

The Lyndale Program Fund: Overview

I. Purpose

The Lyndale Program Fund was created in 1995 to develop partnerships between Lyndale neighborhood parents and local organizations to meet unmet needs in our neighborhood. A fund was established by LNA to provide support for neighborhood organizations to expand their services to reach more Lyndale community members.

II. Activities

The Lyndale Program Fund is committed to increasing access for Lyndale community members to programs offered by local organizations, and to increasing the effectiveness of local service providers to successfully involve Lyndale community members in their programs. To this end, the Lyndale Program Fund includes:

1. **Awarding grants of \$500 to \$5,000** to neighborhood organizations to offer enrichment programs for neighborhood youth, seniors, and families. LPF also provides grants for high quality out-of-school time activities for programs that serve Lyndale youth.
2. **Coordinating cooperative outreach efforts including:** the production of the fall and summer programming guides in the Lyndale Neighborhood Newspaper, outreach efforts in the spring and fall to publicize up coming programs, and coordinate with other grantees an Annual Summer Sampler each May to introduce community members to program providers and summer opportunities.
3. **Provider Capacity Building:** LNA sponsors opportunities for providers to come together and further strengthen our neighborhood networks.
- 4.

III. How is LPF funded?

The Lyndale Program Fund is part of Lyndale's 2009-2011 Strategic Plan. Lyndale's Neighborhood Revitalization Program funds were used to start the pool in 1995. Since that time, LPF has received significant support from the State of Minnesota Department of Children, United Way, Pohlad Family Foundation and the McKnight Foundation. We also accept donations from individual community members who want to contribute to the fund. LNA submits grants to a variety of foundations throughout the year to keep LPF funded. This year, the LPF is funded by the United Way, the McKnight Foundation, and the Woman's Club of Minneapolis.

IV. How can our organization apply for a grant from the LPF?

Read the attached Request for Proposals - Funding Criteria to ensure that your program qualifies for LPF funding.

Fill out the attached application and budget form, explain the services your organization wants to offer Lyndale community members, how you would spend the money from Lyndale and other matching funds or in-kind services your organization would contribute toward the program. Lyndale awards grants twice a year, for summer and school year programs.

V. Who makes the decisions?

Any Lyndale resident 16 years and older is eligible to participate in the review process. Review sessions have generally included 5 to 15 community members. Individuals applying for LPF funds or those who work for the program applying for funding are ineligible to participate in the review process.

VI. Expectations for Funded Organizations

Organizations that receive awards from the Lyndale Program Fund are required to sign a contract committing their organization to:

- Participate in the above activities (outreach, meet with LNA, and provider meetings)
- Work with LNA to promote program offerings to LNA community members
- Comply with your individual contract(s)
- Submit all required reports by the stated deadlines

For more information, please contact Sarah Scott at LNA 824-9402 x 12

Please note that new this year LNA is asking applicants to apply as either an out-of-school time or enrichment program. LNA is doing this based on the changing requirements from funders, and on the community. Out-of-school time programs will be required to track the following four indicators, in additions to the regular reporting requirements.

- Program participation
- Positive attitude towards school, measured with a pre-test and post-test
- Improve or maintain possible behaviors/social skills within the program
- Participants demonstration of a sense of mastery of program's goals
- Participants school attendance is provided by participants

LNA is happy to work with organizations to help them measure these outcomes.

There is not a predefined split between enrichment and out-of-school time programs. However, the committee will take into account how the mix of grantees can help LNA meet its requirements from funders- thus continuing LNA's ability to continue funding LPF programs.

Request for Proposals – Funding Criteria

The Lyndale Program Fund will fund:

- Programs that DO NOT receive United Way or McKnight funding. If you receive funding from these foundations, your proposal must be structured as a partnership between your organization and LNA. Partnership proposals need to be discussed with LNA prior to submission.
- Start up or new programs
- Special projects or new initiatives within existing or on-going programs

Programs will be evaluated on their capacity to meet the following LPF visions:

Vision 1: Build connections and demonstrate collaboration

- Organization to organization (for example, collaborating on a project with one or more Lyndale organizations)
- Organization to community member (for example, encouraging more community member involvement with police)
- Community member to community member (for example, connecting youth with seniors, or providing opportunities for intercultural and intergenerational experiences)

Vision 2: Increase community volunteerism

- Encourage and facilitate opportunities for youth, their parents, and community members to volunteer with the program or organization

Vision 3: Support Lyndale community members taking full advantage of your program

- Publicize program within the Lyndale Neighborhood (in addition to the required outreach).
- Arrange/provide transportation
- Translate and distribute outreach materials into Spanish and Somali
- Expand access to employment & training opportunities for Lyndale community members, especially teens

Vision 4: Provide educational enrichment opportunities

- Provide on-going affirmation and positive/useful feedback for participants
- Provide high quality out-of-school time activities for Lyndale youth.
- Make learning a value
- Recruit and support adult mentors
- Include leadership development opportunities in the program design (for example, civic engagement or youth collaborate with program planning)
- Include cultural competency training or component in the program

Vision 5: Build capacity to run an effective program

- Ensure the staff and agency has the capacity to run a successful program
- Capacity to reach non-English speaking children and their parents
- Retain staff that reflect the background of your participants
- Have a viable financial plan for the program, including demonstrating capacity to raise and secure other sources of funding
- Have a plan to evaluate the program

***LPF **WILL NOT** consider grants for individual scholarships! LPF will fund entire programs to cut or eliminate costs to community members, but does not support scholarships of any kind.

Additionally, your organizations' past performance, including successfully fulfilling the terms of the contract with LNA, will be taken into consideration by the review committee.

Lyndale Program Fund Grant Application Cover Sheet

Date of Application: _____ Summer Program

Project Dates and Times: _____ School Year
Program

Organization Information

Name of organization

Legal name, if different

Address

City, State, Zip

Phone

Fax

Web site

Name of contact person regarding this application

Title

Phone

E-mail

Out-of-School Time Program

Enrichment Program

Proposal Information

Please give a 2-3 sentence summary of request:

Population to be served (age, ethnicity, gender):

Geographic area served:

Anticipated # of participants (unduplicated):

Budget Information

Dollar amount requested from the LPF:

\$

Total project/program budget:

\$

PROPOSAL NARRATIVE

PLEASE DO NOT EXCEED 2 PAGES IN YOUR NARRATIVE

I. Organization Information

- A. Brief summary of your organization's mission and goals.
- B. Your organization's relationship with the Lyndale Neighborhood Association.
- C. Do you collaborate with other organizations/programs? If so, who?

II. Project/Program Information

- A. The opportunity, challenges, issues or needs of the community that your program addresses.
- B. Describe who your program participants would be.
- C. Specific objectives and activities for which you are seeking funding.
- D. Describe what you want to have happen as a result of your activities, including both immediate and longer-term impacts on community members and the community.
- E. Brief description of key staff, including qualifications relevant to the specific request. If you do not yet have staff in place, please discuss your plans for hiring.
- F. Time frame in which this project or program will take place and how frequently you will be meeting.
- G. Briefly describe how your program will meet the LPF visions.
- H. For out-of-school time activities describe how you will achieve and measure the following goals:
 - 1. Participants participate on a consistent, ongoing basis.
 - 2. Participants improve or maintain a positive attitude toward school.
 - 3. Participants improve or maintain positive behaviors/social skills within the program.
 - 4. Participants demonstrate a sense of mastery. Sense of mastery will need to be defined by what the programs intentions are.
 - 5. Participants school attendance as provided by participants

Proposal Checklist

- LPF grant application cover sheet
- Proposal narrative addressing sections I and II above (maximum 3 pages)
- Program budget (must use attached form – may submit additional budget information)
- List of additional funders

PROJECT/PROGRAM REVENUE

1. Total LPF Support Requested \$ _____

2. Support from other sources
(list each resource)

**Other
Revenue**

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

3. In-kind (materials, space, staffing
provided by your organization)

_____ \$ _____
 _____ \$ _____

TOTAL REVENUE \$ _____ + \$ _____

TOTAL COMBINED PROJECT/PROGRAM REVENUE \$ _____

(Total combined revenue should = total combined expenses)

PROJECT/PROGRAM EXPENSES

Item	Expenses covered by other resources	Expenses covered by LPF funds
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1. Staffing

_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

2. Supplies

_____	\$ _____	\$ _____
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3. Transportation

_____	\$ _____	\$ _____
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4. Administration

_____	\$ _____	\$ _____
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5. Contractors

_____	\$ _____	\$ _____
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6. Other

_____	\$ _____	\$ _____
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TOTAL EXPENSES \$ _____ + \$ _____

TOTAL COMBINED EXPENSES \$ _____