

**Armatage Neighborhood Association
COMMUNITY PARTICIPATION PROGRAM PLAN
2012-13**

You may provide this submission electronically to ncr@minneapolismn.gov. Please include a copy of your bylaws.

CONTACT INFORMATION:

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Who should be the primary contact for this submission? Kristina Erazmus

Date of Board review and approval: Plan Approval: 9/18/12 Budget Approval: 11/2/12

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission. 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.A of the Guidelines.

The Armatage Neighborhood Association (ANA) has been deemed eligible and received funding in the previous cycle. The ANA adopted ADA and EEO Policies at its June 2012 meeting. The ANA 2011 Annual Report was filed with our NCR Specialist on June 28, 2012.

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?

The ANA has a variety of established outreach activities:

- **A quarterly newsletter sent to 572 member email list, posted on the website, also set out at neighborhood businesses and delivered to list of residents who requested hand delivery**
- **Regular updates to Armatage.org website and ANA Facebook page**
- **Monthly neighborhood meetings**
- **Annual summer festival in August with dedicated ANA table**
- **Annual Meeting with speaker in March**
- **Quarterly safety meetings with crime prevention specialist**
- **Welcome packets in reusable ANA bag with neighborhood and city information delivered to new residents**
- **On-going Armatage Treasures program celebrating those residents who are involved in neighborhood activities and making a difference in our community**
- **Annual neighborhood super sale with Kenny neighborhood in May**

In order to develop Neighborhood Priority Plans, the ANA will rely on those priorities set forth in our NRP Phase II Plan. In addition, at each of our larger community gatherings in 2012 (Annual Meeting and Summer Festival) we have and will continue to seek further input from residents with this question:

- **If you could change anything in the Armatage Neighborhood, what would it be?**

The answers to this question, input at monthly meetings, along with previous surveying done for the Phase II Plan, will guide our NPP submission.

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.

The ANA will use all of the activities listed in question two to solicit involvement and engagement of all residents of the Armatage neighborhood. We will continue to build our membership base and encourage new leadership through direct one-on-one contact made possible through our monthly meetings and community events. The ANA has been successful in engaging residents and volunteers in projects like Armatage365, the Summer Festival and working with the Kenny neighborhood in our joint garage sale event.

Existing and past Board members and neighborhood staff will continue to reach out to neighbors to recruit volunteers for various activities of the neighborhood. These volunteers are then encouraged to take on more responsibility and possibly join the Board of Directors. The ANA will continue to look at all 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.

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.

The ANA works hard to create a sense of togetherness for the entirety of the neighborhood. We sponsor a variety of events and activities to reach out to different segments of population in the neighborhood. The activities and minimal costs of the Armatage Summer Festival make it an event for all members of the community.

The neighborhood garage sale event is also a collaborative effort with the Kenny neighborhood to provide a community service available to all residents. The ANA quarterly safety meetings all give residents an opportunity to hear about safety issues and share concerns about crime.

4. **Involvement of under-engaged stakeholders.** Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work.

An under engaged groups in Armatage is businesses. In early 2012, the ANA was awarded the Great Streets Façade Grant contract for the businesses of 54th and 60th and Penn Avenue South. This program will strengthen the relationships between the ANA and the businesses of the Armatage Neighborhood. The ANA has a long history of

reaching out the area businesses to request their participation in the Armatage Summer Festival.

5. **Housing Activities.** Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.

Since 2008, the ANA has a low interest loan program and emergency loan with the Center for Energy and Environment. Since 2008, there have been 27 loans granted to Armatage residents for home improvements. In 2011, there were two loans with a combined total of \$12,000 from the Armatage program that were used by residents for heating, insulation and windows.

Since these programs are already well-established they do not take a significant amount of time to manage. ANA staff monitors the effectiveness of its housing programs and alters guidelines and funding levels to meet the needs of Armatage residents.

6. **Unused funds.** Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

Any remaining balance from the 2011-12 CPP cycle will be used to pay for administrative staff and outreach to residents. The months surrounding the annual summer festival (June-August) require significant staff time as well as postage, printing and mailing of a postcard to residents.

7. **Budgets.** Submissions should include a budget showing how Community Participation Program funds will support the organization's community participation work and an amount set-aside for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

Staff Expenses	\$20,000
Employee Benefits	
Professional Services	
Occupancy	\$300
Communications/Outreach	\$8,000
Supplies and Materials	\$1,500
Festivals and events	\$3,000
Development	\$200
Fundraising	\$200
Other Services	
Neighborhood Priorities	\$11,810
	\$45,010

- Staff expenses should include payroll, FICA, and withholding, or 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.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Festivals and events can include any costs related to community events and festivals. Food is not an eligible expense.
- 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).
- Neighborhood Priorities: at this point you do not need to know what the priorities are. Just indicate what the organization would like to set aside at this time for future priorities.