

2014-2016 COMMUNITY PARTICIPATION PROGRAM
Submission Template

Please use this template as a guide to developing your submission 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 submission 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:	Central Area Neighborhood Development Organization (CANDO)
Address:	3736 Chicago Avenue South Minneapolis, MN 55407
Website url:	www.thecentralneighborhood.com
Organization email:	hannah@thecentralneighborhood.com
Federal EIN:	201704339
Board Contact:	Name: Eric Weiss
Staff Contact:	Name: Hannah Kamath Phone: (612) 824-1333 Email: hannah@thecentralneighborhood.com Address: 3736 Chicago Avenue South Minneapolis, MN 55407

Who should be the primary contact for this submission? Hannah Kamath

Date of Board review and approval: October 14th, 2013

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.

CANDO has previously received Community Participation Program funding.

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?

CANDO works to reach out and engage residents through publications, online media, programs, projects, events and the CANDO Community Space. The CANDO quarterly printed newsletter goes to every household in Central and includes the following sections:

- ⤴ Letter From the President: A letter from the CANDO Board President speaking to both the organization and greater Central Central issues.
- ⤴ Minutes That Matter: A list of motions made by the Board of Directors in the past quarter.
- ⤴ Minneapolis Connects: A summary of larger Minneapolis issues , how to stay informed and opportunity for input.
- ⤴ Se Habla Espanol: A all Spanish section of the newsletter summarizing important content and how to find out more information in Spanish.
- ⤴ Volunteer Opportunities: A list of all available opportunities for volunteers and open task forces.
- ⤴ Central Neighborhood Calendar: A calendar that includes organizational activities and other events in the Central Neighborhood.

The CANDO E-newsletter has an average of 200 “opens” (people who open the publication). The E-newsletter goes out monthly with upcoming programs, projects, events, information on upcoming issues in the Central Neighborhood and Minneapolis, opportunities for participation in Task Forces and a Central calendar. The E-newsletter can be translated to any language by a clearly identified button, making it even more

accessible to our community. The CANDO facebook page currently has 347 “likes” and an average reach (people who see our posts) of over 1,000 people. The CANDO website holds information about both the Central neighborhood and CANDO, in 2014 we hope to improve our website making it easier to access information for our community.

CANDO holds both a Annual Open House and a Central Neighborhood Fair. The Open House is a yearly chance to connect with the organization's opportunities, meet the Board of Directors and connect with neighbors. The Central Neighborhood Fair has grown steadily over the past three years connecting community to CANDO and other local organizations that offer resources. This is also a time that Central celebrates the neighborhood, it's diversity, collective culture and it's history.

The CANDO Community Space opened in 2013 hosting many meetings, events and activities providing community with space to connect and grow in their neighborhood. Once staff increase is established, CANDO plans to have community workshops in the space that will be open to any residents to learn more about our programs or our 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.

Community members have several opportunities to participate and lead the organization. This includes becoming a Director, serving on a task force and volunteering in CANDO projects, programs and events. CANDO holds monthly Board of Director meetings that are open to the public and we encourage residents and other stakeholders to attend, learning more about what is happening in Central and participating in actions to support and strengthen the community. Our newsletter, E-Newsletter and other publications advertise opportunities for volunteering to all residents, growing our volunteer base.

CANDO will pay particular attention to the successful outreach practices to our un-engaged or under-engaged communities members. We hope that by learning more about our community, we will increase the CANDO's membership and we will begin to promote new leadership on a larger scale.

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.

In 2014 CANDO plans to focus on creating more effective outreach to our community through relationship building with and between residents through a series of conversations and trainings surrounding diversity, cultural competency and racial equity. These trainings and conversations will offer opportunity to talk openly in a safe space about urgent and complex issues facing Central and these impacts on our diverse community. Post-trainings, CANDO intends that our board and organization at large will begin to take approaches and decisions guided by an equity framework.

The Live and Learn Project kicked off in 2013 providing a platform in film for community to tell their stories about Central, how they view community and how they see the future. Since it's successful kick off community leaders saw a need to continue neighborhood story telling to connect and build relationships with the community through film and other mediums. Through this process, CANDO plans to continue adding complexity and authenticity to our neighborhood narrative that represents both the positive and admirable aspects community, as well as the struggles.

5. **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.

CANDO recognizes that informing and educating itself about our un-engaged and under-engaged is the first step towards engaging them. As mentioned earlier, through our newly developed equity approach, CANDO aims to learn more about our un-engaged and under-engaged communities by meeting with and learning from our neighborhood organizations who have been able to reach these community members. We also want to also plan to attend events hosted by communities whose members are under-engaged stakeholders of CANDO. If we succeed in building relationships some under-engaged stakeholders we hope to host multiple small-scale forums focused on attaining their feedback about CANDO's practices.

CANDO also plans to ask the harder questions about the inclusivity and

accessibility of our organization, in hopes of creating more effective strategies to increase the involvement of our under-engaged stake holders.

6. **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.

The Clean and Green Program has engaged some of the largest numbers of residents in the past and continues to grow yearly. CANDO gives away free plants to the community for boulevards and alleys to prevent graffiti and litter. Also, CANDO gives away vegetable plants to help support local vegetable gardens. In 2014 CANDO hopes to increase the number of public ash and trash receptacles in Central and grow the Tree Canopy.

CANDO promotes our housing programs (First Time Homebuyers Forgivable Loans, Low Interest Revolving Home Improvement Loans and Emergency Grants) which raise awareness of the organization and offer resources to the community. The CANDO Curb Appeal Lottery engages many homeowners and supports their efforts to maintain their houses.

The CANDO staff time spent on housing is around 30%.

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

CANDO plans to roll any unused funds into the 2014–2016 Community Participation Plan.

8. **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.

Please use this budget template when submitting your Community Participation Plan for approval.

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 contract or an NRP contract or MoU.

Contact your Neighborhood Support Specialist at NCR for further details.

ESTIMATED BUDGET

CPP Budget	2014	2015	2016
Staff Expenses	\$53,000.00	\$53,000.00	\$53,000.00
Employee Benefits	\$4,800.00	\$4800.00	\$4800.00
Professional Services	\$10,000	\$8603.00	\$6,000.00
Occupancy	\$7,603.00	\$10,000.00	\$9,603.00
Communications/ Outreach	\$12,000.00	\$12,000.00	\$12,000.00
Supplies and Materials	\$1,500.00	\$1,500.00	\$1,500.00
Meetings/community building events	\$6,000.00	\$6,000.00	\$6,000.00
Development	\$1,000.00	\$1,000.00	\$1,000.00
Fundraising	\$	\$	\$
Other Services	\$	\$	\$
		\$	
Total for contract:	\$	\$	\$
Neighborhood Priorities	\$2,000	\$1,000.00	\$4,000
TOTAL:	\$97,903	\$97,903	\$97,903

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.
- 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.

- 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.).