



2019 Emerging Opportunities Program Application

Submit Application to: EOPapplications@cityofmadison.com

Deadline: 12:00 pm CST (noon) on October 16, 2018

Late applications will not be accepted

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.*

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:	Allied Dunn's Marsh Neighborhood Association	Amount Requested:	\$24,610
Title of Proposal:	Board and Leadership Development Training for Sustainability and Impact		
Project Type	Capacity Building and Civic Engagement		
Project Description:	Increase capacity and sustainability of Allied-Dunn's Marsh Neighborhood organizations through training and resource center.		
Contact Person:	Alice Howard	Email	loganalice@aol.com
Address:	c/o MUM 2115 S. Park St. Madison, WI 53713	Telephone:	608-284-9109
Is this Group a 501 (C) (3)?	Yes or No No	If no, applicant will need to secure a fiscal agent with 501 (C) (3) status	
Applicant Organization founded (Year):	2001		
Name of Fiscal Agent (if Applicable):	Madison-area Urban Ministry (MUM)	Fiscal Agent Phone:	608-256-0906
Fiscal Agent Contact Person:	Linda Ketcham	Fiscal Agent Email:	linda@emum.org

1. Project Description

a. What is the goal of your project? (500 characters)

The project has three primary goals: 1. Strengthen the capacity of neighborhood organizations by increasing conflict resolution skills, understanding of board function and roles and leadership development; 2. Engage participants in civic engagement activities like testifying a hearings, communicating with policy

Contact Us! CDD staff are committed and willing to help interested groups understand and work through program requirements. Call Nancy Saiz at 266-6520 or check out the staff directory on our website for a list of staff, their focal areas, and contact information.

makers, etc... 3. Provide a localized space for neighborhood residents to find information about resources in the community and to make the information available in multiple languages.

- b. Intended Service Population: (500 characters) Describe the intended service population that will be impacted by this project (e.g., location, ages, ethnicities, income ranges, English language proficiency etc.). This project targets adult residents in the Allied-Dunn's Marsh Neighborhood (ADMNA). Based on the most recent census data for this area participants will be predominantly people of color, people living at or below the poverty level, and individuals who have an interest in more fully engaging in the neighborhood based organizations focused on quality of life issues in the neighborhood
- c. Project Design: (5000 characters) Describe your proposed project activities. How will these activities help you accomplish your stated goals? Include information about key parts of your project that help us understand how you will accomplish your goals and how these funds would be used.

The ADMNA will collaborate with community business leader and President of 100 Black Men Dr. Floyd Rose, Anthony Timmons, a Policy Initiatives Analyst with the WI Department of Revenue and community organizer, and with Madison-area Urban Ministry to provide trainings designed to prepare participants to become leaders in their community and to serve on the Boards of Allied area organizations. ADMNA will contract with Dr. Floyd Rose to provide training focused on conflict resolution and civic engagement. Anthony Timmons will provide training in the areas of Financial Literacy and budgeting. Both Dr. Rose's and Mr. Timmon's trainings will be held over 8 sessions. An additional four training sessions will be provided by MUM on the role and functions of a board of directors. To recruit participants the project will pay 6 neighborhood residents to assist in recruiting up to 15 training participants who live within the boundaries of the ADMNA and who have an interest becoming more engaged with neighborhood groups, including the ADMNA, The Wellness Center, The Allied Coop, Mothers in the Neighborhood, and the Welcomers. The trainings will be held over 20 sessions with each session being 2.5 hours in length. Trainings will be conducted at Reach Dane which has agreed to make training space available at no cost. Food will be provided at each training as will transportation assistance if needed. We will also provide childcare assistance. We have budgeted \$6,000 for interpreter services through the Interpreter's Cooperative of Madison so that the trainings are accessible to individuals for whom Spanish is their first language. The training will focus on strengthening the internal capacity of neighborhood groups by training current and potential members from the community in the skills necessary to engage in advocacy and to develop a strong, cohesive membership and board with members participating through skill development in the areas of conflict resolution, strategic processes and planning, communication skills, engaging with policy makers, roles and responsibilities of a board and establishing sound organizational policies and practices including fiscal management and budgeting. As participants go through the training they will also participate in at least six civic engagement opportunities that can include communicating with their Alder, holding a neighborhood listening session, testifying at a Common Council or committee hearing. The goal is for residents to put into practice some of the skills they are learning through the training. After each action the group will meet to debrief and process the experience. The second year of the training will include graduates of year one as co-facilitators of the trainings. The project will also strengthen the neighborhood by establishing a centralized Neighborhood Resource Center in space provided by Reach Dane. The Resource Center will provide information in multiple languages(translation provided through the Interpreter's Coop) about neighborhood activities, resources and organizations. The Resource Center will be staffed four hours per week, the tentative schedule is either two hours each on Tuesdays or Thursdays or four hours on Friday. Additionally, Reach Dane will provide space for the trainings, as well as for the ADMNA monthly membership meeting and for the monthly Coop membership meeting. The Resource Center is a collaboration between the ADMNA, the Allied Coop and Reach Dane. We have been assisted in crafting the collaboration by Annette Miller. The Resource Center will be place to house efforts of the community around community organizing, advocacy, health and wellness, in addition to entrepreneurship and community space to house new ideas and community gatherings.

d. Proposed Timeline for Implementation

Activity	Estimated Start and Completion Dates
Schedule training dates	completed by 2/1/19
Recruit participants for training	completed by 2/15/19
Training Series 1: Civic Engagement & Conflict Resolution, 2. Leadership Development & Financial Literacy, 3. Role and Functions of Board of Directors	March 1-August 30, 2019
Written brochures and materials regarding community groups translated into Spanish and Hmong.	March 30, 2019
Open Community Resource Center at Reach Dane	March 30, 2019
Community Actions will be interspersed throughout training dates	June 1-November 30, 2019

2. Applicant Organization or Group: (2500 characters) Briefly describe the structure of your organization. Include information about your board and/or volunteers. Please describe any successes you have had that relate to the proposed project. (10 Pts)

The mission of the Allied-Dunn's Marsh Neighborhood Association is to organize and participate in activities which will maintain the neighborhood's quality of life, ensure safety, preserve affordable housing and to encourage residents to be involved in neighborhood activities. One of our goals is to offer ongoing methods to create shared understanding of neighborhood assets, problems and solutions to build on strengths of the residents. Some of our ongoing activities include organizing a monthly community meal and educational programs. Ours is an eclectic neighborhood. To a remarkable degree it mirrors all races and cultures in the greater Madison area. Its residents include infants, elderly, and every age in between. Occupations range from laborers to doctors, with a good dose of students. We straddle two cities, are within biking distance of both the Capitol and the countryside and have at our front door a mall, at our backdoor a marsh and on our right flank the great University of WI Arboretum. Our neighborhood composition has changed over the past decade and is even more diverse. The ADMNA seeks ways to build a stronger, more connected neighborhood and a neighborhood that works collaboratively to meet the needs of our residents.

3. Alignment: (2500 characters) Briefly describe how your proposed project aligns with City, neighborhood or community based planning processes, data, or reports. (10 Pts)

Created in 1990 the Allied-Dunn's Marsh Neighborhood Plan outlined a number of challenges and goals for the area that are as pertinent today as they were 28 years ago when the Plan was first published. Concerns of the neighborhood still include bus service, development, access to shopping, including a grocery store. In 1980 8% of the residents of the Allied neighborhood were people of color, per 2010 census data over 70% of people living in the Allied neighborhood are people of color. The proposal aligns with the goals and objectives outlined in that 1990 Neighborhood Plan, including: fostering a better understanding and acceptance of social, economic and cultural differences, and establishing a permanent space to adequately serve area health, nutritional educational and other social needs. Additionally, that 1990 plan touted the development of a large grocery store to serve the community, we are now back to where we were in 1990 in planning a grocery store for this community through the work of the Allied Coop. This proposal aligns with these identified needs and goals by training neighborhood residents on conflict resolution, community and civic engagement that includes advocacy and by providing a Resource Center for residents to find information about their neighborhood services and activities. Typically Neighborhood associations offer an opportunity for government officials, developers or others to solicit input from the residents that live within a specific geographic area, this does not always happen in the Allied Drive neighborhood, by building the internal capacity of neighborhood groups those groups, including the ADMNA can better advocate for the needs and concerns of the residents. Building upon the assets of our neighborhood, primarily our residents, we can identify and prioritize important projects for the neighborhood to undertake and be proactive by preparing our own neighborhood plan or undertaking specific projects.

4. Community Engagement: (2500 characters) Briefly describe how residents and the community who may benefit from this project have been involved in the development of this proposal. (10 Pts)

The proposal has been developed by members of the Allied-Dunn’s Marsh Neighborhood Association and members of the Allied Coop, two organizations housed in the geographic boundaries of the ADMNA and comprised of members of the neighborhood in which the project will operate and recruit participants from. The decision on civic engagement activities participants will engage in will be determined by the program participants and coordinated with the Program Coordinators who will be recruited from the neighborhood.

5. Collaboration: (2500 characters) Briefly describe any collaboration or coordination with other organizations or service providers in the development of this proposal. (5 Pts)

This proposal was developed in part through a collaboration with Reach Dane and the Allied Coop to develop the Neighborhood Resource Center in Reach Dane. The Resource Center will utilize space at Reach Dane and will be open four hours per week, staffed by the Project Coordinators, who will be neighborhood residents. Reach Dane will also provide space for ADMNA monthly membership meetings and board meetings and for the Allied Coop monthly meetings. Reach Dane will also provide the space for the capacity building trainings under this proposal and other community related meetings at no cost. Additionally we are collaborating with Dr. Floyd Rose and Anthony Timmons and MUM for the capacity building training portion of the proposal designed to offer additional skill sets for neighborhood residents as th.

6. Funding: (5 points)

- a) Has your organization received funding from the City of Madison Community Development Division, City of Madison CDBG office, Community Resources, or the Emerging Opportunities Program in the last 5 years? (Please note: Amount and frequency of funding will be considered in scoring this criteria)

Yes No

- b) What other funding do you anticipate pursuing if the project is expected to continue? (500 characters)

In-kind donations of space in which to hold the trainings through Reach Dane, in-kind donations of some of the training facilitation from MUM on Board functions and responsibilities. Moving into the second year of this process we will be applying for a number of denominational grants for further organizational capacity building and leadership training and staffing of the Resource Center.

7. Budget (5 points):

- a. Summarize your project budget by estimated costs, revenue, and fund sources.

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)				

BUDGET EXPENDITURES	TOTAL PROJECT COSTS	AMOUNT OF CITY \$ REQUESTED	AMOUNT OF NON-CITY REVENUES	SOURCE OF NON-City FUNDED PORTION
1. Salaries/Wages (show detail below)	3120	3120	\$3,000	In-Kind MUM for board development training
2. Fringe Benefits and Payroll Taxes	0	0	\$250	In-kind MUM
B. Program/Project Costs				
1. Program/Project supplies and equipment	\$400	\$400		
2. Office Supplies			\$200	\$200
3. Transportation	\$500	\$500		
4. Insurance				
5. Other (explain)				
C. Space Costs				
6. Rent/Utilities/Telephone			\$7,200	In-kind Reach Dane
7. Other (explain):	24,610*	24,610*		the table under B. Other did not allow us to enter any data, these costs are under Program/Project Costs
D. TOTAL (A + B + C)	24,610	24,610	\$10,650	

Explanation of "Other" expenses: (500 characters)

(Budget table would not allow text in box under B so added here)

Other expenses include:

\$6,000 for 2 training facilitators

\$4,500 Stipends for training attendees: \$300 per participant x 15

\$1,500 Child Care assistance

\$6,800 Interpreter's Cooperative of Madison for materials translation and interpretation

\$540 Outreach Worker stipends - 36 hours of recruitment outreach t \$15.00 per hour

\$1,250 Fiscal agent fee (includes book keeping, insurance, audit expenses)

b. 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*
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-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. 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. For more information on these requirements, please visit the Department of Civil Rights website: <http://www.cityofmadison.com/dcr/programsCCP.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.

3. Signature:

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

Applicant Signature:

Enter Name: Alice Howard

Date: 10/16/18

By entering your initials in the box,

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