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## 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.

#### CONTACT INFORMATION:

Organization Name:	Beltrami Neighborhood Council
Address:	PO Box 18297 Minneapolis, MN 55418
Website url:	<a href="http://www.discoverbeltrami.org">www.discoverbeltrami.org</a>
Organization email:	<a href="mailto:office@discoverbeltrami.org">office@discoverbeltrami.org</a>
Federal EIN:	
Board Contact:	Name: John Lukanen Phone: 612.229.8480 Email: <a href="mailto:office@discoverbeltrami.org">office@discoverbeltrami.org</a> Address:
Staff Contact:	Not applicable at this time.

Who should be the primary contact for this submission? John Lukanen

Date of Board review and approval: TBD

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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.

The Beltrami Neighborhood Council (hereafter referred to as 'BNC') is current on all filings to the Minnesota Attorney General, Secretary of State, and IRS 990n. The BNC received CPP funds in 2011.

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?

The BNC has used our website ([www.discoverbeltrami.org](http://www.discoverbeltrami.org)), meetings, and newsletters as ways to get input from the residents, business owners, and landlords on their thoughts and suggestions regarding neighborhood priorities. None of these tactics have been particularly effective and, as such, the BNC has voted to contract an independent door-to-door survey of the neighborhood in order to get input from all neighborhood inhabitants on their perceived priorities for Beltrami. This survey will be asked in a way such that responses can be open-ended; whatever individual members of the community see as points of neighborhood improvement will be recorded.

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.

(1) The BNC has quarterly membership meetings which are used to obtain input from the membership about items on which the board is currently working and to get input on new matters.

(2) A portion of the neighborhood survey will be to ask whether the participant is interested in volunteering within Beltrami and, if so, in what capacity. This will give the organization the ability to see who in the community is willing to volunteer for neighborhood projects.

(3) The BNC will give current and future members opportunities to attend relevant training in order to make the board more effective.

(4) The BNC will review the current volunteer & committee membership recruitment plan on a bi-annual basis and adjust the plan as necessary.

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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.

- The BNC will work with other neighborhoods involved in the redevelopment of the former Minneapolis Public School building at 807 Broadway NE as it affects several neighborhoods in the area.

- We plan to work internally and externally with other neighborhood organizations who are directly impacted by the MNDOT noise wall construction.

- The BNC will work with the City of Minneapolis transportation and Public Works departments as construction of the railroad bridge may affect traffic levels in the Beltrami neighborhood. Documentation of what will happen during this construction will be put into multi-lingual formats to ensure all residents are included in the process.

- The BNC is investigating and beginning to interface with the One Neighborhood Initiative in order to be better aligned with other organizations in the area.

- Once the BNC has identified and carried out significant & visible improvements in the neighborhood we would like to throw a festival showcasing the progress being made in the community. Doing so will both strengthen inter-community and intra-community relationships as well as bring positive visibility to the BNC with the intention of increasing community involvement in the BNC.

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.

- Beltrami is investigating use of translation services in order to ensure that all members of the community can read neighborhood communications.

- Renters make up approximately 50% of Beltrami and yet are under-represented. The BNC is creating a plan to improve engagement amongst this segment of the community.

- Under-represented stakeholders have not been more involved largely because the BNC has not been very visible to the community. In order to get greater participation from under-represented (and all) stakeholders the BNC must successfully complete high-visibility community prioritized projects such as improvements to Beltrami Park, a dog park, or whatever the neighborhood survey identifies. Ultimately

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the BNC must become a more visible & effective organization in order to garner greater participation amongst all neighborhood inhabitants.

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.

Beltrami has just finished NRP 2 housing projects; contracts are in place and ready to go. Residents of Beltrami will be notified of future housing programs via US Mail, door knocking, board meetings, and informational workshops. The BNC estimates that 10-20% of it's time will be spent assisting residents with housing programs.

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.

The BNC has very few funds remaining from the previous funding cycle. The organization will use remaining funds to continue to engage all individuals in the Beltrami neighborhood.

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.

SAMPLE BUDGET

Staff Expenses	\$20,000.00
Employee Benefits	\$0
Professional Services	\$1,276.00
Occupancy	\$3,700.00
Communications/Outreach	\$5,000.00
Supplies and Materials	\$1,700.00
Festivals and events	\$1,000.00
Development	\$500.00
Fundraising	\$2,000.00
Other Services	\$1,126.00
Neighborhood Priorities	\$26,276.00
TOTAL:	\$61,302.00

Notes:

- Staff expenses should include payroll, FICA, and withholding, or contract staff.

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- 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 is not an eligible expense.
  - 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).
  - Neighborhood Priorities: at this point you do not need to know what the priorities are. Just indicate what the organization would like to set aside at this time for future priorities.