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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:  | Linden Hills Neighborhood Council   |
| Address:            | P.O. Box 24049, Minneapolis, MN 55424   |
| Website url:        | <a href="http://www.lindenhills.org">www.lindenhills.org</a>  |
| Organization email: | <a href="mailto:info@lindenhills.org">info@lindenhills.org</a>  |
| Federal EIN:        | 41-1805319  |
| Board Contact:      | Name: Russ Cheatham   |
| Staff Contact:      | Name: Christy Prediger<br>Email: <a href="mailto:info@lindenhills.org">info@lindenhills.org</a><br>Address: P.O. Box 24049, Minneapolis, MN 55424 |

Who should be the primary contact for this submission? Christy Prediger

Date of Board review and approval: November 12, 2013

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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.

The Linden Hills Neighborhood Council (LHiNC) has previously been funded. LHiNC is a community and volunteer-based 501c3 nonprofit organization that strives to increase civic participation of the residents within its neighborhood and make Minneapolis a great place to live, work, and play.

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?

Proposed outreach activities: LHiNC will actively work to engage the community in a variety of ways. LHiNC will continue to reach all neighborhood residents and promote a sense of sharing and community through print and electronic media, and the use of neighborhood signage. We are committed to increasing the use of social media as a vehicle to reach more of the community. In the past year, LHiNC has redesigned its website with the intention of making it more engaging to a broader audience, while serving as a better tool for communication. LHiNC will actively encourage participation of its residents in its various committees, some of which have recently added active new members, and will continue to encourage attendance at its monthly Board Meetings. We will strive to reach a broader section of the neighborhood with news of neighborhood events which promote community, such as the Festival and Corn Feed.

LHiNC is committed to improving the process whereby residents of the community are integral in helping to develop a Neighborhood Priority Plan. We plan to survey the community at major neighborhood events such as the Linden Hills Spring Festival and Corn Feed, and once again an online survey may be employed. We will also communicate with residents to encourage feedback through our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook.

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

(1) provide opportunities for the direct involvement of members:

LHiNC will work to provide opportunities for the direct involvement of members in a variety of ways. We will work to encourage the participation the neighborhood

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residents in LHiNC's various committees, ensuring that committee members have the opportunity to shape committee projects and goals. We will continue to invite the community to monthly Board Meetings, encouraging questions from those in attendance and endorsing the free-flow of information. LHiNC will continue to provide and promote volunteer opportunities at LHiNC-hosted and co-hosted events in and around the neighborhood.

(2) build your membership and volunteer base:

LHiNC will work to strengthen its volunteer base through the utilization of our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook. The placement of signs and flyers throughout the neighborhood will be used as well. LHiNC would like to further increase its membership and volunteer base by expanding and enhancing our neighborhood network of block leaders, thereby reaching a broader segment of the community.

(3) encourage and develop new leadership:

LHiNC will continue to actively recruit new Board members and committee members, through our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook.

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

LHiNC will maintain and periodically update its various manuals and handbooks for operation (Board Members Manual, Spring Festival Manual, Treasurer's Notes, Coordinators Handbook) based on lessons learned, feedback from residents, input from the City and other neighborhoods, which will benefit the future members of LHiNC with information regarding best practices.

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

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

LHiNC strives to build a sense of a whole through our communications outreach, including our bi-monthly print newsletter, monthly e-news, e-mail distribution list, website and Facebook, as well as signage at the Park Building and elsewhere within neighborhood. LHiNC also promotes the sense of community through events it hosts and co-hosts, which are free and open to all. It also offers transparency in its Board meetings and encourages attendance and participation.

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

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LHiNC will continue to host and co-host events in and around the neighborhood which aim to attract a broad attendance and promote a sense of pride in community.

LHiNC will also continue its practice of hosting community Open Houses for the purpose of sharing and exchanging information about proposed, significant projects or developments which will have a considerable impact on community residents.

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

LHiNC is actively involved in an ongoing collaboration with the Minneapolis Park & Recreation Board (MPRB), East Harriet-Farmstead Neighborhood Association (EHFNA) and the Audubon Chapter of Minneapolis (ACM) in the Roberts Revitalization Project (RRP). The overall goal of the project is to develop and implement a long-term management plan that will enhance and protect the Sanctuary as a natural and undeveloped area for birds.

LHiNC will continue to collaborate with the East Harriet-Farmstead Neighborhood Association to co-host KiteFest at Lake Harriet in January.

LHiNC will continue work to strengthen its support of the Linden Hills Business Association in promoting and sponsoring various events in the commercial nodes and throughout the neighborhood.

(4) build partnerships with private and public entities:

LHiNC will work with the Minneapolis Park and Recreation Board to offer family-friendly events and programs at Linden Hills Park. We will also work with Linden Hills Library to promote programs at the library which are open to the public. The annual Spring Festival will provide a venue for private and public entities to promote causes and reach a broad audience. LHiNC will strive to work more closely with the Linden Hills Business Association (LHBA)

(5) benefit the neighborhood as a whole:

LHiNC will continue to offer and support programs which benefit the neighborhood as a whole, such as biking advocacy programs in the neighborhood. LHiNC will also continue to protect and enhance the urban forest and work to educate residents about ways to reduce negative effects on water and air quality.

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.

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Seniors, renters, and ethnic minorities are typically under-engaged in Linden Hills. LHiNC is committed to resuming an Aging-in-place initiative. We will also work to engage landlords and property managers in the neighborhood. The NCR Department can help LHiNC with these goals by sharing success stories and case studies from other neighborhood organizations. LHiNC's redesigned website may provide a better vehicle to reach additional under-engaged groups.

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.

LHiNC will continue work on housing-related issues, in such ways as continuing its program to offer low-interest, home-improvement loans, and maintaining its Zoning Committee to actively weigh in on building variance requests within the neighborhood. LHiNC is also reviewing opportunities to promote affordable housing in the neighborhood. LHiNC will continue its practice of hosting community Open Houses for the purpose of sharing and exchanging information about significant housing developments proposed within the neighborhood. LHiNC will spend approximately 10% of its overall time on housing activities.

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.

Unused funds from the previous funding cycle will be used to develop the Linden Hills Neighborhood Priority Plan, and also on additional communication efforts related to the production of the Linden Hills Line newsletters, and ongoing maintenance of our redesigned website, [linden hills.org](http://linden hills.org), both of which are intended to help us reach a wider audience of community members.

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**

| <b>CPP Budget</b>                  | <b>2014</b> | <b>2015</b> | <b>2016</b> |
|------------------------------------|-------------|-------------|-------------|
| Staff Expenses                     | \$ 25,000   | \$ 25,000   | \$ 25,000   |
| Employee Benefits                  | \$          | \$          | \$          |
| Professional Services              | \$ 2,000    | \$ 2,000    | \$ 2,000    |
| Occupancy                          | \$ 3,000    | \$ 3,000    | \$ 3,000    |
| Communications/Outreach            | \$ 4,165    | \$ 4,164    | \$ 4,164    |
| Supplies and Materials             | \$ 1,000    | \$ 1,000    | \$ 1,000    |
| Meetings/community building events | \$ 1,000    | \$ 1,000    | \$ 1,000    |
| Development                        | \$          | \$          | \$          |
| Fundraising                        | \$          | \$          | \$          |
| Other Services                     | \$ 1,000    | \$ 1,000    | \$ 1,000    |
| <b>Total for contract:</b>         | \$ 37,165   | \$ 37,164   | \$ 37,164   |
| Neighborhood Priorities            | \$          | \$          | \$          |
| <b>TOTAL:</b>                      | \$ 37,165   | \$ 37,164   | \$ 37,164   |

**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.).