



Minneapolis
City of Lakes

**Neighborhood and
Community Relations**

David Rubedor
Director

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December 16, 2010

Dear Neighborhood Leader,

On behalf of the Neighborhood and Community Engagement Commission (NCEC) and the Neighborhood and Community Relations (NCR) Department, I am pleased to provide your neighborhood organization with the enclosed Community Participation Program Guidelines. The Guidelines direct how \$3 million will be provided to Minneapolis neighborhood organizations in 2011. Community Participation Program Funds can be used to support your neighborhood organization's community engagement activities and related administrative expenses, as outlined in the Guidelines.

Organizations eligible to apply for the first year of funding through the Community Participation Program include organizations that are currently recognized as contracting neighborhood organizations through the Minneapolis Neighborhood Revitalization Program or the City's Citizen Participation Program. No more than one organization may represent a single neighborhood. You can learn more about eligibility for funding on page 3 of the Guidelines.

The 2011 allocations for each neighborhood can be found in Appendix B of the Guidelines. Organizations that represent more than one neighborhood may apply for funding for all of the neighborhoods it represents. I am also attaching a template you can use as a guide to prepare your submission. You can find an electronic version of the guidelines, as well as a Microsoft Word version of the template, on our website at <http://www.ci.minneapolis.mn.us/ncr/>.

For Year 1 of the Community Participation Program, your submission should include:

1. Your organization's name and contact information;
2. A narrative description of your proposed community engagement planning activities (For Year 1, see page 6 of the Guidelines, Section A);
3. A budget. If you need help preparing a budget, please call NCR staff at (612) 673-3737;
4. A current copy of your bylaws;
5. The date of your board's approval of the submission;
6. Demonstration of being current on annual filings (990, Annual Registration with Minnesota Secretary of State, Annual Report to Minnesota Attorney General's Office).

You can submit your community engagement plan to NCR by email to ncr@ci.minneapolis.mn.us (email is preferred), or by mail to:

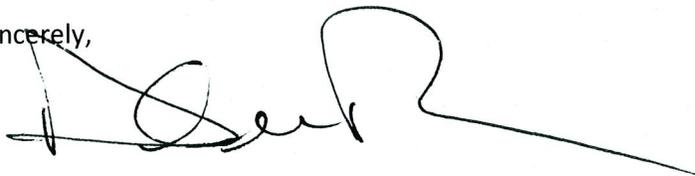
NCR
City of Minneapolis
Tri Tech Center, Room 220
331 2nd Avenue South
Minneapolis, MN 55401

Your submission will be reviewed by NCR staff, and forwarded to the NCEC for final approval. The NCEC will review the first set of submissions at their January 25, 2011 meeting. In order to have your submission reviewed by the NCEC on January 25, 2011 your full submission is due by Friday, January 14, 2011. Submissions received after January 14th will be reviewed by the NCEC at their next available meeting.

Please feel free to call NCR staff at (612) 673-3737 with any questions you may have, or to request assistance with developing your submission or budget. We will also be glad to provide templates or sample documents for your use (for example, if you need a sample ADA policy for your use).

We look forward to working with your neighborhood organization, this year and into the future!

Sincerely,

A handwritten signature in black ink, appearing to read 'David Rubedor', with a long horizontal line extending to the right.

David Rubedor
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Minneapolis, Minnesota
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Encl: Community Participation Program Guidelines
Submission Template