



Nokomis East Neighborhood Association (NENA)

Requests for Support Policy

Purpose

There are many organizations and individuals working on projects in and around the Nokomis East area. This policy is intended to provide clear guidance on how NENA may be of support to these efforts.

Each calendar year, NENA develops a budget and work plan and allocates resources (e.g. budgeted funds, staff time, partnership agreements, etc.). Although NENA remains flexible to opportunities which arise throughout the year, it may not be possible to accommodate all Requests for Support.

NENA support is usually in the form of in kind communication and networking. In limited circumstances and based upon strict funding source requirements, NENA may be able to allocate funds to new projects or outside organization partnership projects. In general, projects need to benefit the Nokomis East area, residents, businesses and/or organizations. Projects that fall within NENA's focus areas of housing and renters rights; commercial and streetscape; environment and green initiatives; and community engagement are preferred. As a 501(c)3 organization, NENA is prohibited from engaging in most election and political issues.

When contacted by an organization or individual with a project idea, NENA's executive director will speak with the proposer(s) to learn more. Based upon the idea, the executive director will give the proposer(s) the Requests for Support Policy and Form. The executive director, or assigned NENA staff, will work with proposer(s) to complete the Request for Support Form. The executive director will determine if the effort is aligned with the NENA mission during the initial phase.

Documents for Proposers

- Requests for Support Policy
- Request for Support Form
- Key Questions for Decision Making
- Conflict of Interest Policy and Form

Types of Requests for Support

- **In Kind Communication Requests**
NENA staff will offer to post information about the event/effort on appropriate communication tools such as: NENA Community Calendar, NENA Facebook and/or website and/or the NENA newsletters. NENA will direct interested people to the organizers and will

not be involved beyond conveying information to community members. The proposer(s) will not be required to complete a Request for Support Form.

- **Smaller Requests – Within Current Work Plan and Budget**

Any requests requiring resources beyond communication/networking support will need to complete a Request for Support Form. If staff determines the request is feasible within the current NENA work plan and budget, the executive director may approve.

- **All Other Requests**

If the request is beyond the current work plan and/or budget, the Request for Support will be assigned to NENA committee(s) and then the Board of Directors (Board) for review and approval. Please note, this process may take several months to complete.

Commitment from the Community

Requests for Support need buy-in from the community. This will educate the neighborhood about the proposed idea, invite feedback and recruit greater participation and support. There must be a minimum of two (2) NENA members who volunteer as project leaders for Options 1 and 2.

To demonstrate the project has completed an adequate community engagement process and sufficient community support exists, the project must meet one of the following requirements:

1. Signatures – Depending on the amount of funding and in kind support requested, project leaders will secure signatures of Nokomis East residents and businesses. The executive director will work with project leaders to determine the number of required signatures.
2. Matching Funds - Depending on the amount of funding and in kind support requested, project leaders will secure matching funds for the proposal. The minimum match is 25 percent.
3. Demonstration of Past Success – For nonprofit and government partners, the proposal must include demonstration of similar projects and successful community engagement and implementation. The organization must be available to answer questions from NENA and the community throughout the project, including community input meetings.

Review Process

Once the “minimum engagement requirements” are fulfilled, the Request for Support Form will be referred to a NENA committee for further feedback and review.

The executive director will assign the proposal to a NENA committee, such as the Housing, Commercial and Streetscape (HCS) Committee or the Green Initiatives Committee, depending on the area of focus of the proposal. If not applicable, the executive director will assign the proposal directly to the Executive Committee (EC).

The HCS and Green Initiatives Committees may make recommendations to the EC for consideration. Committee members should have a satisfactory understanding of the issues at hand before calling for

a vote. If the committee does not have enough resources or information, the committee must refrain or postpone from making a recommendation until more information is available. Committees will use NENA's Key Questions for Decision Making. Staff will prepare a complimentary document outlining the impact on NENA's Strategic Plan, funding, fundraising and staff time. The proposer(s) will be invited to the committee meeting to present the Request for Support and answer any questions.

The Executive Committee will receive Requests for Support by recommendation of the HCS and Green Initiatives Committees or a direct referral from the executive director. The EC will use the same process listed above.

If the Request for Support is approved by the Executive Committee, it will be sent to the Board for full review and a vote. The Board will also use NENA's Key Questions for Decision Making. Staff will prepare a complimentary document outlining the impact on NENA's Strategic Plan, funding, fundraising and staff time.

Approval and Implementation

Upon Board approval, the executive director and proposer(s) will discuss implementation steps and paperwork requirements. The executive director is responsible for leading this process. NENA may require a contract, memorandum of understanding (MOU), scope of service or some other documentation outlining the details of the project, responsibilities, deliverables, timeline, budget and funding sources. NENA may need to complete a Neighborhood Revitalization Program (NRP) plan modification to allocate funding for the project. If this is required, this process may take up to an additional three (3) months for Board and City approval. Once the proposal is approved, the executive director will assign, if available, a NENA staff person to serve as a project liaison.

The Request for Support must be approved by the Board, paperwork completed and funds secured before project work begins.

Key Questions for Decision Making

The Board, committee(s) and staff will use the following **Key Questions** to decide upon Requests for Support. The Key Questions should be shared with the proposer(s) along with the Request for Support Form to assist the proposer(s) with completion.

The Board, committee(s) and/or staff must answer the following **Key Questions** when considering proposals:

1. How does this proposal help achieve NENA's mission?
2. Have appropriate stakeholders been informed and involved?
3. Is there community ownership/engagement of the proposal?
4. What are the short and long-term effects of the proposal?
5. What are the identified challenges to success?
6. Is there opposition to the proposal? How has this been addressed?
7. Has an appropriate budget been developed?

8. Has the funding been secured?

Additional Considerations:

1. Has the appropriate process been followed in developing the proposal?
2. Can NENA develop the resources needed?
3. Does this proposal fit within the strategic plan, including financial plan?
4. Is there a more effective way to achieve this objective?

Related Policies:

Bylaws

Policy – Decision Making and Committee

Policy – Books, Records and Meeting Minutes

Policy - Membership and Board Meeting Agendas & Board Packets Policy

Policy – Conflict of Interest and Disclosure

Policy – Volunteer Management

Board Member Binder