



Minneapolis
City of Lakes

**Neighborhood and
Community Relations**

David Rubedor
Director

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April 12, 2012

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 for 2012. The Guidelines direct how \$6.5 million will be provided to Minneapolis neighborhood organizations in 2012 and 2013. Community Participation Program Funds can be used to support your neighborhood organization's community engagement activities and related administrative expenses, as well as to funding work on priorities identified in your Neighborhood Priority Plan.

The recently approved funding also includes \$860,000 to replace some of the NRP funds that were reduced due to the City Council budget action in 2010. Neighborhoods receiving an allocation through the Equity Fund may use those funds in support of NRP Phase II activities, or in support of their Community Participation Program activities.

The 2012-13 allocations for each neighborhood are attached. 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 proposal. 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.minneapolismn.gov/ncr/programs/ncr_community-participation.

In the 2012-13 funding cycle of the Community Participation Program, your proposal 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 proposal;

Please submit an editable electronic version of your Community Participation Plan to NCR by email to ncr@ci.minneapolis.mn.us (electronic is preferred), and a hard copy by mail to:

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

Your proposal will be reviewed by NCR staff and a site visit may be scheduled as necessary or on request of the neighborhood organization. Please feel free to call your neighborhood specialist with any questions you may have, or to request assistance with developing your proposal or budget (staff assignment roster included).

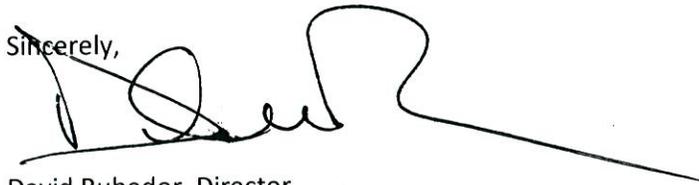
We will be hosting two question and answer sessions about the CPP Guidelines:

Friday, May 4, 2012
2:00pm to 4:00pm
Fuller Park
4800 Grand Avenue South

Tuesday, May 8, 2012
6:00pm to 8:00pm
Northeast Library
2200 Central Avenue N.E.

We will host other sessions as the need arises or feel free to invite your Neighborhood Specialist to your next board meeting. We look forward to continuing our partnership and building community through neighborhoods!

Sincerely,



David Rubedor, Director
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Encl: 2012-13 Approved CPP Guidelines
ADA and EOE Templates
Acronym Fact Sheet
2011-12 CPP Annual Report Templates
Neighborhood Assignments for NCR Staff

The City of Minneapolis invites and encourages participation by every resident to each program, service and event within our city. Should you require an accommodation in order for you to fully participate, or should you require this document in a different format, please let us know by contacting 612-673-2162.