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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:**

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|---------------------|--|
| Organization Name:  | Windom Park Citizens in Action   |
| Address:            | 1845 Stinson Parkway, #201 and #203, Minneapolis, MN 55418   |
| Website url:        | <a href="http://www.windompark.org">www.windompark.org</a>   |
| Organization email: | <a href="mailto:info@windompark.org">info@windompark.org</a>   |
| Federal EIN:        | 411717051  |
| Board Contact:      | Name: Joe Bove, President<br>Phone: (612) 788-2192<br>Email: <a href="mailto:info@windompark.org">info@windompark.org</a><br>Address: 1845 Stinson Parkway, #201 and #203 Mpls, MN 55418 |
| Staff Contact:      | Name: Gayle Bonneville<br>Phone: (612) 788-2192<br>Email: <a href="mailto:info@windompark.org">info@windompark.org</a><br>Address: 1845 Stinson Parkway, #201 and #203 Mpls, MN 55418    |

Who should be the primary contact for this submission? \_Gayle Bonneville\_\_\_\_\_

Date of Board review and approval: \_\_\_June 24, 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.

N/A – previously received funds

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?

WPCiA plans to continue to increase its visibility in and outreach to the neighborhood as it already has so far in 2014. Volunteers have tabled at the Northeast Farmers Market, at the Northeast Ride bike event and at our own newly revamped neighborhood festival, Windyfest. We have created a brief neighborhood survey, have updated our branding with a new, professionally designed logo and banners/signs, and have new handouts on new and existing home fix-up programs. In addition, we would like to engage via “Lemonade Stand” surveys/visibility events at key target areas/corners; continue our monthly mailings to every address in the neighborhood; resume mailing a newsletter to each address twice a year; create a welcome packet or other “welcoming” items for new residents; disseminate the survey or other customized surveys by broader means such as U.S. mail or Survey Monkey, social media and our web site; revamp our web site to make it more functional; directly target apartment buildings; continue to have neighborhood staffing; look for new (and expand upon existing) partnership opportunities with local organizations; and participate in additional community events – such as a kick-off to the new Tool Lending Library that WPCiA has helped fund.

WPCiA will use these methods not only to determine an NPP but to analyze and implement existing programs and garner neighborhood feedback on the direction and focus of the 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.

WPCiA will utilize the methods noted in No. 2 above to increase capacity. So far this year, for example, we have gained new volunteers and visibility via the Windyfest event and an earlier fundraiser at a local business; we hope to expand upon events such as this not only for visibility/community outreach but as a fundraising mechanism. The increased visibility via our new logo, new events, new faces and new energy on the

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board, banners/signs and proposed new web site will also enable us to become more of a presence in the Northeast-wide community, which will expand our membership and volunteer base. We plan to retain the monthly postcard mailings at a minimum, as they have continued to noticeably bring new members to our community meetings and generated a festival volunteer who did not have internet access – reminding us that a “digital divide” still exists in this neighborhood. The board also plans to expand its capacity by having board training with the help of City of Minneapolis staff.

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 addition to what is stated above, we hope to target apartment buildings to build bridges to the large, under-represented population of renters in the Windom Park neighborhood. We are also interested in reaching out more to local schools, in part due to feedback stemming from the newly revamped annual festival. We are now partnering with the Minneapolis Park and Recreation Board more intensively and hope to build on this productive relationship. We have also reached out to neighborhood businesses directly for mutually beneficial projects and events and hope to further develop these ties.

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.

WPCiA continues to identify renters as under-engaged/under-represented. As noted above, our plan is to set up street-corner events/lemonade stand-type activities to “meet and greet” people where they live. We will go to them, and not expect them to come to us. We will survey residents and make WPCiA more visible to them as an entity that can benefit them and that would in turn benefit from their involvement and their input as we work to maintain a livable neighborhood and provide feedback to the City of Minneapolis. We plan to target some of the larger apartment buildings in the neighborhood. NCR assistance may be needed to help us identify language needs and translation services.

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.

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WPCiA has a low-interest revolving home fix-up loan program, two deferred home fix-up programs, one emergency home fix-up loan program, a MHFA buy-down program, a home security rebate program and, new this year, a home energy squad 50 percent rebate program. We partner with CEE to administer these (as well as a commercial revolving loan program for exterior rehab). We are currently discussing a homebuyers assistance program, and have also helped create and have allocated funds to a tool lending library to assist residents in making home repairs and continuing to revitalize and maintain the neighborhood.

At least 25 percent of our time is spent on housing or housing-related 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.

WPCiA has untapped funding from the previous cycle that we would like to roll over. We would incorporate these funds into the CPP plan outlined in this document, which continues many of the CPP strategies outlined in the previous cycle. As NRP funding declines, more of our administrative functions (staffing, communications, postage/mailings, printing, office space) will be dependent upon CPP funds.

WPCiA would also like to move forward in the coming cycle on an NPP project; at this time, preliminary discussions indicate that some funding could be needed for a transportation/traffic calming study or strategy implementation that ties into our NRP Phase II Action 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.

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**ESTIMATED BUDGET**

| <b>CPP Budget</b>                             | <b>2014</b>     | <b>2015</b> | <b>2016</b> |
|---|-----------------|-------------|-------------|
| Staff Expenses                                | \$20,000        | \$20,000    | \$20,050    |
| Employee Benefits                             | \$0             | \$0         | \$0         |
| Professional Services                         | \$4,000         | \$4,000     | \$4,100     |
| Occupancy                                     | \$6,400         | \$6,400     | \$6,500     |
| Communications/Outreach                       | \$12,030        | \$12,030    | \$12,030    |
| Supplies and Materials                        | \$1,400         | \$1,200     | \$1,100     |
| Meetings/community building events (max. 10%) | \$3,000         | \$2,950     | \$2,950     |
| Development                                   | \$500           | \$300       | \$300       |
| Fundraising                                   | \$2,000         | \$1,450     | \$1,300     |
| Other Services                                | \$0             | \$0         | \$0         |
| <b>Total for contract:</b>                    | \$49,330        | \$48,330    | \$48,330    |
| Neighborhood Priorities                       | \$from previous | \$1,000     | \$1,000     |
| <b>TOTAL:</b>                                 | \$49,330        | \$49,330    | \$49,330    |

**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.).