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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:	Armatage Neighborhood Association		
Address:	2500 West 57th Street Minneapolis, MN 55410		
Website url:	www.armatage.org		
Organization email:	anacoordinator@armatage.org		
Federal EIN:	41-1834093		
Board Contact:	Name:	Denis Houle	
Staff Contact:	Name:	Nikki Lindberg	
	Phone:	612-668-3206	
	Email:	anacoordinator@armatage.org	
	Address:	2500 West 57th Street Minneapolis, MN 55410	

Who should be the primary contact for this application? Nikki Lindberg

Date of Board review and approval: November 15, 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.  
  
N/A
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?
  - Continue to use our quarterly printed and hand-delivered newsletter to share information and call for engagement (reaches every address 4 times each year).
  - Continue to use our eNews (2-3 times per month) to share information and call for engagement (currently sent to 700 email addresses).
  - Continue to use social media (website, Facebook, Nextdoor and Twitter) to share information and call for engagement (current outreach is largest through Nextdoor is close to 1,300).
  - Expand our neighborhood happy hours to every other month (great opportunity to get input and ideas in a casual setting) .
  - Door-knocking near Washburn Tot-Lot and other efforts to collect ideas/input for park improvements.
  - Direct mailing and other targeting of renters and landlords in our area to learn about what are concerns or issues we can help them with as a neighborhood.
  - Explore ways to connect neighbors and support efforts (such as through block leader workshops, encouraging youth entrepreneurs, connecting people who need help with those interested in helping, etc.).
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.
  - By expanding our non-meeting events (more happy hours and smaller events) we hope to engage with more neighbors, hear from more people, and eventually expand the membership and volunteer base.
  - Host board training with NCR. Evaluate our talents and interests and how they align with ANA goals.
  - Regular communications and opportunities to meet with area residents.
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

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neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

- As mentioned above, by hosting more casual opportunities, we hope to expand our engagement with residents. Partner with area businesses to host these casual gathering (currently Café Maude).
- We partner with three area neighborhoods in our home improvement loan program. We'd like to explore more opportunities to partner, either on programs like this or by co-hosting events and workshops, for example.
- Our coordinator meets regularly with other neighborhood staff to discuss issues, and to share learnings, etc.
- To build a sense of place, want to explore street banners, more utility box wraps, etc. Will be hosting a tree-lighting this winter as a initial place-building activity (lit trees will flank the warming house walk to the ice rink).
- Continue to hold our annual Summer Festival which draws over 2,000 residents. Have been working to include more activities and areas of interest to residents without families (things which appeal to teens and young adults as well as older adults).
- We partner with our Park on several fronts including events (family ice skating party, Halloween party, etc), programming and amenity improvements.
- We plan to increase our participation in green initiatives. We hosted an organics recycling workshop this year, and want to continue to help educate about issues that effect our environment and that are of interest to area residents. Some topics we are exploring include pollinators, rain gardens, sustainability and other ways to reduce our impact and support a healthy environment.
- We plan to increase outreach to neighbors who rent through events and workshops on relevant topics.
- We are focusing on enhancements to the Washburn Avenue Tot Lot, which serves many families who live in nearby rental properties.

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.

- NCR is a significant partner, helping us to understand situations and procedures.
- As we begin our renter engagement, we will be working with Regulatory Services (Karen Moe), HOME Line, and more to share resources with families.
- Want to engage area families regarding park improvements ahead of the Park Board system-wide evaluation in 2017 (through efforts mentioned above)

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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- Our current focus is on initiating renter engagement and continuing our casual event encounters with area residents. As we identify new issues, we will reach out to NCR to help us with creative solutions.
7. **Unused funds.** Discuss how you plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.
    - We would like to roll unused funds from previous cycles for our 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).
  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

	2017	2018	2019
Employee Benefits	0.00	0.00	0.00
Professional Services	800.00	800.00	800.00
Occupancy	1,100.00	1,100.00	1,100.00
General Liability Insurance	250.00	250.00	250.00
Directors and Officers Insurance	900.00	900.00	900.00
Communications/Outreach	7,000.00	7,000.00	7,000.00
Translation, interpretation and ADA support	0.00	0.00	0.00
Supplies and Materials	813.33	813.34	813.33
Meetings/community building events	750.00	750.00	750.00
Development	250.00	250.00	250.00
Fundraising	200.00	200.00	200.00

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Staff Expenses	18,700.00	18,700.00	18,700.00
Other Services (please describe): Promotional signs	500.00	500.00	500.00
<b>Total for contract:</b>	\$31,263.33	\$31,263.34	\$31,263.33
Neighborhood Priorities			
<b>TOTAL:</b>	\$31,263.33	\$31,263.34	\$31,263.33

**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.).