Box 19347, Minneapolis, MN 55419

Who should be the primary contact for this application? \_\_\_ Ryan Fisher \_\_\_\_\_

Date of Board review and approval: \_November 21, 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.

Tangletown Neighborhood Association meets all CPP 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?

Tangletown Neighborhood Association will use the following strategies and tactics to address community participation efforts:

A new 2017 survey will inform and guide strategies and key initiatives 2017 - 2020. Survey goals will be established to drive response rate and reach a range of neighborhood stakeholders.

Continue planning events such as neighborhood garage sale, 4<sup>th</sup> of July event at Fuller Park, and environmental and sustainability-focused events. Hosting our annual meeting and partnering with Fuller Park and area businesses when possible.

We are working on developing a comprehensive communications strategy which will bring standard form and process to our various channels. We hope to engage professional services to develop this plan, making it simple and sustainable for our volunteer organization.

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.

Tangletown Neighborhood Association will use the following strategies and tactics to address development of organizational capacity:

2015-2016 board members researched and began to assemble a guide for TNA board members, present and prospective. We will revisit this work, to determine where we have gaps, based on adoption with new board members.

With high board turn-over in 2016, there's opportunity to fresh start several aspects of our organization. This includes a few key officer roles. Revisiting TNA bylaws may provide a chance to make the organization fit present needs.

Where foreseeable, we'll attempt to limit our commitments to a realistic capacity, allowing for focus on onboarding and retention, and vision for future.

Communication channels will be leveraged to encourage involvement and awareness of association's actions.

Working with NCR staff as well as peer neighborhood organizations to develop a framework of best practices and guidelines for community engagement will lead to increased organizational capacity.

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.

Tangletown Neighborhood Association will use the following strategies and tactics to address developing neighborhood relationships:

1. We will develop a comprehensive communications strategy to effectively reach and maintain communication channels from print to digital, to convey presence and transparency. We will greatly increase our outreach through social media, which we have not utilized much in the past.
  2. Sponsorship of block party/NNO events to encourage block participation and organization.
  3. Participate in Ward 11 forums, Southwest neighborhood coordinators meetings, and open lines of communication with NCR resources to connect with city neighborhoods engaged in or previously addressed common interests and initiatives.
  4. Collaborate with other neighborhoods on environmental efforts that affect all residents; building community among diverse populations by focusing on shared environmental interests.
  5. Improve neighborhood aesthetic by extending the Business Façade grant program. Encourage business owners to become involved with TNA, and participate in planning and execution of neighborhood initiatives.
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.

Maintain close working relationship with council member's office. Participate in Ward 11 forums, and exchange announcements for respective newsletters and communications channels.

Encourage NCR specialist and NCEC representative to join TNA monthly meetings, as appropriate and to consult on key initiatives for the neighborhood. Specifically, we'll engage NCR to develop plan for spending down NRP funding, and consider comprehensive efforts to utilize CPP funding.

Continue communication with Mpls Dept of Solid Waste and Recycling, in support of neighborhood initiatives that encourage responsible environmental practices.

Continue engagement with Fuller Park to support our community.

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.

Desire to more actively connect with tenants of multi-family housing units in the neighborhood. Also target students and staff of neighborhood schools. Both groups will be considered in development of our communications strategy, and NCR assistance with program development is appreciated.

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

Work has begun to close out old contracts, and shift unused funding into consolidated contracts for simplification and clarity.

2017 will begin with a neighborhood survey to identify objectives and key deliverables, as desired by neighbors and those who spend their days in Tangletown. Programming will be developed around these priorities, with an eye toward board effort and effective bandwidth.

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 APPENDIX

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**

<b>CPP Budget</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Staff Expenses	\$9400.00	\$9900.00	\$9900.00
Employee Benefits	\$0.00	\$0.00	\$0.00
Professional Services	\$2000.00	\$3000.00	\$4000.00
Occupancy	\$0.00	\$0.00	\$0.00
General Liability Insurance	\$250.00	\$250.00	\$250.00
Directors and Officers Insurance	\$900.00	\$900.00	\$900.00
Communications/Outreach	\$8000.00	\$9000.00	\$10000.00
Translation, interpretation and ADA support	\$500.00	\$500.00	\$500.00
Supplies and Materials	\$1500.00	\$1750.00	\$2000.00
Meetings	\$2500.00	\$3000.00	\$3500.00
Community building events	\$2500.00	\$3000.00	\$3500.00
Development	\$470.00	\$500.00	\$500.00
Fundraising	\$0.00	\$0.00	\$250.00
Other Services (please describe):			
<b>Total for contract:</b>	\$28,020.00	\$31,800.00	\$35,300.00
Neighborhood Priorities	\$	\$	\$
		\$	
<b>TOTAL:</b>	\$	\$	\$

**\$92,420 TOTAL 2017-2019**

**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.).

