



SEWARD NEIGHBORHOOD GROUP

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January 31, 2011

David Rubedor
Director, Neighborhood and Community Relations Department
Room 220, Tri Tech Center
331 2nd Avenue South
Minneapolis, MN 55401

Dear Mr. Rubedor,

We are pleased to submit the Seward Neighborhood Group's proposal for the Community Participation Program in 2011. We have enclosed the following materials:

1. Our organization's name and contact information
2. A narrative description of our proposed community engagement planning activities
3. A budget
4. A current copy of SNG's bylaws
5. Demonstration of being current on annual filings (990, Annual Registration with Minnesota Secretary of State, Annual Report to Minnesota Attorney General's Office)

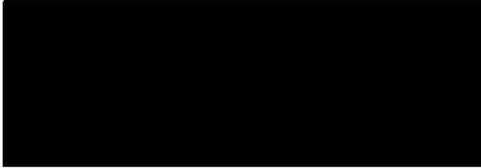
The Seward Neighborhood Group Board of Directors approved this proposal at its meeting on January 26, 2011. Thank you for considering this proposal—we look forward to your response.

Sincerely,

Sheldon Mains
SNG Board Co-President

**COMMUNITY PARTICIPATION PROGRAM
Seward Neighborhood Group 2011 Application**

CONTACT INFORMATION:

Organization Name:	Seward Neighborhood Group
Address:	2323 E. Franklin Ave. Minneapolis, MN 55406
Website url:	www.sng.org
Organization email:	admin@sng.org
Federal EIN:	51-0166930
Board Contact: Name:	Sheldon Mains 
Staff Contact: Name:	Mike Rollin 

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?

SNG will engage residents through the ongoing outreach activities outlined below in #2. We will continue to use all of these communication tools to alert residents to opportunities to be involved in neighborhood planning and to seek their participation. In addition to our ongoing outreach efforts, to focus on planning for 2012-2014, in 2011 SNG will also:

- Expand a block party/SNG fundraiser project, started on a trial basis in 2010, by recruiting block club leaders and other residents active in the community to host block party fundraisers for SNG. These parties will: mobilize existing block clubs to get together outside of National Night Out; support blocks without organized clubs in efforts to create a block club; allow SNG to promote projects and survey residents on current issues (a board member or other volunteer will attend each party to give a brief presentation); and, raise funds for SNG.
- Highlight long-term planning in promotions and staging of King's Fair, a biennial neighborhood fair that typically draws over 700 people. Activities at the Fair will

include conducting a neighborhood survey sounding out areas of concern (continuing an ongoing project started in 2010), and a “block club jamboree” to raise awareness of the many block clubs in Seward, and also to offer resources to encourage residents without an organized block clubs to start one.

- At our Annual Meeting in November, we will report on information gained from the neighborhood survey and other planning activities throughout the year and present an outline of “Seward in 2015.”
- Since the demise in 2009 of *The Bridge*, Seward’s community newspaper, we have found it more difficult to get information out to the entire neighborhood. While our online presence, thanks to much volunteer work by dedicated residents, has increased greatly in the past two years, we know we need to find more ways to connect with our many residents who don’t regularly use the internet. To that end, and in conjunction with planning for 2012-2014, in 2011 we will explore the feasibility of producing and distributing a print newsletter to be mailed to all Seward residents. If we determine we do have capacity (funding and staffing) for this, we will dedicate a significant portion of the first edition to promote upcoming planning events and activities and to solicit feedback on what residents want to see happen in Seward over the next three years, and what they are excited to get involved in.

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

SNG will engage residents through:

- Supporting the 30+ block clubs in Seward by promoting National Night Out and connecting block leaders with resources for their events and activities
- Planning and staging a full calendar of neighborhood events throughout the year (see #6 below)
- Bi-weekly SNG e-newsletter (currently with 650 recipients)
- Regular committee meetings and projects (SNG has the following standing committees: Community Development, Crime and Safety, Environment, Fundraising, and History & Archives)
- Online tools—regular postings and updates to: SNG website, E-Democracy Community Forum (currently 456 members), Seward Profile (newsblog for Seward), Facebook page, and Twitter
- Conducting neighborhood survey at all events (project started in 2010)
- Home visits by Housing Coordinator, and promotions for Community Energy Services workshops and other Housing Program activities, including the Southside Housing Fair
- Seward Towers resident discussion groups, Towers monthly newsletter, and other programming facilitated by the Towers Community Organizer
- Collaborating with Seward Civic and Commerce Association on events and initiatives that support Seward’s business community
- Performances of Bedlam Theatre’s *Voices of Cedar-Riverside* and East African youth theater project (if funding is approved)

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- and the many and various informal conversations and meetings that staff, board members, committee members, and other volunteers regularly have with residents and business owners throughout the neighborhood.

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

SNG prioritizes outreach to the immigrant community in Seward to increase immigrants' participation in neighborhood projects and activities. The heart of this work is SNG's resident facilitation services in the Seward Towers, where the majority of residents are now East African (Somali, Oromo, Ethiopian, and Eritrean). SNG's organizer facilitates monthly Residents' Discussion Groups and a range of programming, such as exercise classes, weekly Sewing Circles, and Somali finger weaving classes. Building on those relationships, and responding to concerns and requests for programming, we have recently recruited several immigrant residents to give input on pedestrian safety issues along Franklin Avenue, participate in Climate Change Innovations grant activities, and help plan a series of summer concerts. We will continue to hold neighborhood-wide meetings in the Towers to make the meetings more accessible to the immigrant community and encourage their participation in neighborhood projects and events.

In addition, we have applied for a CURA Neighborhood Partnerships Initiative grant to work with Bedlam Theatre on a youth theater project in 2011. Our proposal involves connecting East African youth with theater artists to create dramatic pieces reflecting on issues of adapting to a new culture. There will be several neighborhood performances related to this project. This proposal will build on relationships we have made through Seward Towers organizing and successful CURA grant projects in the last two years—a Somali weaving project in 2009 that connected elders and youth through the teaching of traditional weaving arts, and a summer concert series in 2010 that highlighted East African music and cultures and brought Somali, Eritrean, and Oromo musicians and artists (many recommended by Seward residents) to Matthews Park for the first time. We anticipate that some of the performers from the 2010 concerts will return to perform at this summer's King's Fair.

We are slowly rebuilding our capacity to provide youth programming in Seward. In early 2010 the Seward Longfellow Restorative Justice Partnership (SLRJP) worked with CommonBond (Seward Towers management company) staff to lay the foundations for ongoing monthly community circles for youth. The circles are a structured storytelling process that help resolve conflict, prevent and reduce violence, and give participants a safe place to talk about concerns. SNG's Towers Organizer helps promote the circles. SNG supports SLRJP through subsidized rent and publicity at events, in the SNG website and e-newsletter, and in other communications.

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

A key part of SNG's community development planning is using the Franklin Avenue Vision (the document that resulted from the Franklin Avenue planning initiative) as a guide to

ensure that development projects along Franklin Ave. conform to the vision and values defined in the planning process. Community Development Committee members and other volunteers continue to collaborate with Seward Redesign on pedestrian safety efforts coming out of the Franklin Avenue Planning process. For example, volunteers assisted in bike and pedestrian counts at strategic intersections along Franklin Ave. These counts formed the basis of on-going work with the City to improve bike/pedestrian infrastructure. SNG will continue to advocate for changes to make the Cedar/Franklin Ave. intersection safer and more pleasant for pedestrians and thereby increase residents' use of light rail.

SNG's Crime and Safety Committee will create a yearly community policing plan. Last year's plan looked to engage residents, businesses, and the police to: decrease crimes overall, but with special attention to personal safety on Franklin Avenue in Seward and on the LRT-Transitway; increase involvement with Seward Youth Programs; increase pedestrian - bicycle - auto safety; and continue a decrease in livability issues. One area of focus for this year is re-starting a Stroll Patrol.

At the SNG's Environment Committee's recent annual retreat, members discussed a range of issues and projects they will work on in 2011, including: promoting residential energy efficiency improvements; advocacy for enhanced recycling project and curbside composting pilot programs in Seward; hiring a graduate student to work on a toxics reduction campaign; and recruiting new members for the Seward MN Energy Challenge team.

Event planning for King's Fair (held in September) will start in early 2011.

As noted in #1, we will also study the feasibility of producing a print neighborhood newsletter. We anticipate forming a steering group comprised of board members, other volunteers, and staff to lead this effort.

All of these planning activities will inform SNG's overall planning for 2012-2014.

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

SNG staff, board members, and volunteers use a variety of means to provide information to the neighborhood and gather information back to inform organizing efforts—see #2 above.

While online tools are useful and regular public committee meeting are essential, we realize many Seward residents are not online and do not regularly attend community meetings. We are continually seeking out new tools to engage and organize broader resident participation, such as this year's series of block party/fundraisers, and the proposed youth theater project. One clear lesson we have learned is the power of a personal invitation to participate. Members of the immigrant community, in particular, are most likely to respond to a personal invitation, delivered in their own language by someone with whom they are acquainted. No amount of advertising, no number of fliers can come

close to having the same results. This is not a new lesson, but it is one worth remembering whenever SNG is engaged in community organizing of any sort and with any population.

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

Every year SNG stages a number of events intended to build community, promote local businesses and artists, raise funds for SNG, and organize around particular issues. In 2011, SNG will stage the following events:

- Garage Sale Days (May)
- King's Fair (September)
- Seward Art Festival (October)
- Zipps Winetasting Benefit for SNG (fall)
- Annual Meeting/Potluck Dinner (November)
- Block parties/SNG fundraisers (throughout the year)

In addition, we will support the 30+ block clubs in Seward by promoting National Night Out and connecting block leaders with resources for their events. We will also work with the Seward Civic and Commerce Association to promote the Franklin Frolic in December. We will continue to promote Community Energy Service workshops, both in and out of Seward, as opportunities for Seward homeowners to make energy efficiency improvements to their homes. As noted, we have applied for CURA funding to support a youth theater project. If the proposal is approved, we anticipate several performance events happening in the early fall as part of this project.

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

SNG, like all neighborhood organizations, is a volunteer-driven organization. Each year hundreds of volunteers contribute over a thousand hours of volunteer time to fulfill SNG's mission to make Seward a better place to live, work, and play. The budget submitted here is dedicated solely for general operations support and to fund the half-time Community Coordinator position, and funds only a portion of those budget items. All other SNG programs (events, grant-funded projects, and other staff positions—Housing Coordinator, Seward Longfellow Restorative Justice Partnership Program Manager, and Seward Towers Organizer) are revenue neutral.

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

Provide Officers and Directors' insurance. Cover the expense of an annual audit. Provide assistance for annual IRS filings. Facilitate optional sharing of best practices among neighborhood groups—it is always helpful to know what other neighborhoods are doing to find new volunteers and leaders, communicate with their residents, raise funds, and incorporate new ideas into neighborhood organizing.

ESTIMATED BUDGET – SNG 2011

Staff Expenses	\$20,300
Employee Benefits	\$1,890
Professional Services	\$
Occupancy	\$22,160
Communications/Outreach	\$2035.89
Supplies and Materials	\$1000
Festivals and events	\$
Food and refreshments	\$
Development	\$
Fundraising	\$
Other Services	\$550
TOTAL:	\$47,935.89

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).

**BYLAWS
SEWARD NEIGHBORHOOD GROUP, INC.**

Adopted Aug. 1975.

Amended: Nov. 1976, Oct. 1978, Nov. 1981, Oct. 1986, Apr. 1987, Oct. 1987,
May 1991, Oct. 1995, Nov. 1995, Dec. 1996, May 1998, May 2006, October 2007,
April 2010.

PREAMBLE

We, being residents of, owners of property in, owners or authorized representatives of businesses in, or individuals working in the Seward neighborhood, being desirous of combining our efforts for the purposes of making the area where we live and do business a more desirable place in which to live, work, play and shop, do hereby ordain and establish these bylaws.

ARTICLE I- NAME

The name of this organization shall be the "Seward Neighborhood Group, Incorporated."

ARTICLE II – MEMBERSHIP

The Seward neighborhood has as its eastern boundary the Mississippi River; its southern and western boundary the main railroad tracks of the Soo Railroad; its northern boundary Interstate I-94.

A member of the Seward Neighborhood Group (SNG) is any eligible person (see Article II, Section 1) who has filled out and returned a membership form for the current membership year.

The membership year runs from annual meeting to annual meeting.

The SNG Board of directors consists of members elected to the Board by the SNG membership and, in the case of vacancies on the Board, by Directors and any SNG members in attendance at that particular Board meeting.

The officers of the organization are members of the Board elected by the Board to the offices of president, vice-president, secretary, and treasurer.

Voting throughout the organization is done on the basis of one person, one vote. Cumulative voting and voting by proxy, mail or phone (with the exception of Article IV, section 4) is not permitted. A majority vote carries, except where otherwise specified.

The parliamentary basis for member and Board meetings shall be Robert's Rules of Order, Newly Revised.

Section 1 -Eligibility

Any person 18 years of age or older who falls into one or more of the following categories shall be eligible for membership in the Seward Neighborhood Group: (1) resident of the Seward neighborhood; (2) owner of property in the neighborhood; (3) acting as the sole representative of a business in the neighborhood; (4) working within the neighborhood. Eligible persons may become members at any time by filling out a membership form and returning it to an SNG Board member or staff person.

Section 2 - Rights, Benefits, and Responsibilities

Members are the only people allowed to vote for the organization's Board of directors.

Members receive personal invitations to the annual meeting.

Members are asked and expected to donate time and/or money to the organization each membership year. A four-hour minimum time donation can be fulfilled by attending Board or committee meetings, or an SNG-sponsored event.

Section 3 - Annual Meeting

The annual meeting of the organization shall be held in November of each year. At this time members elect directors to the Board from nominees submitted by the nominating committee and from the floor, receive reports on the activities of the organization, the financial state of the organization and determine the direction of the organization for the coming year. The date, time, place, and purpose of this meeting shall be published in an issue of a neighborhood newspaper with neighborhood-wide circulation if such exists. At a minimum, the meeting shall be announced to members by direct mail and to the neighborhood via posters placed in prominent neighborhood locations prior to the meeting.

Section 4- Special Meetings

A special meeting of the membership shall be called by the president upon delivery to him or her of a written petition signed by one-fourth of the membership of record on the delivery day. The date, time, place, and purpose of this meeting shall be announced as in Section 3 above. Voting at this meeting shall be open to members of record on the delivery day.

ARTICLE III - BOARD OF DIRECTORS

Section 1 - Constitution

There shall be a Board of directors consisting of twelve to sixteen members of the organization, elected by members at the annual meeting. Not more than two Board seats shall be allowed for business representatives. Nominations for these seats shall be made by the Seward business community or from the floor.

The term of all Board seats shall be two calendar years. Elections for half of the Board seats (six to eight) shall be held at the annual meeting. The term of a Board seat elected in an even-numbered year expires at the annual meeting in the next even-numbered year. The term of a Board seat elected in an odd-numbered year expires at the annual meeting in the next odd-numbered year.

At the 2007 annual meeting, the first annual meeting held after adoption of two-year terms, the Nominating Committee shall present a slate of candidates, half of whom shall stand for a two-year term while the other half shall stand for a one-year term. Candidates nominated from the floor shall declare whether they are running for a two-year or a one-year term. A maximum of eight candidates shall be elected to a two-year term. A maximum of eight candidates shall be elected to a one-year term.

Section 2 - Duties

The Board of Directors shall be responsible for overseeing the business of the organization, and for other duties that fall normally to a Board of directors.

Such duties shall include, but not be limited to, the following:

- * Providing a forum for discussion and resolution of neighborhood issues;
- * Providing a vehicle for the expression of neighborhood opinion to individuals, groups, organizations, or units of government;
- * Dissemination of information to the neighborhood via a variety of means (email, website, e-newsletter, mail, newspaper, etc., as viable);
- * Providing a vehicle for the promotion of neighborliness and community-mindedness;

- * Being aware of personal and organizational legal responsibilities assumed by serving on a Board of directors.

Section 3 - Meetings

The time and place of regular Board meetings of this organization shall be determined by resolution of the Board of directors from time to time. Agendas and supporting documents shall be distributed to all Board members at least 24 hours before a Board meeting. Special Board meetings may be called by the president or a majority of the Board of directors. Special Board meetings shall be held at the place designated for regular meetings and, in any case, three days' written notice mailed to all Board members shall be required for any special Board meeting. Minutes shall be taken at all Board and Committee and draft minutes be made available within five working days following the meeting date. Minutes shall include: (1) an accurate record of motions, including the names of the parties who offered and seconded the motions, and a breakdown of the vote; and (2) a thorough summary of all discussions, except when legal considerations require otherwise. Draft minutes shall be replaced by Final Minutes once approved (or amended/corrected) at the following Board or committee meeting.

Section 4 - Meeting Absence Policy

Board members are expected to notify either the Executive Director or Board President in advance of any absence from a monthly Board meeting. An absence with prior notification is an excused absence. All other absences are unexcused. A Board member will be terminated from the Board with more than three absences from Board meetings in a year.

Section 5 - Board Seat Vacancies

At the meeting at which a termination is recorded, or at which the Board accepts a director's resignation or in the event that a director ceases to be eligible for SNG membership, nominations for a new director will be opened and announced. At the next Board meeting, Directors and any SNG members present will elect a director to fill the vacancy from nominees from the last Board meeting or from the floor at the current meeting. Directors elected in such a manner shall stand for election at the next annual meeting.

Section 6 - Quorum

A majority of the members of the Board of directors shall constitute a quorum of a duly called meeting.

Section 7 - Voting

Voting at Board meetings shall be limited to the Board of directors, except that voting on any item may be opened to the membership by a majority vote of those members of the Board of Directors present. The Board may wish to take a straw vote of all SNG members present before voting itself. Board members are expected to attend a minimum of 4 committee meetings a year.

ARTICLE IV - COMMITTEES OF THE BOARD

Section 1 - Role

The Board may establish and direct the activities of such standing and/or ad hoc committees as may be considered appropriate. These committees shall discuss issues and make recommendations to the Board.

Section 2 - Constitution

Membership and voting on committees (except for the executive, personnel, and nominating committees) shall be open at all times to any person eligible to become a member. Each committee shall include at least one member of the Board.

Section 3 - Nominating Committee

No later than the September Board meeting of each year, the Board of directors shall appoint three members to serve on a nominating committee. This committee shall meet and nominate candidates, as well as receive nominations for candidates for the Board of directors for the forthcoming term. (Nominations at the annual meeting are permitted.) The date, time, place, and purpose of this meeting shall be published in an issue of a neighborhood newspaper with neighborhood-wide circulation and/or announced to members by direct mail and to the neighborhood via posters placed in prominent locations prior to the meeting.

Additionally, this committee shall arrange for an impartial election judge drawn from outside the neighborhood and, within a reasonable period of time, publicize the results of the election of the Board of directors and of the officers of the organization by means stipulated above.

Section 4 - Executive Committee

The officers of the Board and two additional directors serve as the members of the Executive Committee. The Executive Committee shall direct and assist the Executive Director in conducting the day to day business and activities of the organization and such other duties which normally fall to an executive committee. When the organization has no Executive Director, the Executive Committee is responsible for facilitating the day to day business and activities of the organization. As circumstances may require the Board may authorize, at a Board meeting or by written or telephone communications with $\frac{3}{4}$ of the directors, the executive committee to act for the Board of directors. The Executive Committee shall act only when a majority of the Committee participates.

The Executive Committee serves as the personnel committee and the finance committee unless a separate Finance Committee has been established.

The treasurer is the chair of the finance committee. The finance committee is responsible for developing and reviewing fiscal procedures, fundraising plans and the annual budget with staff and other Board members. The Board must approve the budget and all expenditures must be within that budget. Any major change in the budget must be approved by the Board. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the Board showing income, expenditures and pending income. The financial records of the organization are public information and shall be made available to the membership, Board members and public.

The personnel committee ensures that all hiring is done within the strictures of the Fair Labor Standards Act.

If a position is created that has duties that involve either (a) SNG policy/strategy or (b) representing SNG to the neighborhood, the need for such a position, along with a proposed job description, must be presented to the Board before proceeding.

Any plan to hire a new staff member, or expand the paid duties of a current staff member, that has the potential for apparent conflict of interest must be discussed with the Board and to obtain approval before a hiring or duty-expansion decision is made.

Section 6

Seward Neighborhood Group shall not conduct any meeting nor sponsor any event that takes place between the hours of 5:00 p.m. and 9:00 p.m. on the day of a federal, state, or municipal precinct caucus, primary or general election.

ARTICLE V - OFFICERS

Section 1 - President

The president shall preside at all Board meetings of this organization, shall have power to appoint all necessary committees subject to approval by the Board of directors, shall represent SNG to the community and governmental agencies and bodies, set the agenda for meetings and shall perform other duties as may pertain to his/her office. The president may choose to be an ex-officio member on all committees except the nominating committee.

Section 2 - Vice President

The vice-president shall perform the duties of the president in the absence of the president. In the absence of staff the vice-president shall assist the president in setting the agenda for meetings.

Section 3- Secretary

The secretary shall be responsible for keeping records of Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Board member and assuring that corporate records are maintained.

Section 4 - Treasurer

The treasurer shall make a report at each Board meeting. The treasurer shall chair the finance committee, assist in the preparation of the budget, help develop fundraising plans and make financial information available to Board members and the public.

ARTICLE VI – DIRECTOR AND STAFF

The executive director is hired by the Board. The executive director has day-to-day responsibilities for the organization, including carrying out the organization's goals and policies. The executive director will attend all Board meetings, submit quarterly written reports to the Board, report on the progress of the organization, answer questions of the Board members and carry out the duties described in the job description. The Board can designate other duties as necessary. The executive director directly supervises all other staff of the organization.

When the organization has no Executive Director, the Executive Committee assumes the responsibilities of an executive director as delineated above.

ARTICLE VII - AMENDMENT

The articles of incorporation and by-laws of this organization may be amended, provided however, that the following steps are taken in succession:

- (1) The proposed amendment is given to the president and secretary in writing.
- (2) The proposed amendment is read at a Board meeting.
- (3) All Board members are given due notice by mail or email of the proposed amendment five days prior to the day of voting on the amendment.
- (4) Two-thirds of all Board members present vote in favor of adopting the proposed amendment.

“Seward Profile Bylaw” adopted May 15, 1991, revised May 1998, terminated April 2006.”