



2018-19 Community Building and Engagement: Leadership Development

Updated 7/13/18

Submit Application to: CDDapplications@cityofmadison.com

Please limit your proposal and responses spaces provided in this form. Any materials submitted in addition to this application form will not be considered in the evaluation of the proposal. *Do not attempt to unlock or alter this form.*

Note: Potential applicants are required to attend a Community Building and Engagement 2018 workshop or schedule a conversation with City Staff (Deon Carruthers or Nancy Saiz at 266-6520) on their proposal prior to July 13, 2018 to be eligible to apply. Applications will not be accepted from entities that have not attended a workshop or consulted with staff on their proposals.

If you need assistance with this proposal or are unclear about how to respond to any questions listed below, please contact CDD staff at 266-6520.

Agency or Group:	Lussier Community Education Center (w/ Goodman Community Ctr)	Amount Requested:	\$15,000 - 2018 \$60,000 - 2019
Title of Proposal:	Neighborhood Organizing Institute (NOI)		
Project Type	Leadership Development		
Project Description:	The Neighborhood Organizing Institute (NOI) is a year-long, cohort-based, leadership and organizing training program for grassroots leaders from low income communities of color. It supports members to build the skills to engage their peers in building community and making positive change.		
Contact Person:	Paul Terranova	Email	paul@LCECmadison.org
Address:	55 South Gammon Road, Madison, WI 53717	Telephone:	(608)833-4979 x210
Is this Group a 501 (C) (3)?	Yes or No YES	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	
Name of Fiscal Agent (if Applicable):	N/A	Fiscal Agent Phone:	N/A
Fiscal Agent Contact Person:	N/A	Fiscal Agent Email:	N/A

Contact Us! CDD staff are committed to helping interested groups understand and work through program requirements. Call Deon Carruthers at 266-6520 or email him dcarruthers@cityofmadison.com if you have any questions.

1. **Applicant Organization or Group:** (1000 characters) Describe the organizations experience and capacity to provide leadership development training and support for City of Madison target populations. (10 points)

The Lussier Community Education Center (LCEC) and Goodman Community Center (GCC) are applying to run the Neighborhood Organizing Institute (NOI) collaboratively. The LCEC will administer the grant.

GCC and LCEC have served our community for 64 and 39 years respectively, and we engage over 2000 volunteers per year. As the lead applicant, organizing and leadership development have been the core of the LCEC's work since its founding as a project of low-income residents.

This grant will build on GCC and LCEC's years of experience engaging community members as agents of change and three successful years of NOI trainings. The 28 leaders in the first three cohorts of NOI founded the Brothers Aligned Coalition, organized dozens of community dinners and community building events, and brought people together (for example, women of color, teen boys, single moms, low income tenants) to support one another and address community issues.

The two NOI organizers and LCEC's Executive Director – those most engaged in this project - have a combined total of over 50 years' experience in organizing, leadership development, and inspiring civic engagement.

2. **Focus Area:** (1000 characters) Describe the neighborhoods or communities that will be the focus of the proposed program: for example, location, ages, ethnicities, income ranges, English language proficiency etc.). (10 points)

NOI has a track record of engaging leaders from low-income communities of color across Madison. Over the course of the last three cohorts, participants were fairly evenly distributed across low-income neighborhoods on the north, south/southwest, and east sides. A small number have focused on communities that are citywide (people with disabilities, individuals returning after incarceration, etc.) This geographic diversity is the result of a deliberate strategy to help grassroots leaders develop their networks across Madison.

NOI cohorts have also included a wide range of ages, with participants from age nineteen to mid-sixties. We have heard older members express the hope they take from seeing young members striving to make change in their communities. Likewise we have seen the respect younger members show when their elders speak from long experience.

In the first three cohorts NOI has been a majority African American space, though every cohort has included people of other races and ethnicities. In light of the well-publicized disparities bearing down on African Americans in Madison, we highly value NOI as a culturally welcoming and relevant space.

3. **Participant Recruitment and Accessibility Planning :** (10 points)

- A. **Describe your participant recruitment criteria and strategies.** (1000 characters)

Strong NOI candidates will:

- be from low income communities of color,
- be engaged in community work,
- have a project in progress or in mind,
- have shown evidence of initiative,

- have shown evidence that they have built relationships in their community,
- demonstrate a desire to learn from and collaborate with others, and
- demonstrate an ability to work with others.

Geographic diversity is considered in final selection of participants.

NOI uses mass distribution recruitment (Facebook posts, mass emails, physical fliers at community sites, etc.) and intensive personal outreach. Contacts include former NOI members, staff at the 17 Madison community centers, JFF social workers, UW groups (First Wave, LGBTCC, the Best Buddies Program), Operation Welcome Home, Northside Planning Council, Urban League, Centro Hispano, Outreach, MMSD's FYCE staff, City staff, and more.

NOI uses a simple, accessible application with 3 questions, and accepts cell phone video applications as an alternative. NOI staff interview each candidate, and the staff team makes final selection decisions. Staff may also contact people with whom candidates have worked in the community.

B. Describe your strategies to address potential barriers to participation including potential language access or literacy issues and cultural relevance for your target populations. (2500 characters)

Literacy – While most NOI members have not had noticeable literacy barriers, NOI is consciously designed to be immediately accessible for any members who do. NOI trainings are highly interactive. We emphasize small/large group activities drawing on participant knowledge. Reading and writing are minimal within trainings. Where there are written scenarios, they tend to be read aloud and followed by conversation such that anyone with limited literacy will be able to participate seamlessly.

Cultural relevance – We recognize that in culturally white spaces people of color are traditionally required to code switch to accommodate white cultural expectations. At NOI we name this dynamic early on, and staff tell participants that this is not an expectation in our space. Then staff model culturally relevant communication (particularly with respect to African American culture). They translate organizing and leadership concepts into familiar language, refrain from using jargon, and use examples and scenarios familiar to the daily lives of participants. Throughout the year staff reflect on participant engagement and adapt their teaching style, training content and mentorship approaches to where people are.

Language access – We recognize that the highest quality approach to language access would be to add a language-specific cohort. NOI would be excited to do so given the additional funding to implement that (approximately \$32,000). Short of that, we have built in the capacity to support two Spanish-speaking members (with simultaneous interpretation for trainings and mentorship in Spanish by LCEC Executive Director Paul Terranova). For speakers of other languages, we would have the capacity to provide simultaneous translation during trainings, but English-language mentorship would remain a challenge.

Training stipend – NOI participants will receive a \$50 stipend to cover any costs they might incur in order to attend trainings, particularly childcare and transportation. One barrier that we encountered in the first three cohorts was members who were unbanked. We were able to negotiate with the LCEC's bank to offer savings accounts with no minimum balance and no fees such that members could cash their stipend checks for free.

Transportation - While NOI members can use stipend funds for transportation, we encourage members to share rides among themselves, both as a model of a mutual support model and as an opportunity for relationship building.

4. **Program Design**:(20 Points)

- A. **Describe your proposed program design. Include staffing, training curriculum, proposed activities, and criteria and amounts for stipends and seed funding. (5000 characters)**

Staffing – NOI is staffed by two half-time organizers employed by the LCEC and GCC, respectively, responsible for recruitment/selection, development/execution of trainings, and mentorship of NOI members. GCC and LCEC executive directors supervise NOI staff organizers. The LCEC executive director participates in most planning meetings and trainings, and provides some mentorship to NOI members.

Curriculum & Activities

The NOI experience divides into four phases:

Phase I – Basic Concepts & Skills

The first trainings focus on welcoming members, orienting them to NOI culture/expectations, building relationships within the cohort, and introducing members to the core concepts and skills of organizing and leadership. Trainings break down concepts like power and leadership into concrete, actionable ideas. Members learn skills like root cause analysis, power mapping, and strategic relationship building. During this phase members also complete the baseline evaluation activities.

Outside of the trainings all members will meet with their alders and with individuals they identify as potential collaborators in their communities. NOI staff work with members to apply the concepts from trainings to refine their visions for short term projects.

Phase II – Project Planning & Seed Funding

During this phase we will be working intensively with members to develop their short term projects as reflections of their larger visions. Members will be encouraged to work together on projects and to support one another's projects.

Training in this phase will focus intensively on project planning and grant writing. Project planning sessions will generate concrete, written plans that flow from overall goals to specific logistics and budgets. Members will work specifically to identify community and local government resources with an interest in supporting projects.

A grant writing training will help members translate their project plans into a one-page proposal with a budget. Members will work with staff to hone that brief proposal. Members will then present their proposals to the cohort as well as a panel of NOI alumni and fund development professionals. After successful completion of the presentation and integration of feedback (meeting the seed funding criteria outlined below), members will be eligible to begin their projects and expend seed funding.

Outside of trainings members will be honing their project plans, talking with potential collaborators and supporters, and moving toward implementation.

Phase III – Implementation & Skills Development

During the implementation phase, trainings will focus on skills building that supports members in their community work.

Julie Anderson of CORE (www.corechange.us) will co-create with NOI staff an Introduction to Facilitation training incorporating principles of inclusion, collaboration, and organizing. It will be focus on engaging peers and allies in order to hear all voices and honor the wisdom of the group. Julie will also identify existing outside trainings with scholarship opportunities for NOI members who want to further build their skills.

NOI staff are working with CJNY (national network that supports, engages and mobilizes young people, particularly around issues of restorative justice) to offer a community-based restorative justice and conflict management workshop.

NOI will also work with Sarah Schlosser from the Leadership Wisconsin Program to identify training opportunities in areas where members want deeper skills development and include NOI in statewide leadership skills building workshops.

Outside of trainings, members will primarily focus on project implementation. Members will also attend an NRT meeting, debrief the experience and provide feedback.

Phase IV – Local Government, Reflection & Evaluation, Celebration & Sharing

In the final phase, all of the streams of work will come together.

Having met their alders, identified City and resources relevant to their work, and attended NRT meetings, they will visit and observe Common Council and Board of Education meetings and participate in workshops with City and school district staff on how to work with local government. This order will allow members to have concrete experiences local government upon which to reflect in these conversations.

Training sessions will also focus on project evaluation and lessons learned, developing visions and plans for future work, evaluation of their NOI experience, and a graduation celebration. Lastly NOI members and alumni will meet at the Mayors Neighborhood Conference and share their experiences.

Training stipends – NOI members will be provided with a \$50 stipend for each training that they attend.

Seed funding – NOI members will have access to \$500 for a short term project to move their community work forward. They will be allowed (and encouraged) to collaborate with other NOI members and pool funds. Our aim is to create a process by which all of the participants are able to access the seed funding and we work with them until they have a project well enough defined, planned and articulated to be successful.

As noted earlier, the seed funding process is integrated with the rest of the training curriculum with project planning training resulting in project plans, which are transformed in grant writing training into simple proposals. Later training sessions will help members evaluate their projects and glean lessons learned.

Projects proposed for seed funding must:

- have clear goals as to how they will benefit the community through building community cohesion, encouraging mutual assistance, or influencing decision-makers
- have clear goals as to how they will build members' networks of relationships (power),
- have a realistic budget,
- be achievable within the training cycle,
- involve expenses that are documentable in a way that meets LCEC accounting requirements.

B. How will the proposed program prepare residents for effective participation in city and other governmental processes? (1500 characters)

All of the skills developed by NOI trainings (project planning, grant writing, facilitation, building relationships, power analysis, etc.) will be very relevant to participating effectively in City and other government processes.

Additionally NOI members will:

- Meet personally with their alders to build relationship and understand each other's priorities,
- Attend at least one NRT meeting and provide feedback on what was most relevant to their community work, as well as how the meetings could be made more relevant, accessible and attractive to members of their communities,
- Identify any components of their own projects that would benefit from City involvement or support and reach out to relevant representatives of the City where appropriate.
- Participate in a "How to Work with City Government" workshop co-created by City & NOI staff,
- Visit at least one Common Council or City committee meeting and one school board or MMSD committee meeting and debrief with relevant staff, and
- Participate in the Mayor's Neighborhood Conference.

As in previous years, we will emphasize that members do not need to know everything about how seemingly labyrinthine and culturally alien city processes work. They need to build some familiarity and comfort in spaces and meetings, and they need to build relationships with people in City structures who they can trust to help guide them. We will also specifically talk about the code-switching required of low income people of color by government structures, decisions about when to comply or not, and the implications of those decisions.

5. Utilization of Community Assets and Partnerships: (10 points)

A. What are your specific strategies for utilizing neighborhood assets, resources and potential partners and stakeholders in the implementation of this project? (2500 characters)

The greatest neighborhood assets in any neighborhood are the people. An organizing approach invests in both developing the people who participate in NOI and supporting them to engage more people in their own communities.

The Neighborhood Organizing Institute is also itself a partnership of neighborhood resources in the form of the collaborative between the Lussier Community Education Center and the Goodman Community Center.

As mentioned previously, each NOI member will spend time identifying relevant individuals and organizations in their own communities that might have an interest in support their short term projects. They will also identify people and groups that might not contribute anything concrete to the short term project itself, but who could be valuable partners down the road. This will be integrated into the project planning work.

While it is hard to predict exactly which relationships will be most relevant to the next cohort of NOI members, over the first three cohorts NOI members have repeatedly and regularly tapped into neighborhood resources to make their projects a reality. They have organized community dinners with the Theresa Terrace Neighborhood Center, organized line dancing events for women of color at Meadowood Neighborhood Center, provided kids programming at the Salvation Army, built a group for teen boys that utilized the Bridge Lakepoint and Goodman Community Centers, and organized a Black Excellence dinner at the Lussier Community Education Center. They have attended existing community events to do outreach for a book club for single moms, partnered with networks of Black women leaders to create a Black Women Heal Day, participated with City staff and DANenet in the effort to bring internet access to Darbo Worthington, and more.

NOI also utilizes outside resources and partners in the training portion of our implementation. In the past we have engaged nonprofit attorney Melissa Auchard Scholz to do a session on the pro's and cons of 501(c)3 status versus fiscal agent. Madison Community Foundation Vice President Tom Linfield also did a fundraising training. This year we know that we will be working with Julie Anderson of CORE on the facilitation training, and we will identify needs for supplemental trainings as they arise.

B. What is your specific strategy for utilizing City of Madison resources- including staff from potentially multiple departments, neighborhood resources teams, alders and/or alignment or engagement with other city processes? (2500 characters)

There are two categories of utilization of City of Madison resources by the Neighborhood Organizing Institute. First, NOI will access City resources for the implementation of the NOI training experience. Second, NOI members will become familiar with and (where helpful) access City of Madison resources in the implementation of their projects.

The City resources utilized in our training experience are outlined in detail in 4b above and include alder, NRT, and Common Council meetings as well as a workshop co-created by NOI and CDD staff on "How to Work with the City." We will utilize the Mayor's Neighborhoods Conference as a vehicle to bring NOI alumni together and build relationships across cohorts, to highlight the projects of NOI members to the larger community, and to allow NOI members to build relationships with stakeholders across the City.

Additionally NOI is in conversation with the Policy, Planning and Evaluation Division of Public Health Madison Dane County about accessing their resources both to further refine our program evaluation and assist us in the development of project planning trainings for NOI members.

We also see potential for NOI members to utilize City resources in their own projects. During the project planning phase, member will explicitly explore what city resources may be relevant to their project as well as what opportunities their projects create for developing relationships with City staff and elected officials that might contribute to their work in the future.

6. **Proposed Timeline for Implementation:** Funded activities may start on or after October 1, 2018, or take place entirely in 2019. All funded programs must conclude by December 31, 2019.

Activity	Estimated Start and Completion Dates
Participant Recruitment and Alumni Gathering	Oct-Nov 2018
Phase I- Basic Concepts & Skills	Dec 2018 – Feb 2019
Phase II – Project Planning & Seed Funding	March – May 2019
Phase III – Implementation & Skills Development	June – Sept 2019
Phase IV – Local Government, Reflection & Evaluation, Celebration & Sharing	Oct – Nov 2019
Participant Recruitment and Begin Cohort 5 (contingent on cont'd funding)	Oct – Dec 2019

7. **Funding:** (10 points)

- A. **What other funding do you anticipate pursuing in support of the proposed program?** (500 characters)

Both the Goodman Community Center and the Lussier Community Education Center are committing unrestricted funds to support NOI, some of which is reflected in the budget below.

We recognize that other local funding sources are just beginning to recognize the need to move beyond solely funding services (while still maintaining funding for services). We are hopeful that this trend will continue, and future City funding will be complemented by other local sources. We are also exploring foundation grant funding at the state and national level.

B. **Budget:** Summarize your program budget by estimated costs and revenue for 2018 and 2019. Please identify fund sources. If the proposed program would begin in 2018, keep in mind 2018 awarded funds must be expended in 2018, and cannot be carried over into 2019. If you are not beginning your proposed program until 2019 you will only complete the 2019 budget.

2018 BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	\$5535.73	\$5442.74	\$92.99	Unrestricted fundraising
2. Fringe Benefits and Payroll Taxes	\$1094.90	\$1049.25	\$45.65	Unrestricted fundraising
B. Program/Project Costs				
1. Program/Project supplies and equipment	\$199.92	\$199.92		
2. Office Supplies				
3. Transportation				
4. Other (<i>explain below</i>)	\$350.00	\$350.00		
C. Space Costs				
5. Rent/Utilities/Telephone				
6. Other (<i>explain below</i>)	\$848.50		\$848.50	Unrestricted fundraising
D. Special Costs				
7. Participant Stipends	\$1500	\$1500		
8. Seed grants				
6. Other (<i>explain below</i>)	\$7445.23	\$6458.09	\$987.14	Unrestricted fundraising
D. TOTAL (A + B + C +D)	\$16,974.27	\$15,000.00	\$1974.27	

Explanation of "2018 Other" expenses: (500 characters)

Program/Project Costs Other: Simultaneous interpretation services (\$350) for the December NOI training.

Space Costs Other: 5% for all shared costs including rent, utilities, telephone named above plus insurance, postage, printing, depreciation, office supplies, building supplies, etc. The other 5% for shared costs on the part of GCC is included in 6d.

Special Costs Other: This amount represents the contract with GCC for staff time and 5% for shared costs incurred by GCC. The personnel expenses are equivalent to the total LCEC personnel expenses listed above.

Budget Narrative: Please use this space to describe important information about your proposed 2018 budget and activities.

From October through December of 2018, NOI staff will be recruiting the new cohort of NOI members, bringing NOI alumni together for the Mayor's Neighborhoods Conference, and starting the fourth cohort with their first training in December. We should also note that NOI staff are always continuing mentoring support for NOI alumni. Once those relationships are built, the work continues regardless of the beginnings and endings of programs.

This proposal represents a 20% reduction in City support for NOI and focuses City resources on only the most critical parts of the program:

- Personnel Costs are limited to the actual costs of the two half-time staff organizers and a small amount of supervision time. (As noted above, the half of the personnel costs incurred by GCC are included in our contract with GCC under Special Costs Other.)
- Program/Project supplies and equipment is only the meals for the NOI trainings.
- Program/Project Costs Other is only simultaneous translation services based on a quote from the Interpreters Cooperative of Madison.
- Participant stipends in 2018 is limited to stipends for the alumni gathering at the Mayors Neighborhoods Conference and the first training for the new cohort in December. Stipends are \$50 per session.

2019 BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
A. Personnel Costs (Complete Personnel chart below)				
1. Salaries/Wages (show detail below)	\$22,142.91	\$18,618.80	\$3524.12	Unrestricted fundraising
2. Fringe Benefits and Payroll Taxes	\$4379.60	\$2649.49	\$1730.11	Unrestricted fundraising
B. Program/Project Costs				
1. Program/Project supplies and equipment	\$2399.04	\$2399.04		
2. Office Supplies				
3. Transportation				
4. Other (<i>explain below</i>)	\$4200.00	\$4200.00		
C. Space Costs				
5. Rent/Utilities/Telephone				
6. Other (<i>explain below</i>)	\$3917.11		\$3917.11	Unrestricted fundraising
D. Special Costs				
7. Participant Stipends	\$6000	\$6000		
8. Seed grants	\$5000	\$5000		
6. Other (<i>explain below</i>)	\$30,304.01	\$21,132.68	\$9171.34	Unrestricted fundraising
D. TOTAL (A + B + C +D)	\$78,342.67	\$60,000.00	\$18,342.67	

Explanation of "2019 Other" expenses: (500 characters)

Program/Project Costs Other: Simultaneous interpretation services for NOI trainings.

Space Costs Other: 5% for all shared costs including rent, utilities, telephone named above plus insurance, postage, printing, depreciation, office supplies, building supplies, etc. The other 5% for shared costs on the part of GCC is included in 6d.

Special Costs Other: This amount represents the contract with GCC for staff time and 5% for shared costs incurred by GCC. The personnel expenses are equivalent to the total LCEC personnel expenses listed above.

Budget Narrative: Please use this space to describe important information about your proposed 2019 budget and activities.

This proposal represents a 20% reduction in City support for NOI and focuses City resources on only the most critical parts of the program:

- Personnel Costs are limited to the actual costs of the two half-time staff organizers and a small amount of supervision time. (As noted above, the half of the personnel costs incurred by GCC are included in our contract with GCC under Special Costs Other.)
- Program/Project supplies and equipment is only the meals for the NOI trainings.
- Program/Project Costs Other is only simultaneous translation services based on a quote from the Interpreters Cooperative of Madison.
- Participant stipends are \$50 per training session throughout the year.
- Seed grants are \$500 for 10 projects (or the equivalent if members work together and pool funds).

C. **Personnel Chart:** List all paid staff that will be working on the proposed program/project.

Title of Staff Position	F.T.E.*	Proposed Hourly Wage*
LCEC Staff Organizer	.5	\$16.30
LCEC Executive Director	.087	\$28.84
GCC Staff Organizer**	.5	\$
GCC Executive Director**		\$
		\$
TOTAL		

*FTE =Full Time Equivalent (1.00, .75, .50, etc.) 2080 hours = 1.00 FTE Please identify FTE that will be spent in this project.

** **Note:** GCC is provided with funds equivalent to the Personnel funds expended by the LCEC and agrees to provide a half-time Staff Organizer and supervision of that position. How they divide the funds between those two expenses is not mandated by the contract. That is why the hourly wages for both and the FTE for the Executive Director above are left blank.

8. **Outputs and Outcome measures:** (15 points)

A. **Please describe your proposed program outputs.**(2000 characters)

The program outputs described below include documentation and measurement in order to respect character limits in this section and section 8c.

- An intensive recruiting process (described above) focused on low-income communities of color will result in the enrollment of 8-10 members ready to take action in their own communities.

Documentation & measurement – The recruitment of 8-10 members from low-income communities of color will be documented primarily by self-report and staff corroboration. We rely on individuals to self-identify, and in the three NOI cohorts, we have not had instance of anyone misrepresenting themselves. Either way, staff will be working closely enough with members that corroboration will be a natural result.

- Provide 8-10 NOI members 36 hours of training (content described above) and 400 hours of individual/small group support aimed at helping them move their projects forward in the community.

Documentation & measurement – Agendas, sign in sheets, and staff report of mentoring hours.

- Support NOI members to create 5-10 project plans and simple grant proposals for short-term community projects (depending on how many members choose to work together).

Documentation & measurement – collection of project plans and proposals

- Provide seed funding of \$500 for 5-10 short-term projects (depending on how many members choose to work together).

Documentation & measurement – LCEC accounting processes

- Support members to complete 5-10 short-term projects (depending on how many members choose to work together).

Documentation & measurement – Staff observation and documentation

- Support 8-10 members to meet their alders, attend NRT, Common Council, MMSD Board of Education, and other relevant meetings.

Documentation & measurement – Sign in sheets, as well as staff observation and documentation.

B. Please describe your proposed program outcome measures. (2000 characters)

The outcomes of the Neighborhood Organizing Institute flow naturally from stated purpose of Community Building & Engagement funding to develop grassroots neighborhood leaders acting to build community cohesion and improve their neighborhoods. In order to achieve these goals participants need to learn to build their power (their ability to act) and use their power effectively, and then they need to put that knowledge into action in their own communities.

75% of the NOI members recruited will:

- grow their power to make change (their network of relationships)
- grow their ability to effectively use their power to make a positive impact in their own communities (i.e. develop organizing skills and understanding of organizing methods).
- successfully complete NOI training, including participation in trainings and city meetings (described above), creation of project plans/proposals, receiving seed funding and completing a short term project,
- come from and do their community work in low income communities of color in Madison.

C. Please describe how you will collect and track the data that will inform your reporting on outputs and outcomes. (2000 characters)

Outputs Documentation – Included in 8a (in the interest of meeting character limits)

Outcomes Measurement

- **75% of the NOI members recruited will grow their power to make change (their network of relationships)**

Member self-report people they consider part of their core (those with whom they plan and strategize about community work) and base (those they can count on to show up, help out, and support), identify and count people who they consider to have become part of their core and base during their participation in NOI.

- **75% of the NOI members recruited will grow their ability to effectively use their power to make a positive impact in their own communities (i.e. develop organizing skills and understanding of organizing methods).**

NOI uses scenario-based activities to assess the NOI members' approaches to real life community issues. Presented with a scenario, NOI members develop plans of action. Staff engage NOI members in discussion about the strengths of each other's plans and add their own observations. Staff and members reflect on how their approaches have changed as a result of the NOI experience.

- **75% of the NOI members recruited will successfully complete NOI training, including participation in trainings, creation of project plans/proposals, receiving seed funding and completing a short term project,**

Much of the measurement of this outcome will flow from the collection of output logs, sign in sheets, and the actual products of trainings and processes such as member project plans, member proposals, agendas, etc. Receiving seed funding in itself will be an indicator that previous requirements (development of a project plan and proposal) have been successfully met.

- **75% of the NOI members recruited will come from and do their community work in low income communities of color in Madison,**

Self-report and staff corroboration. We primarily rely on individuals to self-identify, and in the three NOI cohorts, we have not had instance of anyone misrepresenting themselves. Either way, staff will be working closely enough with members that corroboration will be a natural result.

Note: We recognize that these two final outcomes do tread the line between input/output and outcome, and we include them here because they were specifically identified as desired outcomes in the outcomes section of the Request for Proposals.

-SIGNATURE PAGE-

City of Madison Contracts:

The following information is provided in order to outline city requirements that will apply if your proposal is funded. All allocated funds will be administered through contracts with the City of Madison, Community Development Division. If funded, the City of Madison reserves the right to negotiate the final terms of a contract with the selected organization. If funded, applicants will be required to attend a **mandatory meeting** on contracting requirements in Fall 2018. City purchase of service contracts include requirements regarding non-discrimination, consideration of vulnerable populations along with specific requirements in the following three areas:

1. Affirmative Action:

If funded, applicant hereby agrees to comply with City of Madison Ordinance 39.02, an Affirmative Action Plan with the City Department of Civil Rights (DCR) or an exemption if allowed by City DCR. A model Affirmative Action Plan and instructions are available at:

<https://www.cityofmadison.com/dcr/aaFormsCBO.cfm>

2. Insurance

If funded, applicant agrees to secure insurance coverage in the following areas to the extent required by the City Office of Risk Management:

- Commercial General Liability
- Automobile Liability
- Worker's Comp
- Professional Liability

The cost of this coverage can be considered in the request for funding. The Certificate of Insurance that will be required at the time of contracting is available on the City of [Madison Risk Management website](#).

A sample contract that includes standard provisions may be obtained by contacting the Community Development Division at (608) 266-6520.

4. Signature:

(Any applications submitted without a signature will be considered incomplete and will not be considered for funding.)

Applicant Signature:

Enter Name: Paul Terranova

Date: July 18, 2018

By entering your initials in the box,

PT

You are electronically signing your name and agreeing to the terms above.