
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:

Organization Name:	Lynnhurst Neighborhood Association	
Address:	PO Box 19445 Minneapolis, MN 55419	
Website url:	Www.lynnhurst.org	
Organization email:	info@lynnhurst.org	
Federal EIN:	41-179442	
Board Contact:	Name:	Paul Ragozzino
	Phone:	(612)310-7868
	Email:	pragozzino@gmail.com
	Address:	5112 Emerson Ave S Minneapolis, MN 55419
Staff Contact:	Name:	Ruth Olson
	Phone:	612-925-3711
	Email:	sr4olson@usfamily.net
	Address:	5523 Richmond Curve Minneapolis, MN 55419

Who should be the primary contact for this application? ___Ruth Olson_____

Date of Board review and approval: ___11/1/2016_____

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.

Lynnhurst Neighborhood Association (LYNAS) has previously been deemed eligible and received funding in the previous cycles. The 2013, 2014 and 2015 Annual Reports have been filed with Neighborhood and Community Relations.

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?

As stated in previous submissions, LYNAS has a variety of established outreach activities:

- Annual Meeting Celebration in February
- Summer Festival in August
- Lynnhurst Gives in December
- Annual neighborhood-wide garage sales in September
- Earth Day Clean-Up Event in April
- Buckthorn Bust in November
- Issue driven community meetings (Safety seminar, 50th St. safety concerns, etc.)
- Occasional smaller-scale community building events (such as the historic homes tour, Community Connects to the Creek series, etc.)
- Occasional Environmental Committee educational forums (such as Blooming Alleys, organics training, stormwater management, etc.)
- Thanks for Choosing Lynnhurst Welcome Program—delivered to all existing homeowners in 2015 and all new owners from then on
- Monthly neighborhood board meetings, open to all residents and other interested stakeholders
- Security enhancement rebates
- Stormwater management grants
- Lynnhurst newsletter delivered to 2,000 residences
- Promotion of neighborhood events and activities through Lynnhurst website, Lynnhurst Facebook page, Nextdoor, monthly e-news, postcard mailings, and sandwich board signs at busy intersections

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- Environmental Enduring Environs Blog
 - Renewed commitment to a Business Façade Matching Grant Program
 - Fix It Fund Housing Program available to all residents (in conjunction with three other neighborhoods)
 - Yard sign campaign to reduce stormwater contamination

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.

LYNAS will use all of the activities listed in question #1 to solicit involvement and engagement of all residents of Lynnhurst neighborhood. We hand delivered the Thanks for Choosing Lynnhurst packet in person to every household in Lynnhurst and are continuing in person delivery for new households. We will continue to build our membership base and encourage new leadership through direct one-on-one contact made possible through our community events. Existing and past Board members and neighborhood staff will continue to reach out to neighbors to recruit volunteers for various activities of the neighborhood. With decreased public funding available, LYNAS will continue to look for possible opportunities to join forces with other neighborhood associations and community groups in order to combine resources and support so that activities and events are not compromised. For example, LYNAS has already joined with three other neighborhoods for a joint housing program, another neighborhood for organics training, and another neighborhood for Minnehaha Creek and 50th Street planning.

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.

LYNAS works hard to create a sense of togetherness for the entirety of the neighborhood and has increased our effort by starting a quarterly newsletter and the Thanks for Choosing Lynnhurst program. We sponsor a variety of events and activities to reach out to different segments of population in the neighborhood. We would also like to continue sponsoring occasional forums or gatherings on a variety of topics that could bring together a wider cross-section of neighborhood residents.

LYNAS and Fulton Neighborhood Association (FNA) have worked together to survey neighbors and offer suggestions for improvements along Minnehaha Creek when capital improvement funds become available in 2018. LYNAS and FNA have also worked together to generate a Vision Statement for W. 50th St. outlining livability, walkability, commercial and safety goals.

LYNAS, FNA, Armatage Neighborhood Association and Kenny Neighborhood Association collaborated on a joint neighborhood low interest revolving loan program that has been very successful.

LYNAS and Tangletown Neighborhood Association worked together to put on a series of trainings and a large-scale forum for the new organics recycling program.

LYNAS, Tangletown, Kenny and Windom worked together to implement a series of upgrades for the streetscape at 54th & Lyndale.

We also work with Southwest Business Association with complementary business façade grant programs.

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.

LYNAS has also worked closely with the City of Minneapolis, Hennepin County, Minneapolis Parks and Recreation Board and Burroughs Elementary School to try to influence infrastructure changes at the intersections of 50th St at James and Minnehaha Parkway intersections. This has been a long process and we have found it difficult to keep parties engaged and to notify us when proposals are made. Any help NCR can provide to ensure that LYNAS is notified of actions and an active member of the team would be appreciated.

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.

Historically, senior citizens and renters are not well represented in the activities of the neighborhood. LYNAS has specifically reached out and will continue efforts with these two groups with the Thanks for Choosing Lynnhurst packets. We made in person visits to homes, including rentals and apartment buildings where able. The quarterly newsletter gets delivered to every neighborhood household and is a great way for us to reach those groups to share information, solicit feedback and engage them in events and gatherings. We will obtain a list of all rental properties in the neighborhood and consider how to best support their engagement.

NCR could help further engage senior citizens and renters by developing framework of suggestions, activities and specific outreach opportunities that have worked in other neighborhoods.

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

LYNAS will have minimal unused funds from the previous cycle's operating budget. We will roll forward these funds and use them for further community participation activities and neighborhood priorities. We will also have unused Priority Funds that we will roll forward to use for new identified priorities such as safety improvements along 50th St.

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).

LYNAS has previously supplied copies of our bylaws, grievance procedures, conflict of interest policy, EOE and ADA policies. We will work with NCR to develop Financial Policies and Procedures by June, 2017. We utilize an independent contractor for administrative and organizational priorities work and, therefore, do not have the need for a Personnel Policy.

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	\$16,000	\$16,000	\$16,000
Employee Benefits			
Professional Services			
Occupancy	\$100	\$100	\$100
General Liability Insurance	\$400	\$400	\$400
Directors and Officers Insurance	\$900	\$900	\$900
Communications/Outreach	\$9,300	\$9,300	\$9,300
Translation, interpretation and ADA support			
Supplies and Materials	\$504	\$503	\$503
Meetings/community building events	\$2,000	\$2,000	\$2,000
Development			
Fundraising			
Other Services (please describe):			
Total for contract:	\$29,204	\$29,203	\$29,203
Neighborhood Priorities	\$	\$	\$
TOTAL:	\$	\$	\$

LYNAS operates wholly within funds made available through the Community Participation Program and remaining NRP funds. We have no other outside funding sources. We do not have an Annual Budget. The exception to this is a one-time grant we received from Minnehaha Creek Watershed District dedicated to the Blooming Alleys Project.

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.).