
2017-2019 COMMUNITY PARTICIPATION PROGRAM APPLICATION

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:

Organization Name:	LOGAN PARK NEIGHBORHOOD ASSOCIATION		
Address:	1330 VAN BUREN ST NE MINNEAPOLIS, MN 55413		
Website url:	loganparkneighborhood.org		
Organization email:	loganparkna@aol.com		
Federal EIN:			
Board Contact:	Name:	Pat Vogel	
	Phone:		
	Email:		
	Address:		
Staff Contact:	Name:	Reanne Reed-Viken	
	Phone:		
	Email:	loganparkna@aol.com	
	Address:		

Who should be the primary contact for this application? **Pat Vogel (LPNA Treasurer)**

Date of Board review and approval: **November 2, 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.
 - We have previously been 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?
 - We recently developed a small area plan and will use similar methods to engage residents in a NPP. We will draw participants through our newsletter, a mailing, and targeted outreach on Nextdoor, directly messaging folks from underrepresented areas. Mailings/advertisements include our meeting times and information about our home loan program.
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 hold a monthly community meeting, an opportunity for direct involvement. We will build membership by leveraging our social media outreach and increasing translation efforts. We will encourage neighbors concerned with new development to join ad hoc committees addressing specific developments. Staff and board will provide opportunities to members based on their strengths and individual desire to skill build. We have been able to draw in new leadership by first finding issues of individual interest, then immersing new members into general neighborhood business. This year we have a line item in the budget for board development and trainings.
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.
 - LPNA has begun hosting topic-specific general meetings to address issues and present LPNA programs. We have hosted a representative from the Great Northern Greenway to speak, she helped us understand what our role was in the project and how we can work with the other neighborhoods. We are anticipating a large vacant lot and plan to develop a working group to address future development; this will allow residents to building partnerships with other entities and will benefit the neighborhood as a whole. We do the Clean Sweep program twice a year; this creates a volunteer opportunity for

those that don't care for meetings. Indeed Brewing partners with LPNA to host the Clean Sweep volunteers and the Indeed We Can benefit. We work with CEE to administer a home loan program.

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 serves as a great resource, especially for our Treasurer with CPP financial questions. NCR helps monitor our policies and progress, helping us move forward. We partner with the city for our Clean Sweep program. NCR can continue serving as a guide and resource for LPNA.

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.
 - Under involved stakeholders include recent immigrants and renters. We hope to continue to reach these groups through the newsletter and social media. The large lot that may be up for development next near is next to a public housing apartment, we hope to engage these residents when working with developers. We have also discussed translating mailing and newsletter articles into Spanish.

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 working on a community grant program and a neighborhood priority plan.

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).
 - The LPNA Financial Policy and Procedures is attached. Job description for our contract staff is attached. We are working on a Personnel Procedures and Policies to apply to contract staff. We have not changed our bylaws but will be reviewing them in the next year.

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.

2017-2019 LPNA budget for CPP funds:

CPP Budget	2017	2018	2019
Staff Expenses	\$12,000	\$12,000	\$12,000
Employee Benefits			
Professional Services			
Occupancy	\$1,200	\$1,200	\$1,200
General Liability Insurance	\$220	\$220	\$220
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$10,900	\$10,900	\$10,900
Translation, interpretation and ADA support	\$500	\$500	\$500
Supplies and Materials	\$1,232	\$1,232	\$1,231
Meetings/community building events	\$3,000	\$3,000	\$3,000
Development	\$500	\$500	\$500
Fundraising	\$500	\$500	\$500
Other Services (please describe): AG filing fee	\$25	\$25	\$25
Total for contract:	\$30,977	\$30,977	\$30,976
Neighborhood Priorities	\$7,500	\$7,500	\$7,500
TOTAL:	\$38,477	\$38,477	\$38,476

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).

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- 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.).