



Community Innovation Fund

City of Minneapolis
Neighborhood and Community Relations Department
Crown Roller Mill, Room 425
105 Fifth Ave. S.
Minneapolis, MN 55401
www.minneapolismn.gov/ncr

Program Description:

The Community Innovation Fund provides grants to Minneapolis neighborhood organizations to foster innovative and locally relevant approaches to City identified goals, which are listed in page two. The aim of the program is to provide funding for projects to test concepts in neighborhoods that may later be replicated throughout Minneapolis.

The program is administered by the Minneapolis Neighborhood and Community Relations Department. Applications for funding are reviewed by the Neighborhood and Community Engagement Commission (NCEC). The NCEC will make recommendations for project funding to the Minneapolis City Council.

The Community Innovation Fund was first proposed in the 2008 *Framework for the Future* Report Issued by the NRP Work Group. Below is an excerpt of the section in the Framework that describes the fund:

The Community Innovation Fund:

Grant Funding to Encourage Innovations for City-Identified Priorities

A Community Innovation Fund will be established as a companion fund to the Neighborhood Investment Fund. The innovation fund will provide grants to officially designated neighborhood organizations to seek out innovative and locally-relevant approaches to City-identified goals or problems.

- *The City Council and Mayor will set priorities for this fund on a biannual basis. The Neighborhood and Community Advisory Board will then work with the Council and Mayor to ensure that the design of grants is accessible and relevant to localized programming.*
- *Guidelines for these grants should place a high priority on proposals that reflect collaboration between two or more neighborhood organizations or between neighborhood organizations and other community-based organizations.*
- *The Advisory Board will review proposals and recommend grant awards to the City Council and Mayor.*

From: Framework for the Future

As noted, a key objective of the program is to foster collaboration between neighborhood organizations and between neighborhoods and other community-based organizations. The program is also intended to provide grants to neighborhoods throughout Minneapolis.

Funding Available:

Funding is awarded for a two-year period. For the years 2015-2016, \$300,000 in funding is available. Funding requests must not exceed \$30,000. There is no minimum amount that must be applied for.

Eligible Applicants:

One or more recognized neighborhood organizations in the City of Minneapolis.

Eligible Projects:

To be eligible for funding, a project must:

- Be designed to serve Minneapolis residents in a specified geography or community.
- Foster an innovative and/or locally relevant solution to one or more City-identified goals.

Ineligible Activities:

Fundraising, religious based activities, electoral campaigning and professional lobbying, food or entertainment.

Goals to be addressed:

Projects are to propose innovative and/or locally relevant approaches to address the following Goals and Strategic Directions of the City of Minneapolis:

Living well: Minneapolis is safe and livable and has an active and connected way of life

- All neighborhoods are safe, healthy and uniquely inviting.
- High-quality, affordable housing choices exist for all ages, incomes and circumstances.
- Neighborhoods have amenities to meet daily needs and live a healthy life.
- High-quality and convenient transportation options connect every corner of the city.
- Residents and visitors have ample arts, cultural, entertainment and recreational opportunities.
- The city grows with density done well.

One Minneapolis: Disparities are eliminated so all Minneapolis residents can participate and prosper

- Racial inequities (including in housing, education, income and health) are addressed and eliminated.
- All people, regardless of circumstance, have opportunities for success at every stage of life.
- Equitable systems and policies lead to a high quality of life for all.
- All people have access to quality essentials, such as housing, education, food, child care and transportation.
- Residents are informed, see themselves represented in City government and have the opportunity to influence decision-making.

A hub of economic activity and innovation: Businesses – big and small – start, move, stay and grow here

- Regulations, policies and programs are efficient and reliable while protecting the public's interests.
- The workforce is diverse, well-educated and equipped with in-demand skills.
- We support entrepreneurship while building on sector (such as arts, green, tourism, health, education and high-tech) strengths.
- We focus on areas of greatest need and seize promising opportunities.
- Infrastructure, public services and community assets support businesses and commerce.
- Strategies with our City and regional partners are aligned, leading to economic success.

Great Places: Natural and built spaces work together and our environment is protected

- All Minneapolis residents, visitors and employees have a safe and healthy environment.
- We sustain resources for future generations by reducing consumption, minimizing waste and using less energy.
- The City restores and protects land, water, air and other natural resources.
- We manage and improve the city's infrastructure for current and future needs.
- Iconic, inviting streets, spaces and buildings create a sense of place.
- We welcome our growing and diversifying population with thoughtful planning and design.

A City that works: City government runs well and connects to the community it serves

- Decisions bring City values to life and put City goals into action.
- Engaged and talented employees reflect our community, have the resources they need to succeed and are empowered to improve our efficiency and effectiveness.

- Departments work seamlessly and strategically with each other and with the community.
- City operations are efficient, effective, results driven and customer focused.
- Transparency, accountability and ethics establish public trust.
- Responsible tax policy and sound financial management provide short-term stability and long-term fiscal health.

City of Minneapolis Goals and Strategic Directions adopted by the City Council on March 28, 2014.

Project Timeline:

Projects receiving funding are expected to be initiated in 2015 and completed no later than two years after the execution of a funding contract between the City and grant recipient.

Applications:

Selection:

Applications will be reviewed by the Neighborhood and Community Engagement Commission (NCEC). The recommendations by the NCEC for projects to be funded will be forwarded to the City Council for final approval.

The following general criteria will be used to evaluate proposals:

- The degree of collaboration between neighborhoods or between neighborhoods and community-based organizations. Individual neighborhoods may apply for funding but joint projects are strongly encouraged, and successful joint applicants will demonstrate an established partnership with the co-applicant.
- The degree to which the proposal addresses an innovative and/or locally relevant approach to one or more City-identified goals or problems.
- The degree to which the project is replicable elsewhere.
- The ability of the applicant(s) to sustain the project after the grant period.
- The degree to which the goals and outcomes of the project are clear and fit the proposed budget.
- The level of collaboration proposed between the applicant(s) and City departments in implementing the project or program, where applicable.
- The organizational and management capacity of the applicant to successfully complete the project.

- The level of participation by neighborhood residents working with or through recognized neighborhood organizations in developing the proposal and the degree to which the project engages with residents.
- The degree to which the board of the neighborhood organization submitting the application reflects the demographic makeup of the neighborhood.
- Applications will be assessed as a group to ensure geographic balance among projects to the greatest extent possible.

Not meeting any single criteria will not disqualify an application from consideration.

Applications will be reviewed without site visits to the applicants. If necessary, follow-up questions may be posed to the applicants by telephone or email.

Deadline:

The deadline for submitting applications is June 3, 2015 at 4:00 PM. Applications must be emailed to NCR@minneapolismn.gov.

Reporting:

Payment of the grant funds will be on a reimbursement basis for actual costs incurred by the organization for implementation of the funded project. An amount equal to 25 percent of the grant may be paid by the City to the grant recipient upon execution of a funding contract for project start up costs.

After execution of a funding agreement, funding recipients must submit an interim report to the Neighborhood and Community Relations Department every six months during the course of the project. These interim reports will describe progress on achieving the project goals. At the completion of the funding agreement, funding recipients will be expected to submit a final report to the NCR Department. Reports will include a final account of the use of funds, a description of the accomplishments of the project and how they relate to the project goals, and a description issues encountered in the project and recommendations for further work needed to address these issues.

Funded organizations will be expected to participate in the evaluation of the Community Innovation Fund.

Questions:

Contact Howard Blin, Community Engagement Manager with the Neighborhood and Community Relations Department, Howard.Blin@minneapolismn.gov or 612-673-3163.

City of Minneapolis Community Innovations Fund Grant Application

Date of application: _____

Organization Information

Name of lead organization _____ *Legal name, if different* _____

Address _____ *City, State, Zip* _____ *Employer Identification Number (EIN)* _____

Phone _____ *Fax* _____ *Web site* _____

Name of top paid staff _____ *Title* _____ *Phone* _____ *E-mail* _____

Name of contact person regarding this application _____ *Title* _____ *Phone* _____ *E-mail* _____

Name(s) and Addresses of Partner Organizations _____

_____ *Fiscal agent's EIN*
_____ number

Proposal Information

Please give a 2-3 sentence summary of request:

Population and/or geographic area served:

Project dates (if applicable): _____

Budget

Dollar amount requested: _____ \$

Total project budget (for support other than general operating): _____ \$

Authorization

Name and title of authorized staff or board chair: _____

Signature _____

City of Minneapolis Community Innovation Fund Grant Application

PROPOSAL NARRATIVE

Please answer each question specifically and separately. Do not exceed 6 pages total for this portion. All submittals must be in Times New Roman font no smaller than 12pt with no less than 1 inch margins. Please include the cover sheet with your application, and the required attachments.

I. ORGANIZATION INFORMATION (NOT TO EXCEED 2 PAGES)

- A. Brief summary of organizations involved with project.
- B. Lead organizations and contact person for application.
- C. Answer these questions:
 - a. How have the participating organizations worked together to plan this project, and how have they engaged community members to do so?
 - b. What experience do the participating organizations have in implementing similar projects?
 - c. Describe the capacity of the participating organizations to manage this project and sustain the project outcomes after it is completed.
 - d. How does the leadership of participating organizations, both paid and volunteer, reflect the communities you represent?

II. PROJECT INFORMATION (NOT TO EXCEED 4 PAGES)

- A. Project narrative, including goals and measureable outcomes.
- B. Answers to these questions:
 - 1. Which City of Minneapolis goals does the project address? How does this project represent an innovative and/or locally relevant solution to that goal / those goals?
 - 2. How many people will this project serve and why is this project needed in the communities served?
 - 3. Describe how this project will be replicable elsewhere in the City.
 - 4. Describe any coordination with City departments that took place in planning this project.
- D. Detailed project schedule with work plan.

City of Minneapolis Community Innovation Fund Grant Application

ATTACHMENTS

Attachments Required:

1. Finances
 - Project Budget, including income and expenses
 - Annual report (if available)
 - Annual budget for lead organization
2. List of board members of participating organizations and affiliations.
3. Brief description of key staff, including qualifications relevant to the specific request. (no more than 2 pages)

If you would like assistance with this application or process in another language, please contact the City of Minneapolis Neighborhood Community Relations Department at the following numbers:

Spanish Line: (612) 673-2700

Somali Line: (612) 673-3500

Hmong Line: (612) 673-2800

American Sign Language Line: (612) 673-3220

TTY Line: (612) 673-2157

City of Minneapolis Community Innovation Fund

Grant Application

PROJECT BUDGET

This format is required and must be used to submit your project budget. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>	<u>Notes</u>
<i>Support</i>		
Government grants	\$	
Community Participation Program (CPP)		
Neighborhood Revitalization Program (NRP)		
Foundations	\$	
Corporations	\$	
United Way or other federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
Total Income	\$	

Expenses

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Indirect (up to 10%)	\$	
Other (specify)	\$	
	\$	
Total Expense	\$	
Difference (Income less Expense)	\$	