

2014-2016 COMMUNITY PARTICIPATION PROGRAM

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.

CONTACT INFORMATION:

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|----------------------------|---|
| Organization Name: | Lowry Hill Neighborhood Association |
| Address: | PO Box 3978 Minneapolis, MN 55403 |
| Website url: | http://www.lowryhillneighborhood.org/ |
| Organization email: | lhna@lowryhillneighborhood.org |
| Federal EIN: | 51-0142685 |
| Board/Primary Contacts: | Name: Dan Aronson, Treasurer Name: Maureen Sheehan, President |
| Staff Contact: | Name: Chris Madden |

Date of Board review and approval:

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.
 - Lowry Hill Neighborhood Association has been the recognized NRP organization and Citizen Participation organization for the Lowry Hill Neighborhood, and meets the requirements of the CPP Guidelines.
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?
 - Monthly e-blast to neighborhood including a crime report, community announcements, and notice of events
 - Announcements in Hill and Lake Press (meetings are advertised and open to the public)
 - Annual letter mailing to the neighborhood
 - Annual meeting at the Walker Art Center
 - "Leave the Light On" postcard mailing for crime prevention
 - Conduct survey of neighborhood to identify priorities
 - Represent neighborhood on SW light rail project
 - Encourage community involvement in neighborhood development issues
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.
 - Identify, recruit and develop new leadership and skills for the LHNA Board
 - Host special meetings for potential new board members
 - Monthly e-blasts encourages meeting attendance for members
 - Regular communication with our city council member and park board commissioner
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.
 - Conduct surveys and tabling at neighborhood events such as ice cream social, skating party, National Night Out and the annual meeting.
 - Facilitate communication with neighborhood business owners.

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.
 - Approximately 60% of Lowry Hill residents are renters, but the board members are majority homeowners. LHNA would like to conduct additional outreach to renters and encourage more involvement.
 - Partner with rental property management to increase outreach to renters.
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.
 - LHNA spends approximately 15-20% of time responding to zoning requests from the City.
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.
 - LHNA proposes rolling over all of unused 2013 funds for Neighborhood Priorities.
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.

ESTIMATED ANNUAL BUDGET

| | |
|-------------------------|-----------------|
| Staff Expenses | \$ 5,000 |
| Employee Benefits | |
| Professional Services | |
| Occupancy | |
| Communications/Outreach | 7,000 |
| Supplies and Materials | 100 |
| Meetings and events | 2,000 |
| Development | |
| Fundraising | |
| Other Services | 600 |
| Neighborhood Priorities | 13,654 |
| TOTAL: | \$28,352 |

Notes:

- 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.