
COMMUNITY PARTICIPATION PROGRAM
Application Template.

Please feel free to 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.

CONTACT INFORMATION:

Organization Name:	East Harriet Farmstead Neighborhood Association	
Address:	3612 Bryant Avenue South Minneapolis, MN 55409	
Website url:	http://www.eastharriet.org/	
Organization email:	info@eastharriet.org	
Federal EIN:	41-1768816	
Board Contact:	Name:	Nick Petersen
		[REDACTED]
		[REDACTED]
		[REDACTED]
Staff Contact:	Name:	Deb Schirber
	Phone:	612-824-9350
	Email:	info@eastharriet.org
	Address:	3612 Bryant Avenue South Minneapolis, MN 55409

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission.

1. After this first funding year, neighborhood organizations will submit proposals for three years of funding from the Community Participation Program. How will your organization engage residents and other stakeholders in 2011 to develop your three-year proposal?

We will be engaging residents and other stakeholders through our organization's website, monthly e-newsletters sent to 530 individuals, and our signature events. In addition, we hold monthly Board meetings and monthly meetings of EHFNA's five committees. This is a great way that EHFNA promotes outreach and engages the community in an accessible, regular and public manner.

A large part of our outreach occurs during our three signature events: Kitefest, Rosefest, and our Annual Meeting. At these signature events, board members, subcommittee chairs and subcommittee members will be available to answer

questions about EHFNA initiatives. During these events, we plan to ask neighborhood residents for input as we develop a three-year plan. We have pamphlets that describe neighborhood initiative for residents that do not attend the signature events.

We will use social media tool like EHFNA's Facebook page to solicit feedback from residents about the development of a three -year plan.

Kitefest is our winter kite flying event, currently celebrating its tenth year of frigid fun. We collaborate with the Linden Hills Neighborhood Association, the DNR, and the Minneapolis Park Board to ensure its success. The event is often filmed by a local television crew, which heightens its visibility to residents. Held on the shore and on the ice of Lake Harriet, hundreds of residents and visitors come to fly kites, drink hot chocolate, participate in a medallion hunt, angle for fish, watch the spectacle, snowshoe, and catch a horse-drawn wagon ride. Last year DNR had 850 participants in it ice-fishing exhibition. Fifteen local businesses contributed sponsorships to the event.

For our annual meeting, we send a large postcard in the mail to all 4,000 residents announcing the meeting and offering free brats, music, and kegged root beer. We have local elected officials speak, along with a video presentation highlighting the year's accomplishments. There is information about EHFNA's five community committees that invites residents to be involved. Residents can talk to Board members and elections are held for open Board positions. Neighborhood residents can seek a position and/or participate in the voting.

EHFNA's website and newsletter provide useful information about city services, local events, and local news. There is a web-page provided for our community school. In addition, periodic e-mail blasts notify residents of pressing matters, such as safety concerns or amplifying City notifications that impact all residents.

A significant portion of the cost of presenting Rosefest and Kitefest is underwritten by local businesses through sponsorships. Although we do not document comments we hear from businesses as we solicit sponsorships from them, we do use the opportunity to register their needs. We feel that the high level of business participation is an affirmation of the organization's value and visibility to the community.

2. What regular outreach and engagement activities will your organization carry out in 2011?

For the 2010 Rosefest we created a volunteer demographer position to help us determine what neighborhood visitors hailed from and how they heard about the event. Last year we had visitors from 17 different Minneapolis neighborhoods and seven different municipalities in the Twin Cities Metro. This year we will ask an additional question for East Harriet residents: "What do you want from your neighborhood association? How can we serve you?" As in past years, we will post

flyers at high-visibility places in the neighborhood and distribute “doorhangers” to residences to promote the event and encourage broad neighborhood attendance.

We will host a walking history tour, in partnership with the Linden Hills History Study Group, to highlight local attractions, collaborate with local business owners to create and install a community kiosks, and support National Night Out events. Last year 19 blocks participated.

3. How will your organization reach out to under-represented groups in your community? Who are these groups?

The primary underrepresented group in our neighborhood is residents who rent their residences. Approximately 52 percent of the dwelling units in the neighborhood are not owner-occupied and we don’t often see them at meetings or serving on the Board. Similarly, condominium owners and residents of Walker Senior Center are underrepresented. Currently, we have a web-page of renter resources on the EHFNA website, but we recognize that level of outreach is not sufficient. To remedy this we will be instituting a system of block clubs to engage residents at a more local level. This effort is targeted at capturing the audience that does not participate in regular meetings and events and discovering their needs. Our desire is to make EHFNA more relevant and useful to people’s everyday lives.

We will also launch a series of focus groups to solicit information from residents who have not been involved in other EHFNA activities. These informal gatherings will provide a forum for people to provide input on neighborhood conditions, needs, and how EHFNA can reach its strategic goals of:

- 1. Raise Awareness of EHFNA**
- 2. Raise EHFNA’s awareness of community needs**
- 3. Facilitate the success of community organizations and businesses**
- 4. Celebrate and promote neighborhood assets**

We will also use our Facebook page to reach out to people. There are currently 142 “friends” of EHFNA. Furthermore, we recognize that not all residents have access to computers, so we will be posting EHFNA material at community gathering points such as the Laundromat and recreation center.

What planning activities would your organization like to carry out in 2011? (This could include strategic planning, land use planning, NRP planning, etc).

We will be conducting the focus groups to collect information on resident needs and offer opportunities for them to participate.

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4. How does your organization provide information to the community? How do you gather information from the community?

We provide information to the community through our organization's website, monthly e-newsletters, and our signature events. At these events we have information booths with brochures and have informal information gathering from residents.

We also use social media like Facebook to make announcements about upcoming events, deadlines, and public service announcements (snow emergencies, street sweeping, winter parking rules).

5. What festivals and events will your organization host or support in 2011?

Earth Day cleanup at Lake Harriet: EHFNA encourages residents to put on gloves and pick up garbage bags and rakes for this yearly event.

Kitefest: The Minnesota Kite Association, Linden Hills Neighborhood Association, and the DNR join EHFNA in putting on this unique event in January.

Rosefest: Held at the Lyndale Farmstead Park in July, Rosefest features music, riding ponies, games, food, local business exhibitions, and classic cars.

Sale-o-Rama: Our neighborhood garage sale is a neighborhood-wide event that attracts hundreds of buyers to the neighborhood in May. Dozens of residents offer household goods for sale at their homes.

6. What else would you like the Neighborhood and Community Engagement Commission know about your organization?

The East Harriet Neighborhood Association has a long history of involvement with the community and has a tradition of providing deliberate well-reasoned contributions to city issues that impact neighborhood life. We see it as our role to provide hyper-local governance and response to community quality of life concerns. We have striven to be first-responder on the scene, providing resources and engagement to residents and businesses when needed. We also see it as our role to celebrate with residents and enjoy the unique amenities of the neighborhood, inviting everyone to participate at Rosefest, Kitefest, and our Annual and Monthly Meetings.

7. Besides funding, what are some other ways that the NCR and NCEC can help your neighborhood organization?

We would like to see more involvement with the schools in our neighborhood activities. To assist us in this effort, it would be beneficial if the NCEC had tools and a program to facilitate exchange of resources between the schools and neighborhood

associations. There are communication tools and school resources such as meeting space that schools possess that could aid in EHFNA outreach. EHFNA has committees and dedicated volunteers that could aid the local schools in fulfilling their goals.

ESTIMATED BUDGET

Staff Expenses	\$ 14,934.60
Employee Benefits	\$ 0.00
Professional Services	\$ 501.12
Occupancy	\$ 4,760.41
Communications/Outreach	\$ 2,505.70
Supplies and Materials	\$ 370.80
Festivals and events	\$ 9,345.94
Food and refreshments	\$ 180.39
Development	\$0.00
Fundraising	\$ 267.19
Other Services	\$0.00
TOTAL:	\$32,866.15

Notes:

- Staff expenses should include payroll, FICA, and withholding, or staff contractors.
- 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 and refreshments can include the cost of any food or refreshments related to your organization's community engagement efforts (may not exceed 5% of your organization's CPP allocation).
- 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).

EAST HARRIET-FARMSTEAD NEIGHBORHOOD ASSOCIATION

BY-LAWS

ARTICLE I
NAME AND PURPOSE

- A. The name of the organization is the EAST HARRIET-FARMSTEAD NEIGHBORHOOD ASSOCIATION.
- B. The purpose of the organization is to encourage and support community involvement of both residents and businesses in the East Harriet-Farmstead neighborhood. It is the objective of this organization to:
1. Evaluate the community, search out and draw attention to the advantages we now enjoy; recognize the problems; and through research, study and discussion decide on and implement a course of action for the improvement of the community.
 2. Endeavor to stabilize and/or improve the residential, commercial, educational and economic status of the community.
 3. Function as a non-partisan, non-sectarian community action group, keeping our citizens alert to and informed of proposals and activities of the various civic, commercial, political and governmental bodies which affect us. Give testimony before such bodies and other organizations as needed.
 4. Facilitate needed programs and projects in the interest of community betterment by promoting social, cultural, recreational and educational opportunities in the area.

ARTICLE II
TERRITORY

The East Harriet-Farmstead Neighborhood Association has as its primary area of concern that neighborhood bounded by 36th Street on the north and 46th Street on the south; Lakes Harriet and Lake Calhoun and William Berry Parkway on the west and Lyndale Avenue on the east.

ARTICLE III
GENERAL MEMBERSHIP

- A. General membership shall be open to:
1. All residents, homeowners and renters of voting age, of the neighborhood (the territory defined in Article II).

2. All persons of voting age owning property or operating a business in the neighborhood.
- B. Dues
1. Annual dues, if any, may be established by the Board. If dues are put into effect, no payment shall be required in order to vote on any issue.
- C. Except as herein provided, this organization shall be governed by Roberts Rules of Order, Revised.

ARTICLE IV GENERAL MEMBERSHIP MEETING

- A. There shall be an annual general membership meeting in October as designated by the Board of Directors at which time election of members to the Board of Directors shall occur.
- B. There may be special general membership meetings as determined by the Board of Directors. Notification of the special general membership meetings shall include the purpose of the meeting.
- C. All general membership meetings shall be open to the public.

ARTICLE V BOARD MEETINGS

- A. The board shall meet monthly and/or in special meetings as designated by the Board of Directors.
- B. All monthly and special board meetings shall be open to the public.

ARTICLE VI VOTING

- A. Voting for election of the Board of Directors shall be limited to general members, as defined by Article III. There shall be one (1) vote per general member.
- B. Voting at the monthly board meetings and at special meetings of the Board shall be limited to members of the Board. Board members shall disclose any conflicts of interest and shall abstain from voting on any issues which could result in a personal gain.

The Board shall not enter into any contract or transaction with (a) one or more of its board members or (b) an organization in or of which a board member of EHFNA is a director, officer or legal representative, or in some other way has a financial interest unless:

1. That interest is disclosed to the Board
 2. The Board approves, authorizes or ratifies the action in good faith
 3. The approval is by a majority of the board members (not counting the interested member)
 4. The approval is made at a meeting where a quorum of the board is present (not counting the interested member).
- C. Voting at general membership meetings and special general membership meetings shall be limited to general members.
- D. Voting procedures for committees and subcommittees shall be determined by the respective committees and subcommittees.

ARTICLE VII QUORUM

- A. At the annual general membership meeting, those present and voting constitute a quorum.
- B. At any special general membership meeting as prescribed by the Board of Directors, those present and voting constitute a quorum.
- C. At any meeting of the Board of Directors, five board members, one of whom must be an officer, shall constitute a quorum.

ARTICLE VIII BOARD OF DIRECTORS

- A. Membership
1. Each year at the annual meeting, the members of the Association shall elect and/or re-elect from among themselves a Board consisting of up to eleven but no fewer than seven members. Of these eleven members, four shall be officers and seven shall serve at large. Officers (Chair, Vice-Chair, Secretary, Treasurer) shall be elected by a majority vote of the Board of Directors following the members' vote, but prior to the adjournment of the next board meeting. Officers will serve two-year terms. At-large Board members will serve for two year, staggered terms, beginning with those elected in 1994.
 2. The Board shall recognize and coordinate the formation of committees.
 3. Standing committees shall be established as they are deemed necessary by the Board. A description of standing committees and their responsibilities will be available to all Association members.
 4. Interested members shall have the opportunity to form ad-hoc committees.

5. The Board shall designate a contact person to receive mailings from the office of Public Information and other bodies concerning neighborhood issues.
6. The duties of the Board shall be to transact business at the monthly meetings, and to carry out actions between any special meetings. Dates, times and location of monthly meetings shall be determined by the Board.
7. The Chair of the Board may schedule special Board meetings as necessary. Notification of special meetings shall include the purpose of the meeting.
8. In the event that an elected member of the Board indicates his/her inability to serve out his/her elected term, the Board shall have the power to appoint a replacement to fill out the remainder of the term.
9. In the event an elected member of the Board shall be absent from two or more consecutive meetings without a valid reason, the Board shall have the power to remove said member from the position and appoint a replacement to fill out the remainder of the term of office.
10. No position statement shall be made in the name of the organization unless authorized by the Board.

B. Powers and Duties

1. The powers of the Board of Directors shall be those powers usually consistent with the operation of an organization including but not limited to the filling of vacancies among its committees, management of its fiscal affairs, the deliberation of issues and establishment of organization positions through communication with the membership, the dissemination and implementation of such positions, appointment of special representatives of the organization, development of operational guidelines, and such other activities as it may desire which are not inconsistent with these by-laws.
2. The duties of the Chair shall be to set the agenda and preside at all meetings of the organization, act as the official spokesperson of the organization, and such other duties as the Board may prescribe.
3. The duties of the Vice-Chair shall be to perform the duties of the Chair in the event the Chair is not able to do so, and to perform other duties as the Board of Directors may prescribe.
4. The duties of the Secretary shall be to record the minutes of each meeting, to notify Board Members of special Board meetings, and to assist in the preparation of letters and reports of the organization.

5. The Treasurer shall be responsible for the keeping and recording of the financial transactions of the organization.
6. Each Board Member shall serve on at least one (1) standing committee.

ARTICLE IX COMMITTEES

A. Function and Process

1. The Board of Directors may establish and appoint such committees as are needed to conduct the affairs of the organization.
2. Every committee shall investigate the subject assigned to it, shall attempt to arrive at recommendations and shall report its findings and recommendations to the Board of Directors. Every committee shall seek, so far as possible within the limits of its function and authority, to involve broad participation in its activities by those eligible for membership in EHFNA.
3. Without express authorization by the Board of Directors, no committee has authority to speak for EHFNA, to hold itself out as representing EHFNA, to adopt any public position in the name of EHFNA or in the name of the committee, or to enter into any contract or incur any financial liability in the name of EHFNA or in the name of the committee.

ARTICLE X AMENDMENTS

A. The By-laws may be amended in the following manner:

1. A proposed amendment to the By-laws shall be submitted in writing by any general member to the Secretary and shall be read at a board meeting. Voting on the amendment shall take place at a special general membership meeting and shall require a two-thirds (2/3) vote of the general membership present and voting to pass.

ARTICLE XI GRIEVANCE PROCEDURE

- ##### A. A written complaint regarding EHFNA or any of its activities may be submitted to any officer and shall be considered at the next regular meeting of the Board of Directors, or no later than the second regular Board meeting following the receipt of the grievance. The secretary shall provide the Board's written response to the complainant within ten business days of the meeting at which the complaint is considered.

ARTICLE XII
ACTION WITHOUT A MEETING

- A. Any action required or permitted to be taken at a Board meeting may be taken by written action signed by the number of Directors that would be required to take the same action at a meeting of the Board of Directors at which all Directors were present. If any written action is taken by less than all of the Directors entitled to vote, all Directors entitled to vote shall be notified immediately of its text and effective date. The failure to provide such notice, however, shall not invalidate such written action. A Director who has not signed or consented to the written action has no liability for the action or actions taken thereby. A written action is effective when it is signed by all of the Directors required to take the action unless a different effective time is provided in the written action. For purposes of this Section, an electronic signature satisfies the requirement of a signature so long as the electronic communication containing the electronic signature sets forth sufficient information from which the Association can reasonably conclude that the communication was actually sent by the purported sender.

March 2, 1988
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(revised October 3, 2007)