# Minneapolis City of Lakes logoApplication for Neighborhoods 2020 Program Funding

Please use this template as a guide to develop your application for the 2026-2028 round of Neighborhoods 2020 Funding from Neighborhood and Community Relations (NCR). This application covers both the Citywide Neighborhood Network & Equitable Engagement Funds (CNNF and EEF).

Submit your application by email to neighborhoods2020@minneapolismn.gov by October 31, 2025. This is a hard deadline. You may not be funded if you do not meet this deadline. Please also attach all [required documentation](#_Required_documents_to). The application is not complete until all attachments are included. If you need assistance, please [contact your neighborhood specialist](https://www.nrp.org/R2/index.html).

**Funds requested for:**
☐ Citywide Neighborhood Network Fund (CNNF)
☐ Equitable Engagement Fund (EEF)

**Date of board review and approval** (attach minutes to application)

Click or tap to enter a date.

## Contact information

Organization name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Website URL: Click or tap here to enter text.

Social media: Click or tap here to enter text.

Organization email: Click or tap here to enter text.

Federal EIN: Click or tap here to enter text.

Who should be the primary contact for this application? Click or tap here to enter text.

### Board contact

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

### Staff contact

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

### Bookkeeper contact

Name: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

Address: Click or tap here to enter text.

## 2026-2028 Neighborhoods 2020 Funding Program

1. What geographic neighborhood(s) do you represent?

Click or tap here to enter text.

1. Describe your organization, the work it does, and how your work empowers and connects all residents including how you engage traditionally underrepresented and under engaged community members. (500 words max)

Click or tap here to enter text.

1. Briefly describe how your current programming equitably reflects all community members’ interests, has changed to meet those interests, and how your previous engagement work has informed the work you plan to do over the next three years.

Click or tap here to enter text.

## Required documents review

Attach board meeting minutes that document that the board of directors have reviewed all neighborhood policy and procedures. **The policies listed below are required to be reviewed annually.** Submit these board meeting minutes with your application.

☐ Americans with Disabilities Act policy plan and policy

☐ Board member manual (including descriptions and training)

☐ Bylaws

☐ Conflict of Interest policy

☐ Equal opportunity or affirmative action plan

☐ Personnel policy (employee handbook); including job descriptions

☐ Financial policy and procedures

☐ Grievance procedure

☐ Operations manual

☐ Language access policy

☐ Whistleblower policy

☐ Bylaws available on website

☐ Financial reports on website

☐ Board minutes on website

☐ Grievance procedure on website

☐ Capital asset log

☐ Contact information for board members and staff on website

*Exceptions are allowed for safety reasons.*

☐ MN Secretary of State registration

☐ Attorney General registration

☐ IRS Form 990

## Required documents to be submitted

The following **must be** submitted with this application. Submit all required documents with your application by email to neighborhoods2020@minneapolismn.gov.

☐ Most recent approved organizational budget
☐ Engagement plan for 2026-2028 (only 2026 is required at time of submission)
☐ Any policies, procedures or bylaws that have been updated since 01/01/2023

The following need to be updated in NCR’s records and will be requested via Smartsheet. You will receive an email to update these items as needed throughout the year.

☐ Board member contact list
☐ Proof of general liability insurance (City listed as additional insured, $2M aggregate)
☐ Proof of directors & officers insurance
☐ Unemployment/workers comp insurance OR waiver if not applicable

## Required website information

It is expected that neighborhood organizations maintain an accurate and up to date website and/or social media presence. NCR staff will review organizational websites to ensure they contain the following:

* Contact info for board and staff
* Board minutes
* Financials
* Meeting calendar
* Grievance procedure/policy
* Bylaws
* Calendar of events

## Key engagement details

**Annual meeting date 2026**: Click or tap to enter a date.

**Note**: Determining your date upon application submission is required.

Neighborhood Day is an event held annually on the first Saturday of May to invite people to get involved in their neighborhood organization. It will be held on May 2, 2026. All funded organizations are strongly encouraged to hold some event or activity on Neighborhood Day.

[ ]  Check here to acknowledge expectations for Neighborhood Day.

## Board representation survey

All board members, annually, will be asked to complete a board representation survey, provided by NCR. This survey will track over time how local decision-making bodies reflect the demographics of the City of Minneapolis.

## Fiscal year budget(s)

Please attach a completed program budget and organizational budget using the provided template for the Citywide Neighborhood Network Fund and Equitable Engagement Plan. Funding will be the same as fiscal year 2025. *You may submit the budget in your own format*.

Citywide Neighborhood Network Funds can be used for the administration and operational expenses of your organization. Equitable Engagement Funds can be used for any work which go toward the goals of the organization engagement plan. This can include program costs, engagement staff time and food expenses (you must follow the NCR Food and Beverage Policy and can only be 5% of your Neighborhoods 2020 allocation).

 [See fiscal budget template on the neighborhood funding web section.](https://www.minneapolismn.gov/resident-services/neighborhoods/neighborhood-organizations/leaders/funding/)

# Submission instructions

Submit all materials via email to:
neighborhoods2020@minneapolismn.gov
Deadline: October 31, 2025

If you need help completing this form, contact your NCR neighborhood support specialist.

# Data collection

For this contract period, NCR will collect data and information related to this section. It is a requirement for all organizations to collect this information and submit to NCR when requested.

[ ] By checking this box the applicant understands this information will be required to be provided by the neighborhood organization. All information, metrics, data and photographs may be used by the City of Minneapolis.

### Annual report to NCR (Due in Q1 of following year)

* Summary of engagement activities and outreach outcomes
* List of all engagement events, participation demographics, and estimated attendance
* Narrative on success, challenges, and community impact
* Documentation of how underrepresented groups were involved in decision-making
* Any changes or updates made to the engagement plan

### Board and leadership data

* Names and contact info of current board members
* Demographic makeup of board (race/ethnicity, renter/homeowner status, income category)
* Description of efforts to diversify leadership and improve inclusion

### Program milestones check-in

* Mid-year and end-of-year checkpoints (optional Smartsheet or survey-based reporting)
* Include updates on:
	+ Outreach goals
	+ Project timelines
	+ Progress on measurable engagement outcomes

### Social media & newsletter engagement metrics

* Social media followers
* Newsletter distribution (Paper)
* Newsletter distribution (Email)
* Any other communication techniques

### Volunteers

* Volunteer hours
* New volunteers (annually)
* Total number of volunteers

### Events and participation

* Number of events held
* Total attendance

### Collaboration with government

* City of Minneapolis priorities supported (list)
	+ List of departments and projects worked on in coordination with the City
* Other government partners engaged
	+ List of government entities and projects worked on

### Collaboration with other neighborhood partners

* Collaborating with other neighborhoods (list)
* Partnership projects
* Attachments (picture, flyer, etc.)

### Publications, news stories and earned media

* Media links to neighborhood projects and successes

Note: Failure to submit an annual report or maintain updated policies, compliance documentation, or public-facing materials may result in funding delays, probation or ineligibility for future grant cycles.