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**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](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:	Columbia Park Neighborhood Association
Address:	PO BOX 21593 Minneapolis, MN 55421
Website url:	<a href="http://www.columbiapark.org">www.columbiapark.org</a>
Organization email:	<a href="mailto:contact@columbiapark.org">contact@columbiapark.org</a>
Federal EIN:	41-1654626
Board Contact:	Name: Jane McCarney
Staff Contact:	Name: Liz Wielinski

Who should be the primary contact for this submission? Liz Wielinski  
Date of Board review and approval: August 18, 2014

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**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.

We have been previously funded.

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?

CPNA plans to support or host a number of community events that will build neighborhood relationships and provide opportunities for socializing and building community ties within the Columbia Park Neighborhood and Northeast Minneapolis. These events would include but not be limited to...

- Earth Day (April) in conjunction with the Minneapolis Park and Recreation Board (MPRB) we plan to be a host site at Columbia Park for trash clean up of the park and surrounding area. If we have larger participation numbers we can include Hi-View Park and more of the neighborhood. Most expenses are covered by the park board exclusive of neighborhood flyering, staff time and any paper products we would provide for the shared food the participants provide. Cost: \$100
- MNDOT roadside planting (June 2014) in conjunction with MNDOT, the City of Minneapolis, Hennepin County and the MPRB we will be replanting the MNDOT right of way along University AV NE. This project will be planted by neighborhood volunteers with HC Sentence to Serve, administered by the City and MNDOT as well as watered on planting day by the MPRB. The neighbors will maintain the plantings and continue watering the new trees etc... for the first 2 years while the trees, shrubs and prairie grasses establish themselves. Staff time will be used to organize and coordinate with the government entites and neighbors. Cost \$ 800\*
- Annual Meeting and Potluck Picnic at the Columbia Park Picnic Shelter (June). Our annual meeting will be held in the park to make it family friendly and fun. Currently we send an additional postcard out as a reminder, rent the facility and provide paper products for the potluck. Staff time will be used to organize and coordinate the event. Cost \$700
- Puppet Show at the Pavilion (June or July) this is a family friendly event for the younger set. Again we provide the facility rental and stipend for the puppeteer company. Cost \$650

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- National Night Out (NNO) depending on the number of events in the neighborhood usually from 1-4, Architect Triangle, Hi View Park, Spain Pl etc...we provide support through notice in the newsletter, cover printing costs, fee to keep restroom building open at Hiview, and paper products/ plastic eggs for the egg hunt/other expenses and staff coordination. Cost \$600
  - Dog Park event (Sept or Oct 2015 or 2016 after we are a 501c3) This event would be a signature event in partnership with the MPRB to create neighborhood relationships with the Northeast residents and beyond who use the Columbia Dog Park. It may also raise funds to make improvements at the dog park if successful.
  - Gateway Gardens (April-Oct) While this is now accounted for separately from the CPP funding stream, we will continue to promote it in our newsletters and on our website.
  - Raingarden Project (Fall) in partnering with Metro Blooms we will attempt to better utilize the stormwater in the neighborhood to prevent flooding in the low lying areas and on the golf course and improve the water quality of run off into the Mississippi River. We will be using staff time and our newsletter to promote this and offer a raingarden workshop, but expenses related to the actual gardens will be covered from NRP revolving loan fund income or grants.

3. **Building organizational capacity.** How will you work to:

- (1) provide opportunities for the direct involvement of members,

Creating more events and neighborhood improvement opportunities for getting the neighbors outside and involved as well as continuing our established walking group.

- (2) build your membership and volunteer base,

Through the new events, and more informative newsletter which is now mailed quarterly to all the homes and businesses in the neighborhood we hope to raise our profile and attract new participants.

- (3) encourage and develop new leadership,

CPNA will encourage neighbors to participate in NE and neighborhood events as well as listing opportunities for them to be involved as a volunteer at 2PAC, AFCAC, the all neighborhood BBQ, the food drive at the Holiday Train, Weed it and Reap, NNO, the Northeast Parade, etc...

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and (4) expand the organization's capacity through self-assessment and other activities.

We will provide opportunities at the annual meeting to see how well we did on our plan for the previous year, how we met the goals and kept to budget. We can also discuss improvements or changes we should make if this is not the direction we plan to continue to follow for the next year.

4. **Building neighborhood relationships.** Describe your outreach, networking, and inclusivity efforts to:

(1) build a sense of a whole neighborhood among residents,

We hope through our offering of differing events (NNO, Puppet Show), volunteer opportunities ( Earth Day, Roadside garden maintenance) and programs (raingardens and Gateway and Alley Kat Gardens) we will be able to create a more connected neighborhood. We also hope to highlight more of the neighbors through the newsletter and website.

(2) build bridges among neighbors and diverse communities within the neighborhood,

Our walking group regularly meets with the various neighbors as they do their rounds. We have found that by making the NNO out activities more appealing to families as a whole (peoples children) we have had more diverse attendance.

(3) work with other neighborhoods and organizations on issues of common interest,

We are currently working with the Audubon and Waite Park neighborhoods and our CM around a plan for the medians on Central AV. Are working with the Holland and Marshall Terrace neighborhoods on the St Anthony Parkway Bridge replacement with the City and the MPRB. Maintenance of the new bridge plaza is likely to be an on going partnership between our neighborhoods. We also plan to become more involved with the NE neighborhoods all school BBQ, and the NE Parade. We are hoping to attract neighbors from more of NE via our Dog Park event. We will continue to be involved in the plans for Shoreham Yard redevelopment as well.

(4) build partnerships with private and public entities, and

We are currently working with MNDOT on a roadside improvement grant that also has created a need for cooperatively working with the City, County and MPRB.

In 2015 we will be working with the MPRB on a new wading pool and playground redesign at Hi View Park.

We have a partnership with HCRRRA and the county for our 2 community garden spaces (Gateway at 37<sup>th</sup> and University) and Alley Kat ( where the alleys for

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Architect and Van Buren meet and create an triangle shaped space). And partner with the local charter school with a plot at the Gateway Garden.

(5) benefit the neighborhood as a whole.

The business community is the weakest link in benefitting the neighborhood as a whole. Currently we have yet to develop an outreach plan and hope tap our surrounding neighborhoods and their staff to see what approaches have worked. We have allocated some dollars in our plan to Other which can be dedicated for this.

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.

**The most underserved groups in our neighborhood are the renters and the businesses which we have alluded to in the previous categories.** We will dicuss with our NCR liaison which staff at NCR would be most appropriate for our needs as well as connecting with our neighbors in other NE neighborhoods for ideas and for business contacts our council member's office.

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.

**Our housing activities are mostly a revolving loan program for which we have a sign we put our at the community garden in a highly visible location with contact information and put reminders of the program in our newsletter and on our website.** We have worked with our partners at GMHA on "advertising copy" language for this.

**We will be attempting to find a partner for our emergency repair fund, which is part of our NRP housing plan.** This fund has languished due to lack of a partner to administer the program. The time spent on this will increase to 15-25% of our contract staff time to find and set up this program.

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.

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**Our unused funds from the previous cycle will be used to cover budget shortfalls (under estimated occupancy costs) in some categories and reprioritized based on neighborhood feedback. Much of the excess is due to a lack of NPP projects moving forward (Central AV median has been on hold while the native plants have been establishing themselves). These funds will be rolled over into the NPP funds for upcoming years. We also need some clarity on what can and can not be uses for some of our programming. What we hear NO to from the NCR department we have seen done in other neighborhoods and we are hoping to solve that inconsistency.**

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. (see attached spreadsheet)

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.

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**ESTIMATED BUDGET**

<b>CPP Budget</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Staff Expenses	\$ 0	\$0	\$0
Employee Benefits	\$0	\$0	\$0
Professional Services	\$6800	\$6900	\$6900
Occupancy	\$902	\$3732	\$3737
Communications/Outreach	\$3800	\$3800	\$4300
Supplies and Materials	\$550	\$300	\$300
Meetings/community building events	\$1930	\$1945	\$1946
Development	\$240	\$240	\$240
Fundraising	\$0	\$1200	\$1200
Other Services	\$4402	\$506	\$0
<b>Total for contract:</b>	\$18624	\$18623	\$18623
Neighborhood Priorities	\$1800	\$1800	\$1800
<b>TOTAL:</b>	\$20424	\$20423	\$20423

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**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.).