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ONE-DOOR
Grant Application
Guidelines

Issued August 1998

for
The Minneapolis Foundation
Emma B. Howe Memorial Foundation
B.C. Gamble and P.W. Skogmo Fund

For the Life of Our Community
THE
MINNEAPOLIS
FOUNDATION



Since 1915





FROM THE PRESIDENT

As one of the nation's largest and oldest community foundations, The Minneapolis Foundation manages more than 400 separate, permanent funds that support charitable activities throughout the region and state. These funds were created by citizens who care deeply about the future of our community. Some were created to support specific organizations or broad areas of interest, some allow donors to recommend grants to their favorite nonprofit organizations and others are entrusted to our Board of Trustees to distribute. Last year, a record number of 77 new funds were created at the Foundation.

Nearly four years ago, the Foundation developed a new system to enable the separate funds of the Foundation, large and small, to share information and work together to support projects of mutual interest. This process was called "one-door" grantmaking and was launched when the Emma B. Howe Memorial Foundation, the B.C. Gamble and P.W. Skogmo Fund and The Minneapolis Foundation agreed to a common set of grantmaking guidelines and objectives. We are pleased to announce that both the Piper Family Fund and the Wells Family Fund also have now designated resources to our one-door grantmaking process. This expanded collaboration represents an unprecedented level of cooperative grantmaking in the 83-year history of the Foundation.

In addition, the Foundation has surveyed its 250 donor advisors and many have indicated their willingness to consider grant proposals, consistent with their interests, that are submitted as part of the one-door process. Since this program was inaugurated, more than \$2.5 million from donor advised funds have supported one-door proposals. All of these strategies mean that the Foundation is better able to match the multiple interests of its component parts with the most promising projects in our community.

These revised grantmaking guidelines replace all of our previous guidelines. They provide detailed information about the primary areas of interest and preferred strategies of the component funds of the Foundation that participate in the one-door process. The new guidelines also represent two years of research related to our grantmaking priorities that was conducted by program staff and reviewed by the Emma B. Howe Memorial Foundation, the B.C. Gamble and P.W. Skogmo Fund and The Minneapolis Foundation. It is our hope that they further clarify our grantmaking interests and direction, as we partner with nonprofit organizations for the life of our community.



Emmett D. Carson, President and CEO



TMF MISSION

WE BELIEVE that the well-being of each citizen is connected to that of every other, and that the vitality of any community is determined by the quality of those relationships.

OUR PURPOSE is to join with others to strengthen our community, in measurable and sustainable ways, for the benefit of all citizens, especially those who are disadvantaged.

WE ARE COMMITTED to be an effective resource developer and a responsible steward of those resources, an active grantmaker and convener addressing crucial community needs and a constructive catalyst for changing systems to better serve people.

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For more information about
The Minneapolis Foundation, visit our
Web site at www.mplsfoundation.org



OUR VISION

Concentrated, persistent and growing poverty is one of the greatest threats to the health of the City of Minneapolis and the metropolitan area. The Minneapolis Foundation's flagship initiative is called *Building Better Futures (BBF)*. BBF is a ten-year, \$20 million initiative designed to significantly reduce poverty in seven Minneapolis neighborhoods with the highest rates of child poverty: **Harrison, Near North, Sumner-Glenwood, Elliot Park, Phillips, Steven Square-Loring Heights and Whittier**. Both the Emma B. Howe Memorial Foundation and the B.C. Gamble and P.W. Skogmo Fund participated in its development. Through BBF, we are learning that factors contributing to concentrated poverty are not exclusive to these neighborhoods, but extend into suburban communities and surrounding neighborhoods. Long-term solutions will require regional responses. Our primary goals are to:

- ▶ Increase opportunities and resources available for children, youth and their families to achieve economic self sufficiency,
- ▶ Expand opportunities for the creation of jobs and wealth in impoverished communities,
- ▶ Address key public policy issues related to growing, persistent and concentrated poverty in Minneapolis and the metropolitan area,
- ▶ Strengthen the capacity of communities to tackle issues that represent opportunities or obstacles to their well being and
- ▶ Involve the people and institutions integral to successful outcomes in the creation and implementation of the activity.



OPERATING PRINCIPLES

Within our four primary areas of interest, we favor requests that:

- ▶ Build on the assets and strengths of individuals, organizations, institutions and whole communities,
- ▶ Show potential for substantial impact on poverty through the size, scale or scope of the proposed activity,
- ▶ Use cooperative and collaborative approaches,
- ▶ Measure the activity's impact—that is, the real, beneficial change for residents and/or their communities,
- ▶ Involve citizens and affected constituencies in the development and implementation of the activity and
- ▶ Address structural causes of poverty and pursue public policy change, increasing access to opportunity for all citizens.



AREAS OF INTEREST WITH PREFERRED STRATEGIES

Competitive grantmaking at The Minneapolis Foundation (TMF), the Emma B. Howe Memorial Foundation and the B.C. Gamble and P.W. Skogmo Fund seeks to improve the quality of life in our community, especially for disadvantaged people. We have four primary and five secondary areas of grantmaking interest. Each primary area lists preferred strategies, which may be altered by TMF as conditions in our community change.

Primary Interest Area 1

To support efforts that improve the lives of *children, youth and their families* consistent with the following preferred strategies.

Preferred Strategies

- Improve outcomes for children pre-birth through age three
- Expand availability and quality of childcare
- Improve public education
- Enhance youth development and mentoring activities

Primary Interest Area 2

To support *public policy* initiatives and neighborhood/community studies to help citizens and policymakers understand and address underlying causes of poverty and lack of opportunity.

Preferred Strategies

- Promote balanced regional growth and increased investment/reinvestment in core Minneapolis neighborhoods
- Promote economic and racial integration in the Twin Cities (key policy issues include economic development and employment, affordable housing, regional growth and concentrated poverty)
- Improve the lives of children and families in poverty (key issues include quality elementary and secondary education, crime and violence prevention and the effects of welfare reform)

Primary Interest Area 3

To develop *economically healthy neighborhoods and communities* that offer citizens living wage jobs, affordable housing and the opportunity to start or expand successful businesses.

Preferred Strategies

- Promote business development via organizations that 1) provide technical assistance/loan programs for entrepreneurs, 2) broker new relationships, 3) exchange information about regional and local markets and 4) create opportunities for individuals in poverty to accumulate wealth (for example individual development accounts)
- Strengthen community-based organizations that concentrate on affordable housing, homeownership and business development opportunities
- Support workforce development initiatives that assure connections to the private sector, create living wage jobs and increase availability of worker supports such as child care, transportation, housing and counseling
- Promote educational achievement and school-to-work transitions, including family planning, prenatal care, early childhood education, mentoring, career academies, technical preparation programs and youth apprenticeships

Primary Interest Area 4

To build and maintain *community capacity* to resolve important issues through neighborhood-based leadership development, community organizing and effective administrative and project management practices.

Preferred Strategies

- Strengthen technical capacity of key community-based organizations, such as neighborhood associations and community development corporations
- Increase involvement of citizens and newcomers in civic life
- Develop and maintain strong community associations and institutions, and an active and informed citizenry to support community-based economic development activities

Secondary Areas of Interest

Very limited funds are available for the secondary areas of interest listed below. Potential applicants are encouraged to speak with a program officer at least one month prior to the submission of a request in any of these areas.

- To reduce the effects of poverty and improve the quality of life for *low-income senior citizens*.
- To support *people with disabilities* and those in need of rehabilitation.
- To provide *community-based and preventive health care* for people who lack access to medical resources.
- To promote *arts programs* that enhance the education and development of youth.
- To support *medical research or health services* for the prevention, diagnosis and treatment of chronic diseases related to heart and circulatory disease and cancer in children.

TYPES OF GRANTS AVAILABLE

Three types of grants are available through the one-door grant application process.

Program grants are available for existing and new programs and/or time-limited projects. Emerging, start-up and informal organizations are eligible to apply. Grants may be for one year or multiple years. Applicants planning to seek multi-year grants are strongly encouraged to speak with a program officer prior to application.

Operating support grants are available to organizations whose work falls within one of the Foundation's interest areas. Grants of \$10,000 per year will be made for up to three consecutive years. Funds will be released annually contingent upon favorable review. Organizations may apply for additional three-year blocks based on prior performance. The number of operating grants awarded is limited.

Capital support grants for buildings and equipment are available within the following parameters:

- ▶ The applicant's activities must fall within one or more of the Foundation's areas of interest for capital support as described in the Grant Opportunities Chart (pages 12-13).
- ▶ The applicant must be able to demonstrate that the grant will result in improved service to the community and cost benefits to the organization.
- ▶ After a grant has been made for a building, no further capital grants will be made for maintenance or operation of that building.
- ▶ Grants to capital campaigns will not exceed 20% of the total goal of the campaign.

Loans

Loans and related technical assistance for non-profit organizations throughout Minnesota are available from the Minnesota Nonprofits Assistance Fund (651/647-0013), a program of LoanTech which is a supporting organization of The Minneapolis Foundation. Loans are made to 501(c)(3) organizations for short-term cash flow needs, capital acquisition, repair financing, working capital, earned-income ventures and a variety of purposes critical to nonprofits. Interest is charged on each loan.

Geographic Areas of Interest

The one-door grant guidelines focus primarily on the City of Minneapolis. We do make limited grants in the seven-county metro area and, in conjunction with the Emma B. Howe Memorial Foundation, in greater Minnesota, particularly if they concern public policy related to poverty. *The one-door grant application process does not accept proposals for grants outside Minnesota.* Please refer to the Grant Opportunities Chart (pages 12-13) which cross-references grantmaking areas of interest, geographical restrictions and types of grant support.

Restrictions

One-door grantmaking *will not* fund: individuals, endowments, scholarships, participation in conferences, direct religious activities, financial deficits, memberships in civic organizations or trade associations, political organizations or candidates, veterans organizations or fraternal orders, courtesy advertising or tickets for benefits, national fundraising efforts, fundraising expenses and telephone solicitations.



GRANT OPPORTUNITIES CHART

The one-door grant application process will make grants in the following categories:

Primary Areas of Interest	GEOGRAPHIC AREA		TYPE OF SUPPORT		
	Metro	Statewide	Program	Operating	Capital
Children, Youth and Their Families	D	D*	D	D	D*
Public Policy	D	D	D	D	
Economically Healthy Neighborhoods and Communities	D		D	D	
Community Capacity Building	D		D	D	
Secondary Areas of Interest <i>(limited funds)</i>					
Low-Income Senior Citizens	D			D	D
People with Disabilities	D	D*	D	D	D*
Community-Based and Preventive Health Care	D			D	D
Arts Programs that Enhance the Education and Development of Youth	D		D		
Medical Research or Health Services for Chronic Diseases Related to Heart and Circulatory Disease and Cancer in Children	D	D	D		

Please refer to pages 6-9 for complete descriptions.

*Capital grants will be made in the seven-county, metropolitan area only.



APPLICATION PROCESS

Starting the Process

We encourage you to attend an information meeting before you submit a proposal. Please call 612/672-3852 or visit our Web site at www.mplsfoundation.org for a listing of the scheduled meetings. The information meeting will help you decide whether your proposal fits within these guidelines, and will help you make it as competitive as possible. You are also welcome to discuss specific proposal ideas with program staff whose telephone numbers and e-mail addresses appear on page 18 of this brochure. If you are interested in applying for limited funds targeted toward areas of secondary interest, we encourage you to speak with a program officer at least one month prior to the submission of a request.

Making a Formal Application

An organization may submit only one proposal per grant round. Exceptions may be made on a case-by-case basis to allow for more than one proposal from affiliate-type organizations or universities, for example. **A proposal may contain a maximum of two requests.** The request(s) may be for the organization as a whole or specific sites/programs of the organization. Each request may seek program, operating or capital support; the choice is the applicant's.

In addition to its own request, an organization—in conjunction with one or more additional organizations—may also submit a grant application as part of a collaborative.

Maximum narrative lengths are five pages for a single-request proposal and seven pages for a two-request proposal.

We also accept the Minnesota Common Grant Application Form.

Deadlines

There are two deadlines per year: *March 15 and September 15.* When the deadline date falls on a non-business day, the effective deadline becomes the next business day.

All proposals must be received at The Minneapolis Foundation office by 4:30 p.m. on the deadline date.

How Proposals Are Reviewed

Program staff members will review the proposal to determine how well it fits our operating principles, areas of interest and preferred strategies, as well as its quality and overall priority. A limited number of proposals will be selected for more in-depth review.

After the general screenings, organizations whose proposals have not been selected to receive a full review with site visit will be notified within five weeks after the proposal deadline. It takes about 15 weeks from the time proposals are due to the announcement of grant awards.

Proposals selected for full review will go through three additional steps:

- 1) A program officer will be assigned to research the request and conduct a site visit.
- 2) Program staff members will make recommendations for funding to the appropriate participating funding source(s) within TMF.
- 3) The appropriate board or committee will make a final decision.

APPLICATION INSTRUCTIONS

All proposals must include these elements:

- ▶ A completed cover sheet signed by the board chair or authorized designee (use the pre-printed form provided or your replication of it within the same one-page limit. This form is also available on our Web site at www.mplsfoundation.org),
- ▶ A five-part narrative in the order requested below and
- ▶ The requested supporting materials.

Completing the Narrative

Please respond to the following five requests in the order presented:

- 1) Describe the *structure and purpose(s)* of your organization or collaborative, including the community (geographic area and population) served.
- 2) Explain the *situation*—opportunity, problem, issue, need, etc.—that your proposed activities address, *how* that focus was determined and *who* was involved in that decision making.
- 3) Describe the *specific activities* for which you seek funding and *who* will carry out those activities. Tell us your overall goal(s), the specific objectives or ways in which you will meet the goal(s), the actions that will accomplish your objectives and the time frame in which all this will take place.
- 4) Explain how the proposed activities will benefit the community in which they will occur, being as clear as you can about the *impact(s)* you expect to have.

- 5) Explain briefly how your proposed activities address the operating principles and areas of interest as stated on pages 6 and 7.

Supporting Materials

You must supply all of the following supporting documents with your application:

- ▶ A list of current board members with their affiliations,
- ▶ An income and expense budget for your overall organization with a specific proposal-related budget where appropriate,
- ▶ A copy of your IRS determination letter (if applicable) and
- ▶ Evidence of registration with the Minnesota Attorney General's Office under the Minnesota Charitable Solicitation Law (if applicable).

Attach only the materials requested above. *Additional materials will not be reviewed in the initial screening.* Organizations receiving a site visit should be prepared to provide the most recent financial audit and any other materials requested by the program officer at that time.

Submitting Your Proposal

By the appropriate deadlines, please send an *original and two copies* of your proposal (including supporting materials), stapled but not bound, to:

Grant Applications
The Minneapolis Foundation
A200 Foshay Tower
821 Marquette Avenue
Minneapolis, MN 55402

For Further Information

If you have any questions, we ask that you contact the following people for specific inquiries.

GENERAL PROPOSAL INFORMATION

Patti Marsh Cagle
612/672-3837
pcagle@mplsfoundation.org

Beverly King
612/672-3850
bking@mplsfoundation.org

SPECIFIC QUESTIONS REGARDING YOUR PROPOSAL

Karen Kelley-Ariwoola
612/672-3829
kkelley-ariwoola@mplsfoundation.org

Dianne Lev
612/672-3831
dlev@mplsfoundation.org

Nancy Nagler
612/672-3867
nnagler@mplsfoundation.org

COMMENTS OR CONCERNS

George Garnett
Vice President, Programs
612/672-3824
ggarnett@mplsfoundation.org

MINNESOTA NONPROFITS ASSISTANCE FUND OF LOANTECH

John Burkholder
651/647-0013
tsg@mr.net

ADDITIONAL COPIES OF THESE GUIDELINES

612/672-3861

FAX ON DEMAND

612/672-3870

Updates to this section on back cover.

GRANT APPLICATION COVER SHEET

Please provide the following information, which may be word processed; however, use no more space than the form provides. Complete all information.

Applicant/Collaborative Organization:

Mailing Address (include city, state and zip code):

Contact Person:

Phone (include extension):

E-mail:

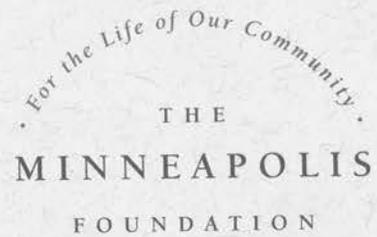
Title:

Fax:

Web site:

GRANT APPLICATION COVER SHEET

Please provide the following information, which may be word processed; however, use no more space than the form provides. Complete all information.



Applicant/Collaborative Organization:

Mailing Address (include city, state and zip code):

Contact Person:

Title:

Phone (include extension):

Fax:

E-mail:

Web site:

Date of Submission:

Total Organizational Budget: \$ _____ for fiscal year ending _____ (mo/day/yr)

Geographic Area Served:

Type of Organization: _____ 501(c)(3) _____ Other IRS 501 or 509 category _____
_____ Religious organization _____ Emerging/start-up/informal
_____ Governmental organization _____ Collaborative Organization

Does your organization currently have an active grant from TMF? _____ Yes _____ No

If yes, grant number(s):

Request #1

Type of Request: _____ Program _____ Operating _____ Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Request #2

Type of Request: _____ Program _____ Operating _____ Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Signature of Board Chair or Authorized Designee

Date



TENNANT
FOUNDATION
ANNUAL REPORT
1997

TENNANT FOUNDATION

ANNUAL REPORT
FOR THE FISCAL YEAR
ENDING DECEMBER 31, 1997

BOARD OF DIRECTORS

Paul E. Brunelle	President
Joseph A. Shaw	Treasurer
Richard M. Adams	Director
Barbara A. Clarity	Director
Roger L. Hale	Director
George T. Pennock	Director

ADMINISTRATIVE STAFF

Emalee J. Vicker	Secretary/Administrator
Jane M. Stamstad	Grants Consultant

Tennant Foundation is a member of the
Minnesota Charities Review Council, Inc.

2% Keystone Award Recipient
(1984 - 1997)

TENNANT FOUNDATION
P. O. Box 1452
Minneapolis, MN 55440
Tel: (612) 540-1207
Fax: (612) 513-1811

TENNANT FOUNDATION HISTORY

Tennant is a pioneer Minneapolis company founded in 1870 by George H. Tennant. It started as a one-man woodworking business, evolved into an important wood flooring and wood products company, and eventually into a manufacturer of floor cleaning equipment. The company is now the world's leading manufacturer of floor maintenance equipment and related products.

Although the company went public in 1969 and is traded in the national over-the-counter market, descendants of the founder still have a strong interest in the company. In 1975, Roger L. Hale, a fourth-generation Tennant, was elected President. He subsequently became Chief Executive Officer in 1976, succeeding George T. Pennock, George Tennant's grandson, who retired from employment in 1977 but continues as a Foundation director.

For over 51 years, Tennant has had an active role in Twin Cities community affairs, largely through the involvement of the last three CEOs, Lloyd Hale, George T. Pennock, and Roger L. Hale. Each of these CEOs has given of his time and energy to such civic and cultural organizations as the Citizens League, YMCA, the Minnesota Orchestral Association, and the Walker Art Center.

The Tennant Foundation was established by the Company in 1973 to further strengthen the ties with the metropolitan community and to support non-profit organizations whose objectives meet the criteria set out by the Foundation.

The Management of Tennant firmly believes that corporate responsibility involves the corporation's involvement in the total life of the communities in which it operates. To this end, the Tennant Foundation has focused its contribution efforts in three major areas: Community/Conservation and Health Needs, Cultural Activities and Educational Programs.

The Tennant Foundation also is a major supporter of the Minneapolis United Way and has a policy of matching its employees' contributions to United Way agencies in communities across the United States and Canada where Tennant has offices.

In 1987, the Foundation developed a program review system in order to examine its role in providing support to non-profit organizations. In these studies, Foundation giving was compared to other funding activities within the community in an effort to test and improve the Foundation's support role.

As a result of these studies, the Board concluded it would continue support for most organizations it had supported in the past; and with small adjustments, affirmed its traditional approach to funding operational needs. Noting that one of the burdens on non-profits is the repeated annual funding request requirement, the Foundation started a three-year giving cycle.

In 1997, the Foundation completed its three-year review of educational organizations. In 1998, the Board will restudy community and environmental organization giving. The same will be done in 1999 for cultural organizations and again in 2000 for educational organizations.

GIFT MATCHING:

- **The Gift Matching Program** was adopted in 1974 to provide matching contributions on employee gifts to post-secondary schools or colleges. In the 24 years since the program was put in place, the Board has made several significant changes:
 1. The program was expanded to include most organizations recognized as non-profit and tax-exempt by the IRS.
 2. The first \$200 of each employee's gift to a post-secondary school or college, and public and educational television and radio is now matched at a 2:1 rate. All others are matched at a 1:1 rate.
 3. The maximum amount that could be matched per employee in any calendar year was increased to \$1,500 effective January 1, 1997.

Pages 11-14 contain a list of the organizations receiving matching contributions.

SCHOLARSHIP PROGRAM:

In 1980, the Tennant Foundation instituted the Tennant Scholarship Program for eligible children of regular full-time or part-time Tennant employees. During the 18 years this program has been in effect, 199 students have benefited from scholarships for a total value of \$533,000.

In 1998, a maximum of 20 new scholarships will be available, with awards of \$1,100 per year of full-time study. Each scholarship is limited to four consecutive years for those students attending any approved post high school educational program. Students must requalify for scholarships each year. Scholarships are granted on the basis of past educational performance, extracurricular involvement, and potential to succeed in the chosen educational program.

VOLUNTEER GIFT MATCHING:

- **The Volunteer Gift-Matching Program** was established in 1985 to recognize the volunteer work of Tennant employees in their respective communities. This innovative program matches 50 hours or more per year of volunteer hours to a single agency with a \$200 gift if that agency would otherwise be eligible for Foundation grants. The program which encourages and rewards volunteerism is in response to the ever-increasing needs of local non-profit organizations. In 1997, the program supported over 850 hours of volunteer work by Tennant employees.

ASSISTANCE FOR FLOOD VICTIMS

The winter of 1996/97 was one of those that is only supposed to happen once in 100 years. Beginning in October and continuing into April, the region along the North Dakota and Minnesota border was buffeted by blizzards and major snowstorms. At winter's end the snowfall reached a record level of about 120 inches.

With the arrival of warmer weather, rivers and streams began to flood. Fifty-nine counties in Minnesota and twenty-one counties in North Dakota were declared major disaster areas. More than 66,000 people were displaced by the flood waters.

Just as the flood waters were rising, so was the awareness of Tennant employees of the need to do something to help those who were suffering. The Company provided collection points in our buildings for donated items. The materials collected included clothing, canned foods, toiletry items, cleaning supplies and toys for the children.

Employees were also reminded of the Foundation's Gift Matching Program which would match any contribution they made in excess of \$25 to agencies providing flood

relief. As a result, employee gifts totaling over \$7,000 were matched to organizations such as the Red Cross, Salvation Army, Catholic Charities, Lutheran Social Services and the Animal Humane Society. The Foundation (working with the Castex division) also contributed 20 wet/dry vacs, 20 carpet dryers and several Tennant Model 140s. These were sent to be used in the cleanup of homes and small businesses.



Tony Moore from the Shipping Department volunteered to act as the coordinator to assemble and pack all the donated items. Tony was inspired to work on this project from his strong personal feeling of giving something back to those in need of help. Tony arranged for the donated materials to be picked up and brought to the staging area at Plant 1. There the materials were sorted so that similar materials would be in the same box (such as cleaning materials, toys, toiletries, etc.). In addition, Tony developed a log of what was included in each of the various boxes being sent to the flood area. The donated Tennant machines and the cumulative donations of the personal items completely filled a 40 foot semi-truck.

Tom Beebe and Jim Wagner generally spend their days moving material between the Maple Grove and Golden Valley plants or making pickups of material in the immediate area. However, they were tapped to deliver the Tennant truckload of supplies to the Fargo, North Dakota, area. What could have been a pretty routine trip turned out to be an experience neither of these men will forget.

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Arriving trucks were directed to go to a warehouse that the Salvation Army had arranged to take over. The entire crew working in this building was comprised of volunteers, many of whom were senior citizens. Tom recalls that our load was so well organized that it made the job of unloading and sorting the material much easier for everyone. Tom also mentioned that all the volunteers were so elated with receiving the truck full of materials that they insisted Tom and Jim eat with them and then presented them with heaping plates of food.

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Jim said he was amazed at how well the Salvation Army had the warehouse operation organized. He recalls thinking to himself that fellow Tennant employees would have donated even more had they been able to see all the efforts everyone was putting forth.

As our truck was being unloaded, there was a steady stream of other trucks arriving as well. All sorts of material was pouring into the Fargo area from all over the country. At this same time, planeloads of material were also arriving. While Tom and Jim were there one plane arrived filled with fruit and another landed shortly after filled with jars of spaghetti sauce.

While all the material was funneling into the Fargo warehouse, about 75 miles north at Grand Forks, the city was still under water. In fact, many of the residents of that area had taken up residency at the Grand Forks Air Force Base.

Pat Greff is the local Tennant Sales Rep in this immediate area. Pat has been a resident of the area since 1982 and was the first Tennant employee to contact the Salvation Army to find out what was needed and how it should be packaged. Pat knew firsthand what the people were going through as he also has relatives living in the area. In addition, Pat spent about two days as part of a sandbag crew earlier in April.



Large trucks could not gain access to the Grand Forks area, so Pat loaded up his Suburban and trailer with wet/dry vacs and other material to take them there. As he was driving north, Pat observed that the Red River had flooded as much as five miles overland from its normal riverbank. Pat recalls how good he felt when he pulled into Grand Forks and people lined up to get their turn to use the equipment to help put their homes back together.

While the headlines have gone, the Salvation Army and other agencies expect to retain a presence in this area for another two years or so to continue the rebuilding process as well as to provide social service assistance to those most affected by the floods.

The combined employee and Foundation cash contribution (including the donated equipment) to the various relief agencies was almost \$17,000. The quick and compassionate action of Tennant employees combined with the donations of the Tennant Foundation

were greatly appreciated by those affected by this disastrous flood. Thanks to everyone involved!

FINANCIAL DATA FOR FISCAL YEAR ENDED DECEMBER 31, 1997

Total Grant Disbursement	\$339,237
Total Number of Grants	69
Administrative Expenses	\$ 23,956
Expenses as a Percent of Disbursements	7.1%

GRANTS PAID IN 1997:

Community & Health	\$ 90,857
Cultural	\$ 71,760
Education	\$ 43,003
United Way	\$131,485
Conservation	\$ 2,132
Total Grants Approved	\$339,237

Pages 9-11 contain a list of the approved grants by category.

1998 Meeting Dates:

February 17
June 1
September 14
December 14

APPLICATION PROCEDURE

The Tennant Foundation Board of Directors meets quarterly to carefully consider requests. In order for a request to be considered, proposals should be submitted in writing to the attention of the Tennant Foundation Administrator, no later than four weeks prior to a scheduled Board meeting. The Minnesota Common Grant is accepted. Proposals are researched by a consultant through a process which may include on-site evaluations and written reviews.

Only organizations that have 501(c)(3) tax-exempt status are eligible for funding consideration. General operating and capital requests are considered. Priority will be given to the following:

- a. Tennant employee involvement with the agency; and

- b. Geographical focus in terms of where Tennant employees live and work and to what extent the applicant offers its services to Tennant communities.
- c. Requests from organizations which have been previously funded by the Tennant Foundation. It's expected that the Foundation will continue to limit new funding in order to ensure that adequate monies are available to fund ongoing commitments.

The following will not normally be considered for funding. As such, the Foundation discourages organizations who fall within any of these categories from submitting grant requests due to the very low probability of receiving a grant:

1. Organizations located outside the Minneapolis or western suburb area (except for a limited number of organizations located outside Minnesota in areas where Tennant has a concentration of employees).
2. Agencies also funded through umbrella organizations.
3. Organizations and programs designed to influence legislation or elect candidates to public office.
4. National organizations without active local chapters.
5. Religious organizations for religious purposes.
6. Individuals.
7. Elementary and secondary schools.
8. Trips or tours.
9. Tickets, tables, or advertising for benefit purposes.

CRITERIA TO BE CONSIDERED FOR EACH APPLICATION

The following criteria are considered for each application:

- a. Ability to serve the special needs of a given community and have proven to have a significant impact upon that community.
- b. Reasonable project and organizational objectives including long-range plans and a method of program evaluation.
- c. Prior receipt of broad-based community support.

- d. Sound fiscal policies, competent management staff, and an involved Board of Directors.

The Foundation will conduct a regular review against the criteria for continuing grantees by category of funding.

APPLICATIONS SHOULD INCLUDE:

1. Name of organization, address, contact person, telephone number, and date of application.
2. History and general purpose of organization (description of current programs and program statistics).
3. Purpose of request, including evidence of need, proposed achievements, method of evaluation, and expected long-range results.
4. Amount of request, including where other funds are being sought and pledges received to date.
5. Description of how the project will be funded on an ongoing basis, if necessary.
6. Budget history and program budget, including current operating budget and latest financial audit.
7. Evidence of IRS tax-exempt status and Minnesota Charities Registration (if applicable).
8. List of Board of Directors.

If applicants choose to submit the Minnesota Common Grant Application form, Items 1-8 must also be included.

**GRANTS APPROVED
(BY CATEGORY)**

January 1, 1997 – December 31, 1997

I. COMMUNITY & HEALTH

Boys & Girls Club of Minneapolis
Bridge for Runaway Youth
Catholic Charities – Northside Development
Day Care Center
Charities Review Council
Children's Home Society
Chrysalis
Citizens League
Community Emergency Assistance Program Inc.

Courage Center
Crime Stoppers
Employment Action Center
English Learning Center
Feed My Starving Children
Habitat for Humanity
Harriet Tubman Shelter
H.E.A.R.T.
H.I.R.E.D.
Loring Nicollet Bethlehem Community Center
Management Assistance Program
MEDA
Metropolitan Paint-A-Thon
Minneapolis Crisis Nursery
Minnesota FoodShare
Minnesota International Center
Nature Conservancy
Neighborhood Involvement Program
NET
Pacer Center
Phillips Community Development Corp.
Planned Parenthood
PRISM
Project for Pride in Living
Rebuild Resources
Salvation Army
Simpson Housing Service
Sojourner Project
Summit Academy – OIC
Urban Coalition
Vail Place
Washburn Child Guidance Center
Wilderness Inquiry
Women Venture
YouthCARE
YMCA of Metropolitan Minneapolis

II. CULTURAL

Child's Play Theatre
Children's Theatre Company
Greater Twin Cities Youth Symphonies
Guthrie Theater
Heart of the Beast, In the
Intermedia Arts
Jungle Theater
KTCA-Twin Cities Public Television
Loft, The
MacPhail Center
Minneapolis Institute of Arts

Minnesota Chorale
Minnesota Opera Company
Minnesota Orchestral Association
Minnesota Public Radio
Plymouth Music Series
St. Paul Chamber Orchestra
Theatre de la Jeune Lune
Walker Art Center

III. EDUCATION

Dunwoody Institute
Institute for Education and Advocacy
League of Women Voters – Minnesota
Learning Disabilities Association
Minnesota Children's Museum
Minneapolis College of Art and Design
Minnesota Historical Society
Minnesota Private College Fund
Science Museum of Minnesota
United Negro College Fund
University of Minnesota – Carlson School of Management
World Press Institute

V. UNITED WAY

Atlanta, Georgia
Chicago, Illinois
Dallas-Ft. Worth, Texas
Detroit, Michigan
Minneapolis Area
Montreal, Quebec
Orange County, California
Pennsauken, New Jersey
Toronto, Ontario

RECIPIENTS OF MATCHING CONTRIBUTIONS

January 1, 1997 – December 31, 1997

American Diabetes Association
American Cancer Society
American Friends Service Committee
American Heart Association
American Liver Association
American Lung Association
American Red Cross
American Refugee Committee

Animal Humane Society
Anoka-Hennepin Educational Foundation
Apollo Male Chorus
ARC Minnesota
Augsburg College
Big Brothers and Sisters
Bloomsburg College
Boundary Waters Wilderness Foundation
Boy Scouts of America
Bridge for Runaway Youth
Brown University
C.R.O.E.
Canine Companions
CARE
Caring and Sharing Hands
Carleton College
Catholic Charities
Cheyenne Village
Childreach
Children's Diabetes Foundation
Children's Healthcare Foundation
Children's Home Society
Children's Theatre Company
Christian Blind Mission
Christian Foundation for Children and Aging
Citizens for Better Environment
College of St. Benedict
Como Zoological Society
Concordia College
Courage Center
Covenant House
Cystic Fibrosis Foundation
Damascus Way
Disabled American Vets
Drexel University
Duke University
Dunwoody Institute
Edina ABC
Emergency Food Shelf
Evans Scholars Foundation
Family Hope Service
Feed My Starving Children
Fr. Flanagan's Boys Home
Freshwater Foundation
Friends of the Parks and Trails
Gillette Children's Hospital
Girl Scouts
Goodwill/Easter Seal
Grace House
Grantsburg Scholarship Fund

Greensboro Urban Ministry
Guardian Angels Foundation
Gustavus Adolphus College
Guthrie Theater
Habitat for Humanity
Harvard College
Hennepin Technical College
Interfaith Outreach and Community Partners
Kansas State University
Kinnickinnic River Land Trust
KTCA-TV
Leukemia Society
Little Sisters of the Poor
Lutheran Social Services
Macalester College
MADD
Mankato State University
March of Dimes
Methodist Hospital Foundation
Metro State University
Michigan State University
Michigan Technical Fund
Minneapolis Crisis Nursery
Minneapolis Institute of Arts
Minnesota Children's Museum
Minnesota International Center
Minnesota Landscape Arboretum
Minnesota Orchestral Association
Minnesota Public Radio
Minnesota Special Olympics
Minnesota Valley Humane Society
MIT Sloan School
Multiple Sclerosis Society
Nature Conservancy
New Life Family Services
Northern Michigan University
Northwest YMCA
Northwestern College Radio
Operation Smile
Pacific Lutheran University
Parkinson Association of Minnesota
Page Education Foundation
Penn State University
Planned Parenthood
Plymouth Music Series
Raptor Center
Ridgedale YMCA
Rotary Foundation
Salvation Army
Santa Anonymous

Science Museum
SCV Search and Rescue
Second Harvest Food Bank
Sexton Hall Alumni Fund
Sexual Violence Center
Silent Witness National Initiative
Simpson Housing Services
Skidmore College
South Poverty Law Center
Southeast Asian Ministry
St. John's University
St. Joseph's Home for Children
St. Olaf College
St. Paul Chamber Orchestra
Stout University
Summit Academy – OIC
TC National Family Planning Center
Teen Missions
Texas Tech University
Twin Cities – Chicago Aids Ride
UNI Foundation
UNICEF
Union College
Union Gospel Mission
United Jewish Fund
University of Georgia
University of Hawaii
University of Illinois
University of Minnesota
University of Puget Sound
University of Southern California
University of Toronto
University of Wisconsin
Voyageurs Region National Park Association
Wabash College
Walker Art Center
WCAL Radio
WDET Public Radio
West Suburban Teen Clinic
Western Connecticut State University
Western Michigan University
WFDD Public Radio
Wilderness Society
Women Candidate Development Coalition
World Citizen Inc
WTVS Detroit Educational TV
YMCA
Youth Investment Foundation

2800 Minnesota World Trade Center
30 East Seventh Street
Saint Paul, Minnesota 55101-4999

March 6, 1998

Mr. Dick Little
Education and Housing Equity Project
122 W. Franklin Avenue
Suite 310
Minneapolis, MN 55404

Re: Doherty, Rumble & Butler Foundation

Dear Mr. Little:

This letter is in response to your request for information regarding the Doherty, Rumble & Butler Foundation's grant program guidelines.

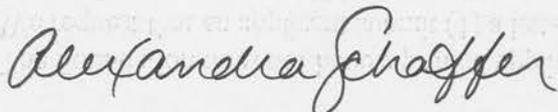
The purpose of the Doherty, Rumble & Butler Foundation is to support charitable organizations in the Twin Cities metropolitan area that give assistance to people in need or that are engaged in educational, arts, or recreational activities. Our foundation is relatively small and rarely makes grants in excess of \$1,000.

The Foundation does not have a printed application form, nor does it prepare a formal annual report. We request that an applicant submit (1) a letter setting forth the reasons why a grant is requested and how the grant monies will be used; (2) a copy of the Internal Revenue Service determination letter confirming that the applicant is exempt from federal income tax under Internal Revenue Code Section 501(c)(3); (3) a copy of its budget; (4) a list of its board of directors; and (5) if the applicant publishes a list of its contributors in a brochure or other similar document, a copy of such brochure or document.

There is no deadline within which a request must be submitted, nor is there a particular time of the year that is best to submit a request. Your request should be sent to my attention, and you should receive a response to your request within 60 days.

Please call me at 291-9373 if you have any questions.

Sincerely,



Alexandra M. Schaffer
Secretary,
Doherty, Rumble & Butler Foundation

AMC:kco:247163



4050 Olson Memorial Hwy. • P.O. Box 1441 • Minneapolis, MN 55440-1441 • 612-623-6000

March 13, 1998

Mr. Dick Little
Education and Housing Equity Project
122 West Franklin Avenue, Suite 310
Minneapolis MN 55404

Dear Mr. Little:

Thank you for contacting the Graco Foundation regarding support for your organization.

In 1996, the Foundation undertook a strategic reappraisal of our funding and community activities. The result of our efforts is the enclosed copy of our 1996 Community Report. The goal of the Foundation, as more fully set out in the Community Report, is to provide capacity-building support to outstanding organizations that have a proven track record of helping people become self-sufficient and more productive members of society.

We are very excited about the opportunity to work under our new guidelines. Please contact us if you feel your organization has common goals with our Foundation.

Yours very truly,

Robert M. Mattison
Vice President and Secretary

Enclosure
RMM:mas



APPLICATION

Focus Locations

Of special interest to the Foundation are agencies and organizations located in neighborhoods close to Graco Inc. facilities and employees' homes. In Minnesota, that emphasis centers on the Twin Cities area, and in particular north and northeast Minneapolis and the northern and northwestern suburbs. The Company also has operations in Sioux Falls, South Dakota, and Plymouth, Michigan, communities which receive Foundation support.

Matching Gift Program

Education is the key to success. Through the Gift Matching Program, every contribution made by Graco employees to a post-secondary or secondary school is matched dollar for dollar by the Foundation.

Other Activities

The Foundation sponsors several other activities including a scholarship program for college age children of Graco employees, and the Quarter Century Memorial Grant program to recognize the contributions of long-term employees.

The Graco Foundation will consider grant requests that address the Foundation focus areas. While operating grants addressing a particular focus area will be considered, the emphasis will be on capacity building grants.

Please introduce us to your organization by sending a brief letter, on organizational letterhead, describing your program and how it fits our focus. If a formal proposal is requested after reviewing your introductory letter, please include:

- brief description of organization's history;
- program objectives;
- clients served;
- budget, including program expenses and revenue sources;
- program evaluation methods and results;
- list of the Board of Directors;
- copy of 501(c)(3) or other tax exempt confirmation; and
- copy of most recent IRS Form 990.

The Foundation board of directors will review requests quarterly. *Proposal deadlines are June 1, September 1, and December 1.*

Please note that the Foundation focus does not usually allow for grants for:

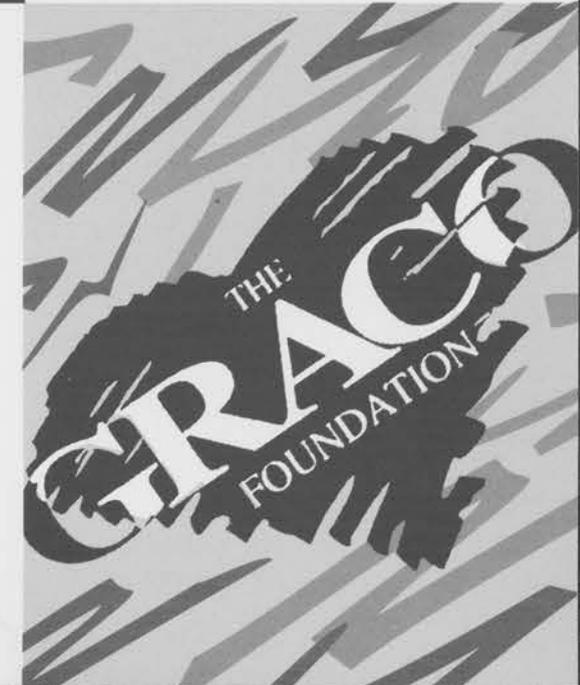
- organizations or causes that do not impact directly Graco communities;
- political campaigns;
- individuals;
- religious organizations for religious purposes;
- fundraising;
- travel;
- special events, dinners or courtesy advertising;
- fraternal organizations; or
- national or local campaigns for disease research.

Please direct your request to:

Robert M. Mattison
Vice President and Secretary
The Graco Foundation
4050 Olson Memorial Highway
Minneapolis, MN 55422

March 1, 1997

1996 Community Report



FOCUS

In 1996, Graco undertook a comprehensive review of the needs of the community and how the Graco Foundation could be most effective in addressing those needs. The following four areas were identified for focus of the Foundation's support in 1997 and beyond.

Building Capacity

Through grants specifically aimed at building capacity, including capital projects and program development, the Foundation's goal is to help organizations grow their capacity to serve community needs; especially where they might not be able to otherwise.

Productivity and Self Sufficiency

Priority will be given to organizations that have a proven track record in enabling people to be self-sufficient and more productive. Emphasis will be placed on educational programs, human service programs that promote self-sufficiency, and sports/youth development programs.

Business Awareness

Business depends on and thrives in healthy communities. Likewise, communities depend on and thrive around healthy businesses. Special consideration will be given to organizations that promote knowledge of business and the free enterprise system.

Civility and Respect

Community requires members that respect each other and conduct themselves with civility and in accordance with fundamental moral and ethical principals. Therefore, the Foundation will support organizations that promote morality, civility and ethical behavior.

In order to have the resources to address these focus areas and have a major impact on funded programs, the Foundation will no longer make a large number of smaller operating grants as it has in the past. It will continue to support the operations of many worthwhile programs through substantial United Way contributions.

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Alexandra House, Inc.
American Diabetes Association Minnesota Affiliate
American Indian OIC
American Swedish Institute
Audubon Society of the North Woods
Boy Scouts of America
Boys & Girls Club of Minneapolis
Center School
Children's Home Society
Citizens League
Common Bond
Community Emergency Assistance Program, Inc.
Courage Center
East Side Neighborhood Service Inc.
Emma B. Howe YMCA
Family Resource Center
Girl Scout Council of Greater Minneapolis
Greater Minneapolis Metro Housing Corporation
Heart of the Beast Theatre, Inc.
HIREd
Junior Achievement
Little Sisters of the Poor
Management Assistance Project
Minneapolis Crisis Nursery
Minneapolis Neighborhood Employment Network
Minnesota Cooperation Office
Minnesota Foundation
Minnesota Independent School Forum
Minnesota Private Colleges Council
MN Council on Foundations
North East Senior Citizens Resource Center
North Memorial Community Foundation - Hospice
Page Educational Foundation
Summit Academy/Twin Cities OIC
The Bridge for Runaway Youth, Inc.
The City, Inc.
The Humphrey Institute
The Minnesota Orchestral Association
Tree Trust
Twin Cities Public Television
Two or More, Inc.
United Negro College Fund
United Way - Mile High
United Way - Plymouth Community
United Way - Sioux Empire
United Way of Minneapolis Area
United Way of Peel Region
United Way of Suburban Chicago
University of St. Thomas
Vail Place
Washburn Child Guidance Center
Youth Trust

GIFT MATCHING

Allentown College
Augsburg College
Augustana College
Bates College
Benilde-St. Margaret's School
Boston University
Brigham Young University
Calvin College
Colgate University
College of St. Benedict
College of St. Catherine
Convent of the Visitation School
Cretin-Derham Hall High School
Dartmouth College
Gustavus Adolphus College
Hillsdale College
Indiana University
Iowa State University
Ithaca College
Kansas State University
Mankato State University
Massachusetts Institute of Technology
Metropolitan State University
Milwaukee School of Engineering
Minnehaha Academy
North Dakota State University
Northwestern College
Northwestern College
Purdue University
Rosary College Annual Fund
South Dakota School of Mines & Technology
Spring Lake Park High School
St. Agnes School
St. Cloud State University
St. John's University
St. Thomas Academy
St. Thomas College
Totino Grace High School
University of Minnesota
University of South Dakota
University of Southern California
University of St. Thomas
University of Tennessee
University of Wisconsin
- Eau Claire
- River Falls
- Stout
Westminster College
Wheaton College
Williston Northampton School
Wittenberg University
Worcester Polytechnic Institute

Corporate Profile

Founded in 1926, Graco is a world leader in fluid handling systems and components. Graco products move, measure, control, dispense and apply a range of fluids and viscous materials used in vehicle lubrication, commercial and industrial settings. The Company's success is based on its unwavering commitment to technical excellence, world-class manufacturing and unparalleled customer service.

Foundation

The Company is also committed to the communities in which it does business. Graco directs five percent of U.S. pre-tax earnings to the Graco Foundation for support of community organizations. In 1996, contributions reached \$664,500, including \$325,000 to the United Way, while Corporate Gift Matching to secondary and post-secondary schools were over \$17,800.

Application Procedures

The Deluxe Foundation staff prefers to first review letters of inquiry from organizations. Inquiry letters should be brief, but should include the organization's mission, whom the organization serves, and what types of funds are needed. If the organization meets our foundation's guidelines--and funds are available for additional consideration--our office will send a grant application to the organization's contact person. Letters of inquiry can be addressed to:

Jennifer A. Anderson
Director of Foundations
Deluxe Corporation
Foundation
P.O. Box 64235
St. Paul, MN 55164-0235

Although there are no application deadlines, the foundation does not normally review funding requests in December, January, and February. Please allow six weeks from the date of submittal before inquiring about the status of a funding request.

All questions pertaining to the Deluxe Foundation should be directed to Pam Bridger at (612) 787-5124.



DELUXE

Board of Directors

The Deluxe Corporation Foundation's board of directors meets each February to review policies, determine grant focus areas, appoint the foundation's contributions committee, and review the foundation's investments. At the 1997 annual meeting, the foundation's board adopted the Minnesota Council on Foundation's Principles for Minnesota Grantmakers. These principles describe ethical behavior between foundations and the public, as well as among foundation board and staff members. Members of the Deluxe Foundation's board are:

Stuart Alexander
President, Deluxe Corporation Foundation
Vice President, Deluxe Corporation

Jennifer A. Anderson
Director of Foundations, Deluxe Corporation

J.A. (Gus) Blanchard
Chairman and Chief Executive Officer,
Deluxe Corporation

Lois M. Martin
Vice President/Controller,
Deluxe Financial Service Inc.

Michael F. Reeves
Vice President, Deluxe Corporation

Deluxe Corporation Foundation

Since 1954, the Deluxe Corporation Foundation has contributed more than \$56 million to nonprofit organizations. For many years, the foundation's grants have represented 2 percent of Deluxe Corporation's previous year's pre-tax earnings.

Grant Allocation

Deluxe Corporation Foundation grants focus on qualified organizations located near Deluxe Corporation facilities. In a typical year, the foundation allocates its budget as follows:

- 25% Education
- 48% Human Service
- 15% Culture
- 12% Employee matching gift program (limited to specific educational and cultural organizations)

Grants are normally designated for operating or program support, equipment and capital needs. Deluxe Foundation grants are typically focused on the following types of organizations:

Educational Grants

- Capital and equipment needs of private colleges
- Private college funds that serve areas where Deluxe facilities are located
- Scholarships that are administered through the National Merit Scholarship Corporation, National Hispanic Scholarship Fund, and United Negro College Fund
- Economic education programs
- Public television



Human Service Grants

- Youth programs (special emphasis on at-risk youth)
- Programs that serve mentally challenged people (special focus on employment programs)
- Programs that serve people who are physically challenged
- Programs for senior citizens (e.g., home-delivered meals, companionship, chore services, and other programs that enable seniors to remain in their homes)
- Programs for victims of domestic abuse
- Transitional housing programs
- Programs that provide emergency needs (e.g., clothing, food, housing)
- Programs that assist financially disadvantaged people
- ✦Programs that serve people of color

Cultural Grants

- Professional performing arts groups (e.g., orchestras, theaters, museums, operas, dance groups, choral groups)
- Museums

The Deluxe Corporation Foundation does not generally award grants to:

- Individuals
- Primary or secondary schools
- Publicly funded colleges or universities
- National organizations
- Religious organizations
- Organizations designed primarily for lobbying
- Seminars, conferences, workshops, fund-raisers, and other events
- Endowments
- Research projects
- Tours and travel expenses
- Start-up organizations
- Athletic events
- Sponsorships
- Long-term housing (focus is on emergency and transitional housing programs)
- Community theater and music groups
- Civic organizations
- Libraries
- Zoos

Employee Matching Gift Program

Deluxe full-time employees, qualified retirees, and members of the Deluxe Corporation board of directors are eligible to participate in the foundation's Matching Gift Plan. The foundation matches donations of \$10 to \$1,000 (the first \$500 is doubled). The foundation will match up to \$6,000 on behalf of a qualified participant during a calendar year.

In general, we will match gifts to:

- Qualified primary and secondary schools
- Qualified colleges, universities, junior colleges, and vocational-technical institutes
- Public television and radio
- Professional theater, music, and dance companies
- Historical societies and museums

To qualify for a grant from the Deluxe Corporation Foundation, your organization must:

- be tax-exempt under sections 501(c)(3) or 509(a)(1),(2), or (3)
- have been in operation at least two years
- have secured support from other corporate funders
- serve communities where Deluxe facilities are located



GRANT GUIDELINES

1. Any cooperative or cooperative-related organization may apply for a Mutual Service Fund grant. Preference is given to:
 - a. Projects directed toward cooperative education, cooperative training or cooperative promotion.
 - b. Developmental or "leading-edge" projects where "seed money" is desirable to establish credentials for alternative future funding. Grants are not awarded to fund salaries, operational needs or capital improvements.
 - c. Projects sponsored by organizations located in the continental United States that have demonstrated the ability to complete programs in a timely and quality manner.
2. To be eligible for funding, grant applications must be received by June 30.
3. The grants must not conflict with or duplicate any other assistance programs.
4. Grants are awarded in the fall by the Mutual Service Fund Committee of the MSI Insurance Board of Directors.
5. Further information and applications may be obtained by writing to:

Mutual Service Fund
Office Services
MSI Insurance Companies
P.O. Box 64035
St. Paul, MN 55164-0035

THE MUTUAL SERVICE FUND OF THE MSI INSURANCE FOUNDATION

MSI Insurance established the Mutual Service Fund in the mid '70s to demonstrate its commitment to cooperatives and the cooperative movement. Since then, the Fund has awarded more than a million dollars in grants to support projects encouraging cooperative education and development.



Proposals funded over the years have included:

ECONOMIC DEVELOPMENT PROJECTS

- A strategic plan formulated by national and regional cooperatives for rural cooperative development centers — National Rural Cooperative Development Task Force.
- Establishment of Cooperative Development Services — Wisconsin Federation of Cooperatives.
- Expansion of a farming/marketing cooperative for Hmong refugees — University of Minnesota Agricultural Extension Service.
- Promotion of senior rural cooperative housing — Homestead Housing Center.

EDUCATION PROJECTS

- Development of courses on future careers in cooperatives, and in management training for rural elderly cooperative housing — University of Minnesota-Waseca.
- Cooperative formation training materials for the economically disadvantaged — Puget Sound Cooperative Federation.
- Cooperative materials for vo-ag instructors — Nebraska Cooperative Council.
- Standardization of director development programs — Kansas Cooperative Council.
- Research for cooperative text — North Dakota State University.
- Cooperative teaching materials for high school vo-ag instructors — Iowa Institute of Cooperation.

- Conference subsidy — Idaho Cooperative Council Inc.
- Grade school curriculum on cooperatives — Bay Area Neighborhood Development Foundation.
- Travel subsidy for low-income participants — National Conference of State Cooperative Councils.

INFORMATION PROJECTS

- Publication of a directory of California consumer cooperatives — University of California-Davis.
- Compilation of cooperative daycare center manual — University of Wisconsin-Madison.
- Indexed annotated bibliography of cooperative literature — Ohio State University.
- Booklet on careers in cooperatives for students — North American Students of Cooperation.
- Cooperative housing manual — National Cooperative Business Association.
- Cooperative resource guide for vo-ag instructors — Minnesota Association of Cooperatives.

PILOT PROJECTS

- Peer Consultancy Program for managers — California Association of Cooperatives.
- Cooperative child care programs — Southside (Minneapolis) Child Care Committee.
- Membership services development — Twin Pines Cooperative Foundation.

If you have an idea — a project that could make a difference the cooperative way — the Mutual Service Fund of the MSI Insurance Foundation would like to hear from you.



JONI BARG
MSI INSURANCE FOUNDATION

March 5, 1998

Dick Little
Education & Housing Equity Project
122 W Franklin Ave Ste 310
Mpls MN 55404

Dear Dick:

Thank you for your interest in the MSI Insurance Foundation. Our Foundation awards grants under two programs. Grants under both programs are determined by a committee of our Board of Directors each fall.

The first program, the Mutual Service Fund, specifically supports educational and development programs for cooperatives -- with preference to agriculture. Some 60 years ago, MSI was formed as a cooperatively governed insurance company for commercial agribusiness. While we serve individual insurance needs as well today, we still feel a strong connection to agriculture and cooperatives. To be eligible for funding, grant applications must be received by June 30.

The second program is the charitable and educational portion supporting Twin Cities 501(c)3 organizations -- with preference to specific projects and programs. Most of the charitable portion is donated to the United Way. There is no formal application for this portion of the funding process; a demonstration of 501(c)3 status and a detailed description of the program or project is sufficient. These requests should be received by September 1.

Thank you again for your interest.

Sincerely,

Joni Barg
Mutual Service Fund Administrator

Mailing address: P.O. Box 64035, St. Paul, Minnesota 55164-0035
Home Office: Two Pine Tree Drive, Arden Hills, Minnesota 55112-3793 (612) 631-7000

N. List other project(s) with which you have been associated and contact person(s).

Project: _____

Contact person: _____

Phone: _____

O. Have you previously received a Mutual Service Fund grant? _____

If so, what year? _____

P. Application submitted by:

Name: _____

Title: _____

Organization: _____

Phone Number: () _____ Date: _____

Q. Include with this application a separate letter from the chief administrative officer(s) of the organization stating:

1. Endorsement of this project.
2. Agreement that the organization will assume full responsibility for proper fiscal management of, and accounting for, grant funds received.
3. Agreement to submit regular and timely progress, financial and final reports as requested.

Project requests are reviewed once a year by the Mutual Service Fund Committee. All applications must be received by MSI Insurance by June 30 to be eligible. Grant recipients must abide by foundation requirements.

Please mail this completed application and supporting information to:

MSI Insurance Foundation
Office Services
MSI Insurance
P.O. Box 64035-0035
St. Paul, MN 55164





ONE-DOOR
Grant Application
Guidelines

Issued February 1997

For the Life of Our Community
THE
MINNEAPOLIS
FOUNDATION



Since 1915



OUR MISSION

WE BELIEVE that the well-being of each citizen is connected to that of every other and that the vitality of any community is determined by the quality of those relationships.

OUR PURPOSE is to join with others to strengthen our community, in measurable and sustainable ways, for the benefit of all citizens, especially those who are disadvantaged.

WE ARE COMMITTED to be an effective resource developer and a responsible steward of those resources, an active grantmaker and convener addressing crucial community needs and a constructive catalyst for changing systems to serve people better.

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OUR OPERATING PRINCIPLES

To carry out its mission, The Minneapolis Foundation (TMF) will apply these operating principles to its competitive grantmaking, convening, partnerships, special initiatives and other activities:

- ▮ The starting point for any activity should be a vision of how it will build a healthy, integrated community that controls its own destiny over time. Such activities should
 - improve the ability of people to help themselves,
 - foster cooperative approaches to community issues and
 - enable community institutions to be responsive to all citizens.
- ▮ The people and institutions integral to successful outcomes must be involved in the creation of those outcomes throughout the process of planning, execution and assessment.
- ▮ Specific benchmarks should be established that identify and measure the intended impact on individuals and institutions.

FROM THE PRESIDENT

One of The Minneapolis Foundation's most important responsibilities is to openly, accurately communicate our grantmaking process while adhering to the highest ethical standards. This commitment led us to become one of the charter foundations subscribing to the Minnesota Council on Foundations' *Principles and Practices for Grantmakers*. Our guidelines, as well as public information meetings held before each application deadline, are the primary ways we explain our grantmaking priorities and procedures.

Our "one-door" guidelines have received widespread acceptance from the community since their introduction in 1995. These updated guidelines, which replace all previous guidelines, continue to reflect the Foundation's belief that interconnectedness is key to a healthy community. While there are no major changes to our priorities or procedures, we now ask that nonprofit applicants show that they are registered in compliance with the Minnesota Charitable Solicitation Law. We also have shifted the emphasis of our arts grantmaking.

As Minnesota's nonprofit organizations face new challenges amid declining resources, we look forward to partnering with those that have the most promising ideas, build on community assets, leverage other resources and show potential for significant impact. Our decisions will continue to be guided by our mission, operating principles, preferred strategies and areas of interest.

We look forward to working with you for the life of our community.

—Emmett D. Carson, President and CEO

PREFERRED STRATEGIES

We will favor requests that

- ✱ build on the strengths and assets of individuals, organizations and institutions,
- ✱ involve all relevant people in developing the proposed activities and doing the work for which funding is requested and
- ✱ address underlying causes—rather than treat symptoms—by seeking to change policies or institutional arrangements in order to help achieve equity for all people.

AREAS OF INTEREST

The Minneapolis Foundation's competitive grantmaking seeks to improve the lives of disadvantaged people who face systemic barriers to opportunities or services. Specifically, this includes children, youth and their families, low-income senior citizens, people with disabilities and those in need of rehabilitation, people who lack access to medical resources and victims of discrimination. We also expect all proposals to reflect an ethic of inclusiveness and to leverage other resources whenever possible.

The Minneapolis Foundation seeks to provide and leverage resources to accomplish the following:

- ✱ Help children, youth and their families overcome the effects of poverty and other related types of disadvantage.

- ✱ D Conduct public policy research and neighborhood/community studies to help citizens understand community problems—particularly the underlying causes of poverty—in order to improve the quality of life for disadvantaged groups and individuals.
- ✱ D Build community capacity to resolve important issues through neighborhood-based leadership development and community organizing.
- D Support community economic development, job creation, work readiness training (including secondary and higher education) and career development to further the ability of young people and adults to become economically self-sufficient, contributing members of our community.
- D Reduce the effects of poverty and improve the quality of life for low-income senior citizens.
- D Support people with disabilities and those in need of rehabilitation (*very limited funds available*).
- D Provide community-based and preventive health care for people who lack access to medical resources (*very limited funds available*).
- D Enhance the education and development of youth through exposure to and involvement in traditional and contemporary arts programs (*very limited funds available*).
- D Support medical research or health services for the prevention, diagnosis and treatment of chronic diseases of children related to heart and circulatory disease and cancer (*very limited funds available*).



BUILDING BETTER FUTURES

In 1995, The Minneapolis Foundation began implementation of its Building Better Futures (BBF) program, a ten-year, \$20 million commitment to support community projects and public policy initiatives that improve life for disadvantaged children, youth and families. BBF focuses on seven Minneapolis neighborhoods: Harrison, Near North, Sumner-Glenwood, Elliot Park, Phillips, Stevens Square-Loring Heights and Whittier. Our principal interest areas are: youth development, neighborhood-based initiatives, economic development/employment and public policy. *Proposals for funding related to the BBF initiative will follow the guidelines and procedures described in this booklet. For more specific details about BBF, contact BBF Project Manager Paul Williams at 672-3841.*

Restrictions

The Minneapolis Foundation *will not* make grants from competitive funds for the following: individuals, endowments, scholarships, conference expenses, religious organizations for direct religious activities, financial deficits, memberships in civic organizations or trade associations, political organizations or candidates, veterans' organizations or fraternal orders, courtesy advertising or tickets for benefits, national fundraising efforts, fundraising expenses and telephone solicitations.

TYPES OF GRANTS AVAILABLE

Three types of grants are available through The Minneapolis Foundation.

Program or project support grants are available for existing programs, expansion of existing programs and new programs or time-limited projects. Emerging, start-up and informal organizations are eligible to apply. These will be one-year grants, but organizations may apply for support in succeeding years based on prior performance.

Operating support grants for general support of organizations are available within the following parameters:

- ▶ The work of the applicant organization must be in one or more of the Foundation's grant-making priority areas.
- ▶ We will make a limited number of \$10,000 operating support grants.
- ▶ Grants can be made for up to three consecutive years. We will release funds on an annual basis, contingent upon a favorable review. Organizations may apply for additional three-year blocks, based on prior performance.

Capital support grants for equipment and buildings may constitute up to 15% of our competitive grantmaking, within the following parameters:

- ▶ The applicant's activities must fall within one or more of the Foundation's areas of interest for capital support as described in the Grant Opportunities Chart (pages 10-11).

- ▶ The applicant must be able to demonstrate that the grant will result in improved service to the community and cost benefits to the organization.
- ▶ After a grant has been made for a building, no further capital grants will be made for maintenance or operation of that building.
- ▶ Grants to capital campaigns will not exceed 20% of the total goal of the campaign.

Loans

Loans and related technical assistance are available for nonprofit organizations throughout Minnesota from the Minnesota Nonprofits Assistance Fund (MNAF), a program of The Minneapolis Foundation. Loans are made to 501(c)(3) organizations for short-term cash flow needs, capital acquisition, repair financing, working capital, earned-income ventures and a variety of purposes critical to nonprofits. Interest is charged on each loan. For more information, contact MNAF at 647-0013.

Geographic Areas of Interest

The Minneapolis Foundation focuses primarily on the City of Minneapolis but makes limited grants in the seven-county Twin Cities metropolitan area as well as Greater Minnesota. *The Minneapolis Foundation does not make grants outside the state of Minnesota from its competitive funds.* Please refer to the Grant Opportunities Chart (pages 10-11), which cross-references grantmaking areas of interest, geographic restrictions and types of grant support.



GRANT OPPORTUNITIES CHART

The Minneapolis Foundation will make grants in the following categories:

Area of Interest	GEOGRAPHIC AREA		TYPE OF SUPPORT		
	Metro	Statewide	Program	Operating	Capital
Disadvantaged children, youth and their families	☐	☐*	☐	☐	☐*
Public policy research and neighborhood/community studies	☐	☐	☐	☐	
Building community capacity through community organizing, neighborhood-based initiatives	☐		☐	☐	
Community economic development, work readiness training, secondary and higher education and career development for people who are disadvantaged	☐		☐	☐	
Low-income seniors	☐			☐	☐
Community-based health care for people who lack access to medical resources	☐			☐	☐
People with disabilities and in need of rehabilitation	☐	☐*	☐	☐	☐*
Arts to enhance the education and development of youth	☐		☐		
Medical research or health services for chronic diseases of children related to heart and circulatory disease and cancer	☐	☐	☐		

*Capital grants will be made in the seven-county Twin Cities metro area only.



APPLICATION PROCESS

Starting the Process

We encourage you to attend an information meeting before you submit a proposal. Please call 672-3852 for a listing of the scheduled meetings. The information meeting will help you decide whether your proposal fits within TMF guidelines, and will help you make it as competitive as possible. You are also welcome to discuss specific proposal ideas with program staff whose telephone numbers appear on the back of this brochure.

Making A Formal Application

An organization may submit only one proposal per grant round. Exceptions may be made on a case-by-case basis to allow for more than one proposal from affiliate-type organizations or universities, for example. **A proposal may contain a maximum of two requests.** The request(s) may be for the organization as a whole or specific sites or programs of the organization. Each request may seek either program/project, operating or capital support; the choice will be left to the applicant.

In addition to its own request, an organization—in conjunction with one or more additional organizations—may also submit a grant application as part of a collaborative.

In general, an organization or collaborative is not likely to receive more than one competitive grant in a 12-month period.

Maximum narrative lengths are five pages for a single-request proposal and seven pages for a two-request proposal.

We also accept the Minnesota Common Grant Application Form.

Deadlines

There are two deadlines per year: *March 15 and September 15.* When the deadline date falls on a non-business day, the effective deadline becomes the next business day.

All proposals must be received at The Minneapolis Foundation offices by 4:30 p.m. on the deadline date.

How Proposals Are Reviewed

In general, organizations not selected to receive a full review with site visit will be notified within five weeks after the proposal deadline. It takes about 15 weeks from the time proposals are due to the announcement of grant awards.

Program staff members will review the proposal to determine how well it meets the Foundation's mission and operating principles, preferred strategies and areas of interest, as well as its quality and overall priority. A limited number of proposals will be selected for further review.

Proposals selected for full review will go through three additional steps:

- 1) A program officer will be assigned to research the request and conduct a site visit.
- 2) Program staff members will make recommendations for funding to the appropriate internal funding source(s) within TMF.
- 3) The appropriate TMF governing body will make a final decision.

APPLICATION INSTRUCTIONS

All proposals must include

- ▶ a completed cover sheet signed by the board chair or authorized designee (use the pre-printed form provided or your replication of it within the same one-page limit),
- ▶ a five-part narrative in the order requested below and
- ▶ the requested supporting materials.

Completing the Narrative

Please respond to the following five requests in the order presented,

- 1) Describe the *structure and purpose(s)* of your organization or collaborative, including the community (geographic area and population) served.
- 2) Explain the *situation*—opportunity, problem, issue, need, etc.—that your proposed activities address, *how* that focus was determined and *who* was involved in that decision-making process.
- 3) Describe the *specific activities* for which you seek funding and *who* will carry out those activities. Tell us your overall goal(s), the specific objectives or ways in which you will meet the goal(s), the actions that will accomplish your objectives and the time frame in which all this will take place.
- 4) Explain how the proposed activities will benefit the community in which they will occur, being as clear as you can about the *impact(s)* you expect to have.

- 5) Explain briefly how your proposed activities address the mission, operating principles and guidelines of The Minneapolis Foundation.

Supporting Materials

You must supply the following supporting documents with your application:

- ▶ A list of current board members with their affiliations,
- ▶ An income and expense budget for your overall organization with a specific proposal-related budget where appropriate,
- ▶ A copy of your IRS determination letter (if applicable) and
- ▶ Evidence of registration with the Minnesota Attorney General's Office under the Minnesota Charitable Solicitation Law (if applicable).

Attach only the materials requested above. Additional materials will not be reviewed in the initial screening. Organizations receiving a site visit should be prepared to provide the most recent financial audit and any other materials requested by the program officer at that time.

Submitting Your Proposal

Send an *original and two copies* of your proposal (including supporting materials), stapled but not bound, to:

Grant Applications
The Minneapolis Foundation
A200 Foshay Tower
821 Marquette Avenue
Minneapolis, MN 55402

Deadlines

March 15 and September 15 – received at the Foundation offices by 4:30 p.m. (If the 15th falls on a non-business day, the deadline extends to the next business day.)

For Further Information

If you have any questions, we ask that you contact the following people for specific inquiries:

GENERAL PROPOSAL INFORMATION

Patti Marsh Cagle
672-3837

Beverly King
672-3850

SPECIFIC QUESTIONS REGARDING YOUR PROPOSAL

Genie Dixon
672-3827

Ron Hick
672-3828

Karen Kelley-Ariwoola
672-3829

Brian Malloy
672-3831

Paul Williams
(Building Better Futures)
672-3841

COMMENTS OR CONCERNS

George Garnett
vice president, programs
672-3824

MINNESOTA NONPROFITS ASSISTANCE FUND

Sherri Wargin
647-0013

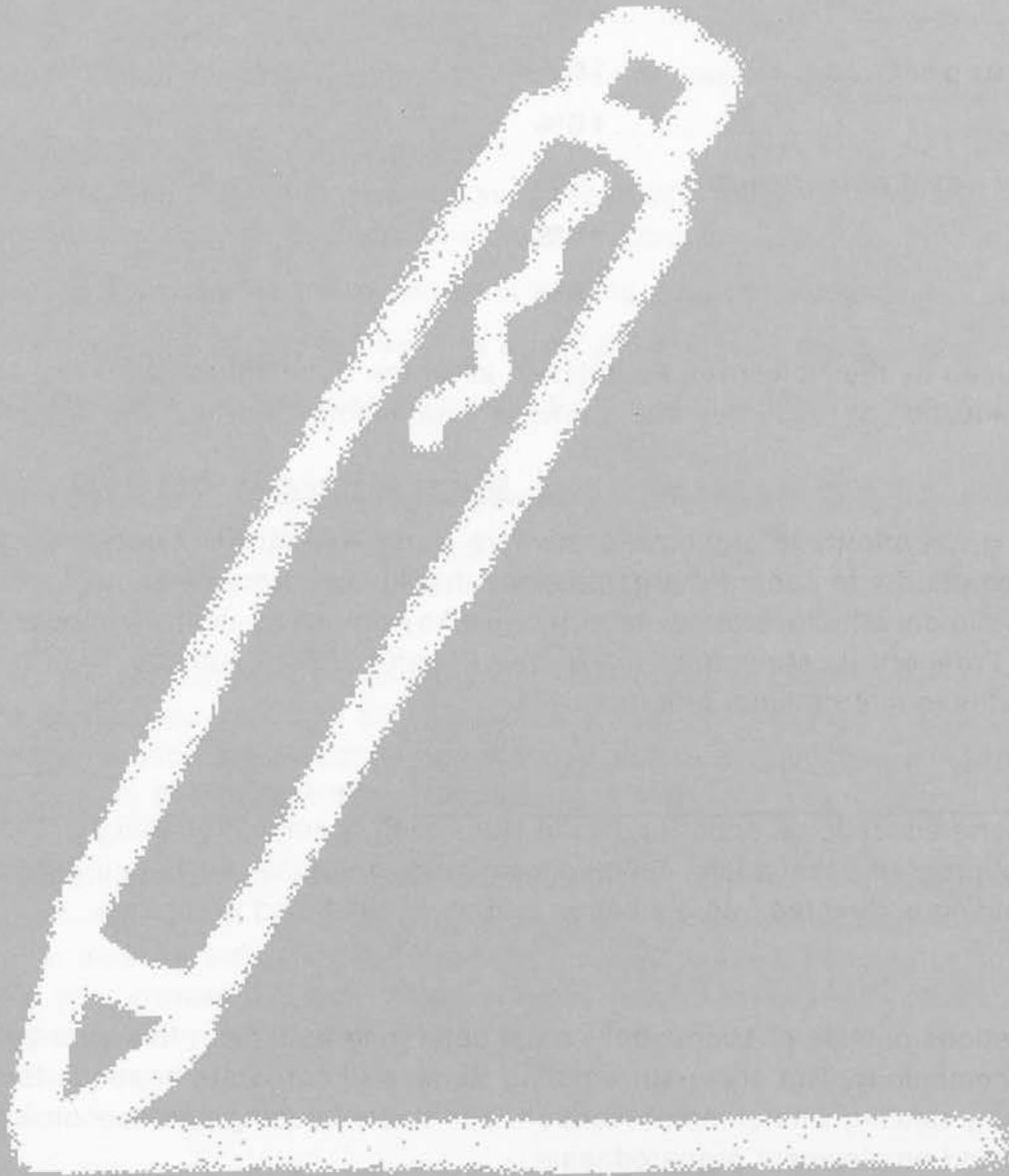
ADDITIONAL COPIES OF THESE GUIDELINES

672-3861

FAX ON DEMAND

612/672-3870

Honeywell Foundation Application Guidelines



The Honeywell Foundation supports a wide variety of community organizations. To handle the numerous requests, the Foundation established the following guidelines for all agencies. These guidelines ensure that each organization aligns with Honeywell's grant-making mission as well as the specific focus areas we support.

More than 1.6 percent of Honeywell's worldwide profits are used to contribute to the communities where we operate. Only nonprofit organizations with 501 (c) (3) Internal Revenue Service tax-exempt code are eligible to receive Foundation grants. Contributions are distributed to organizations that fall into the following focus areas:

Education	44%
Community Support	16%
Arts	10%
Energy Efficiency/Environment	4%
United Way	18%
Other	8%

The guidelines used by the Honeywell Foundation allow the Foundation board and staff to determine the allocation of resources and grants to communities in which we do business.

Honeywell Location and Employee Involvement

The Foundation gives priority to organizations where Honeywell facilities and employees are located and gives priority to nonprofit organizations that involve Honeywell employee volunteers. In general, the Foundation allocates funds to the five key employee centers: Albuquerque, NM; Clearwater, FL; Freeport, IL; Minneapolis, MN; and Phoenix, AZ. In addition, the Foundation occasionally contributes to international programs.

Education

Honeywell supports educational opportunities in Honeywell communities that significantly and positively impact programs that assist children from birth to age 18. Forty-four percent of the Foundation's funding is directed into education and early-childhood programs.

Community Support

Honeywell's locations outside of Minneapolis each determine funding in this area by the needs in each particular community. The areas surrounding Honeywell corporate headquarters receive funds for programs dealing with crime prevention, affordable housing and economic security through training and employment preparedness.

Energy and the Environment

Plans are in place to put even more emphasis on the issues, with particular investments in projects with measurable outcomes. The Foundation invests in programs for energy and environment that increase education and awareness; demonstrate earth-friendly practices and lead by example; and lead efforts for new research of energy saving approaches that lead to policy change.

Application Procedure

The Honeywell Foundation requires specific application forms for each grant or contribution (see tear-off application form). In addition, we request the following information be included with the application. Please limit your attachment to *five pages*.

Organizational Information

- Briefly describe the history of the organization, its mission and goals.
- Describe current programs, activities, service statistics, and strengths and accomplishments.
- Describe your organization's relationship with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
- Provide a list of board members, and the number of full-time paid staff, part-time paid staff and volunteers.
- Why your organization is uniquely suited to address the problem.

Purpose of Grant

- Describe the need and the community that your proposal addresses. How was the focus determined? Who was involved in the decision-making process?
- Describe specific activities for which you seek funding and who will carry out those activities.
- Describe your overall goals and the ways in which you will meet these goals.
- Describe actions that will accomplish your objectives and the time frame in which this will take place.
- Describe how the proposed activities will benefit your community. Describe the long-term strategy for sustaining this effort.

Evaluation

Describe how you will measure the effectiveness of your activities, the criteria for a successful program and the results you expect to achieve by the end of the funding period. Describe how the evaluation will be conducted and by whom. An evaluation must be provided six months after completion of a project if the grant exceeds \$100,000.

Provide financial statements from your most recently completed fiscal year, organizational and/or project budget. Include a list of names of corporations and foundations that were solicited for funding, with dollar amount, indicating which sources are committed, pending or anticipated. Provide a copy of your current IRS determination letter indicating tax-exempt status. Please do not send videotapes.

The Honeywell Foundation supports a wide variety of community organizations. To handle the numerous requests, the Foundation established the following guidelines for all agencies. These guidelines ensure that each organization aligns with Honeywell's grant-making mission as well as the specific focus areas we support.

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- Community Support**16%
- Arts**10%
- Energy Efficiency/Environment**4%
- United Way**18%
- Other**8%

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Plans are in place to put even more emphasis on the issues, with particular investments in projects with measurable outcomes. The Foundation invests in programs for energy and environment that increase education and awareness; demonstrate earth-friendly practices and lead by example; and lead efforts for new research of energy saving approaches that lead to policy change.

Arts

Honeywell's support of the arts in the communities where our employees live and work focuses on major arts organizations and a select group of new and emerging arts programs. These organizations must employ sound fiscal and artistic management and demonstrate significant community outreach.

Other Foundation Contributions

United Way Contributions

The Foundation allocates funds to the United Way in each community where Honeywell has operations. Employees initiate a fund-raising campaign each year and assist with much of the planning for future events. The amount of the Foundation contribution is determined by a formula match based on employee giving.

Employee Matching Grants

Employee gifts to two-year community and technical colleges, four-year public colleges and universities, and to public television and radio stations can be matched, 50 cents for every employee dollar, through this program. The cap is a \$2,500 company match to an employee gift of \$5,000.

HELP Grants

Honeywell Employee Launched Projects (HELP) grants are available to employee volunteers to aid in the funding of a community service project. Community service projects involving at least four Honeywell employees or retirees are eligible to receive grants of \$100-\$500. For HELP grant applications, employee volunteers may contact the Honeywell Foundation.

Teacher Mini-Grants

Awarded on a competitive basis, these grants are designed to provide teachers with the means to fund innovative learning projects. Up to \$500 per grant is available to directly help students excel in the classroom.

Local Community Giving

The Foundation allocates funds to Honeywell businesses for giving in their local communities. Funds are based on the number of employees, employee involvement in volunteer activities and the business' community affairs plans and projects. Often, Honeywell businesses supplement Foundation allocations with contributions from local operating budgets.

Honeywell Foundation Application Form

Organization Information

Date of application _____

Legal name of organization _____

Address _____

City, State, Zip _____

Telephone _____

Fax _____

Name of top paid staff (CEO, president, executive director) _____

Title _____

Contact person (if different from executive director) _____

Is your organization an IRS 501 (c)(3) not-for-profit? yes no
 If no, is your organization a public agency/unit of government? yes no
 If no, name of fiscal agent (fiscal sponsor)? _____

Purpose of Grant:

Amount and Type of Support Requested

The dollar amount being requested: \$ _____

Funds are being requested for: (check appropriate box)

- general operating support
- start-up costs
- project support
- technical assistance
- endowment
- capital
- other _____

If a project, give project duration: _____ month _____ year to _____ month _____ year
 If operating support, fiscal year: _____ month _____ year to _____ month _____ year

Budget

Total annual organizational budget: \$ _____
 Total project budget (if applying for project support): \$ _____

Proposal Summary

(If operating or other support, relate to organization. If project support, relate to the project.)

Project name (if applying for project support): _____

Please give a 2-3 sentence summary of the request:

Geographic area served:

Population served:

Authorization

Name of top paid staff or Board Chair (please type) : _____

signature _____

The Review Process

A board of directors meets semi-annually to guide the Honeywell Foundation by developing policies and procedures and determining focus areas, priorities and budget. The board, made up of Honeywell executives with expertise relevant to the operation of the Foundation, serve as committee members for each focus area. These committees are responsible for setting the guidelines and determining funding for eligible organizations.

Foundation staff members study and evaluate community needs and issues throughout the year. The staff addresses the concerns of volunteers, community leaders and nonprofit groups through meetings with these parties on a timely basis.

Because of company policies or federal tax law, we will not consider grants to:

- Individual applicants or groups for support of their personal needs, including travel.
- Religious denominations for support of denominational causes.
- Political campaigns or political lobbying activities
- Benefit fund-raisers or tickets to fund-raisers*
- Recognition or testimonial events
- Fundraising campaigns to eliminate or control specific diseases.
- Fraternal, veterans or professional associations
- Athletic scholarships
- Advertising sponsorships
- Publication of books or annual reports; production of films or special broadcasts
- Endowment campaigns*

*(*Support considered only if there is a long term relationship with the organization seeking funds.)*

Address

Send proposals to:

Honeywell Foundation MN12-5259
Honeywell Inc.
Honeywell Plaza
P.O. Box 524
Minneapolis, MN 55440-0524

Board of Directors

Ray Alvarez
Karen Bachman
Michael Bonsignore
John Dewane
Giannantonio Ferrari

Brian McGourty
Larry Moore
Bill Hjerpe
Pat Hoven
Jim Porter

Glen Skovholt
Larry Stranghoener
Markos Tambakeras
Sig Ueland
Gerald Vandervoort

NEW DIRECTION

Partnerships for Community Results

The eight states served by the Northwest Area Foundation—Minnesota, Iowa, North Dakota, South Dakota, Montana, Idaho, Washington, and Oregon—comprise a region of tremendous geographic differences. It encompasses some of the nation's wealthiest and fastest growing cities as well as communities of persistent and devastating poverty. It ranges from the plains and small farms of the Upper Midwest to the mountains and immense ranches of the West to the dense forests of the Pacific Northwest. Population centers are as varied as isolated reservations and vibrant urban communities.

The people of this region are as diverse as their land. The eight states are home to descendants of the continent's first people and some of its most recent arrivals. Although the region includes several large metropolitan areas, most of it is sparsely populated. Three of the states send only one member to the population-based U.S. House of Representatives. In fact, more than half of the 32 members of Congress who represent the region are from two states that form western and eastern borders of the Foundation's territory (Washington and Minnesota).

The Foundation's History

Although the eight states are contiguous, history, more than the bonds of population or geography, bring them together into the Northwest Area Foundation's service area. They are the eight states served by the Great Northern Railway. The Foundation was established in 1934 by Louis W. Hill, son of James J. Hill, the railroad's founder and driving force.

Since its establishment in 1934, the Foundation has made a total of \$263 million in grants. In its most recent fiscal year (ending February 28, 1997), the Foundation made 100 grants totaling \$18.4 million. It ended the year with almost \$390 million in assets.

Throughout its more than six decades, the Foundation's involvement in the eight states has been as

diverse as the people and the states themselves. Grants have been made in many areas, among them economic development, natural resource management and conservation, affordable housing, public policy, health care, and arts and culture.

Preparing for the Future

The size of the region, though, and the broad variety of needs and opportunities, have made it clear in recent years that the Foundation needed to assess its strategic mission, evaluating how to best invest its resources.

Over a year ago, in September 1996, the Foundation's Board of Directors decided to proceed with an intensive strategic planning process. At the heart of this exercise was the question the Board asked of

MISSION

The Foundation is seeking to help communities most in need create positive futures—economically, ecologically, and socially.

itself and of Foundation staff: How do we have the optimal effect on increasing the economic vitality of disadvantaged communities with the grantmaking, investment, and personnel resources of the Foundation?

The Foundation spent a year in a deliberate and broad-based strategic planning effort. Through a variety of forums, it engaged people throughout the region in identifying current and emerging needs and opportunities. Discussion groups, research, and personal contacts generated a fascinating portrait of the region and its people.*

It is a portrait of people and places undergoing fundamental transitions. Remarkable success stories can be found. New economic opportunities are generating tremendous wealth for many individuals and businesses and for cities and states throughout the region. People in communities of place and in communities of shared interests are coming together with new solu-

tions to long-time challenges. There is much to celebrate.

But there also is much about which to be concerned. Throughout the region, economic transitions threaten to further isolate vulnerable members of society. Declining populations in rural areas are depleting leadership resources while growing populations in some urban centers are overwhelming safety nets. In many of the Foundation's eight states, the influx of new people and businesses is placing a strain on the environment, the social and physical infrastructures, and on what many residents see as their quality of life.

Conventional responses to these challenges also are in transition. National policy is devolving, increasingly turning to local and state governments to find both the answers and the resources to meet emerging needs.

The business community also is changing. Corporate civic involvement, say many of those who participated in discussion groups hosted by the Foundation as part of its information gathering, is becoming more focused on short-term accomplishments and driven more by a company's narrow interests than the larger community good.

Identifying Community Needs

As the Foundation's Board of Directors evaluated these challenges and opportunities, it determined that a traditional grantmaking approach would be inadequate. This decision is based, as much as anything, on what the region's residents themselves identified as their needs in a relationship with a foundation. To be sure, there is a need for more resources. But those who participated in the Foundation's information gathering consistently cited a desire for more than just additional resources. Among the more frequently mentioned needs are the following:

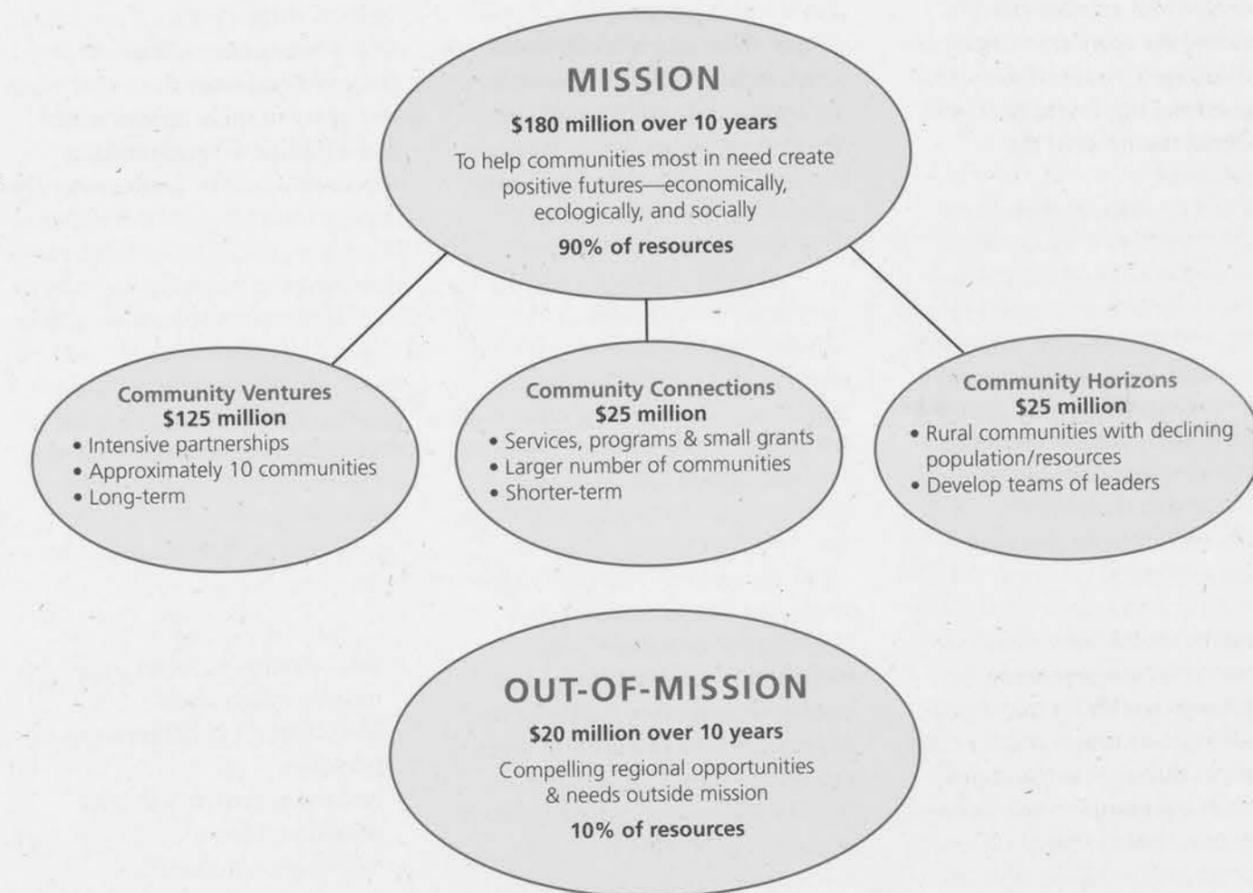
- Community engagement and collaboration between community stakeholders.
- Identification of community priorities.
- Holistic approaches to inter-related problems.
- Nurturing of innovation.
- A long-term vision.
- Sharing of success stories and strategies.
- The know-how to implement new programs.

Creating a New Mission

With these issues in mind, the Northwest Area Foundation created a new mission:

The Foundation is seeking to help communities most in need create positive futures—economically, ecologically, and socially.

In implementing this mission, the Foundation will help communities work toward a balanced and sustainable system that will reduce poverty; stimulate economic



*A brief report—*Opportunities for Change: Voices from the Region*—on the ideas and suggestions the Foundation heard during its information gathering is available on request.

The Foundation will help communities work toward a balanced and sustainable system that will reduce poverty; stimulate economic growth; sustain the natural environment; and develop effective institutions, relationships, and individuals.

growth; sustain the natural environment; and develop effective institutions, relationships, and individuals.

The Foundation will work in communities of place, defined by political, geographic, and social boundaries (for example, towns, watersheds, neighborhoods, and cities). It will also work with communities of interest on sustainability issues that have application across several geographic locations.

Approximately 90 percent of the Foundation's resources will be devoted to supporting the new mission; 10 percent will be available to support compelling regional oppor-

tunities and needs outside of the mission. The Foundation anticipates distributing \$200 million over the next 10 years, assuming a healthy market.

The Foundation will invest mainly through the following three programs. Specific criteria for the first two programs will be developed over the coming 6 to 12 months; criteria for the third program will be developed over the next two to three years; criteria for work to be supported outside the strategic mission will be available in spring 1998.

COMMUNITY VENTURES. Over the next five years, the Foundation will identify approximately 10 communities in which to work intensively. Recognizing that the same approach won't work for every community, the Foundation will encourage communities to identify what they need and how they want to accomplish their goals. Commitment to each community will be long-term, as much as 10 years or longer. Investments in these community partnerships will total approximately \$125 million over the next decade.

COMMUNITY CONNECTIONS. Recognizing that communities need to overcome specific barriers—such as economic, physical, or social isolation—that may be obstructing their creation of a healthy, sustainable future, the Foundation will make available an array of shorter-term services, programs, and small grants to an additional number of communities. These services, programs, and grants will be consistent with the Foundation's new mission of helping communities most in need create positive futures—economically, ecologically, and socially. The investment in these activities will total approximately \$25 million in the next 10 years.

COMMUNITY HORIZONS. Recognizing the dilemma of rural communities where both population and opportunity have been declining for decades, the Foundation will help selected communities develop and retain teams of leaders who can chart the future. This program, which will be fully operating in three to five years, will total approximately \$25 million over the next decade.

Translating the Mission into Action

The emphases of these programs reflect the priorities inherent in the Foundation's new mission. Among the most important of these:

PARTNERSHIP. The Foundation will build partnerships to achieve community-based solutions that can be sustained over long periods of time. It will work in communities with nonprofit organizations, government, businesses, religious bodies,

and others to develop and implement solutions specific to the individual communities. While creating new partnerships, the Foundation also will build on investments it has made in organizations and programs in recent years when they are consistent with the focus on community sustainability.

GREATEST NEED AND GREATEST OPPORTUNITY. The Foundation is seeking to work in communities with the greatest need and the greatest opportunity. In identifying communities it will take a long-term view of the needs and the potential for achieving a sustainable future. While the criteria of greatest need and greatest opportunity will likely lead the Foundation into partnership primarily with low-income communities, it is open to working with other communities committed to creating a positive balance between economic, ecological, and social assets.

LEARNING. The mission is a fundamental change for the Foundation. It is not business as usual. In the past, a major focus of the Foundation has been to inform public policy. Now the primary focus is on results in communities. Policy, practice, and learning will all be part of the equation. The Foundation's work will be less prescriptive and more focused on the needs identified by individual communities consistent with building a balanced and sustainable future. The Foundation also sees a multiple role for itself that moves beyond grantmaking to supporting, cosponsoring, and operating programs and convening discussions. Implementing the mission will require ongoing learning and sharing of information between communities and the Foundation.

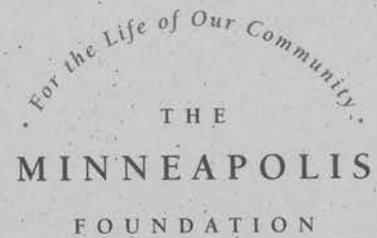
Contacting the Foundation

While the Foundation is eager to expand its support of communities, it is also realistic enough to know that taking time now is an investment in meeting its goals in the future. We are not now accepting grant proposals, but are seeking ideas and suggestions for how communities most in need can create positive futures. We also welcome suggestions for how to select communities and form partnerships.

- Karl Stauber, Foundation president, can be reached by mail at 332 Minnesota Street, Suite E-1201, St. Paul, MN 55101-1373. His e-mail address is kns@nwaf.org and phone number is (612) 225-3866.
- The Foundation can be reached by e-mail at info@nwaf.org, by phone at (612) 224-9635, and by fax at (612) 225-3881.
- We have additional information available on our Web site, <http://www.nwaf.org>

GRANT APPLICATION COVER SHEET

Please provide the following information, which may be word processed; however, use no more space than the form provides. Complete all information.



Since 1915

Applicant/Collaborative Organization:

Mailing Address (include city, state and zip code):

Contact Person:

Title:

Phone: _____ **Fax (if any):** _____

Date of Submission:

Total Organizational Budget: \$ _____ for fiscal year ending _____ (mo./day/yr.)

Geographic Area Served:

Type of Organization: _____ 501(c)(3) _____ Other IRS 501 or 509 category _____
_____ Religious organization
_____ Governmental organization
_____ Emerging/start-up/informal

Request #1

Type of Request: _____ Program/Project _____ Operating _____ Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Request #2

Type of Request: _____ Program/Project _____ Operating _____ Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Signature of Board Chair or Authorized Designee

Date



KARE 11

**1998 GUIDELINES
for the
Gannett Foundation**

This information is in addition to the information listed in the enclosed Gannett Foundation guidelines brochure.

Our deadlines for submission of Gannett Foundation grant requests are:

March 15
June 15
September 15
December 15

Locally, grants are read and determination of dollars to be awarded on:

April 15
July 15
October 15
January 15

You will be notified by letter from KARE 11 the determination of your grant request and if granted, the dollar amount you will receive. Grants are then forwarded to the Gannett Foundation home office for approval and check disbursement.

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Average grant amount is \$1,000 - \$2,500.

For 1997, KARE 11 is looking at funding programs affecting systemic change, prevention or early intervention. We are also interested in education and outreach programs from all agencies.

In addition to the list in the guidelines, we do not consider contributions for the following purposes:

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- Scholarships/Endowments
- Capital expenditures, including equipment
- General Operating expenditures, including salaries
- Start-up monies for programs
- Sponsorships/Individuals/Events/Conferences/Seminars, or similar short-term projects



8811 Olson Memorial Highway

Minneapolis, MN 55427

612-546-1111





GANNETTFOUNDATION



GANNETTFOUNDATION

Printed on recycled paper.

Guidelines

WHO WE ARE

The Gannett Foundation serves those communities in which Gannett Co., Inc., has operations. The program makes contributions to qualified nonprofit organizations to improve the education, health and advancement of the people who live in Gannett communities. The contributions are our way of helping to improve the quality of life and addressing the most pressing community problems.

We value projects which take a creative approach to such fundamental issues as education and neighborhood improvement, economic development, youth development, community problem-solving, assistance to people who are disadvantaged, environmental conservation and cultural enrichment.

HOW TO APPLY FOR FUNDS

Enclosed is a list of communities in the U.S. and its territories in which Gannett does business. If your organization is located in one of these communities and your program serves primarily the local population, you may apply to the local chief executive officer – the newspaper publisher, broadcast station manager, or cable TV or security executive.

WHAT WE REQUIRE

Your proposal of no more than five pages should be sent to the local CEO, and must contain the following information:

- completed application form (enclosed);
- needs statement;
- IRS letter of determination for §501(c)(3) tax exemption ;
- objectives of the project to be funded;
- your organization's qualifications to carry out the project;
- whether the project is new or ongoing;
- constituency to be served;
- community and volunteer involvement;
- how the project will be evaluated;
- plans for continued funding of the project, if applicable;
- one-page project budget, and an organizational budget;
- list of other funding sources, committed and applied for;
- pertinent publications may be included.

If you have not been determined a tax-exempt organization under §501(c)(3), please include a copy of your application for exempt status (IRS Form 1023).

TIMELINE

Proposals are accepted at any time during the year. The Management Contributions Committee at Gannett corporate headquarters reviews proposals four times a year from February through November. Generally, applicants should plan on 60 to 90 days for processing and a decision. Local CEOs will notify applicants of decisions and send contributions.

WHAT WE DO NOT FUND

Like many donors, we receive many more requests than we can fund. As a result, contributions will not be considered for the following purposes:

- individuals;
- organizations not determined by the IRS to be tax-exempt under §501(c)(3);
- national or regional organizations unless their programs address specific local community needs;
- programs or initiatives where the primary purpose is the promotion of religious doctrine or tenets;
- elementary or secondary schools (except to provide special initiatives or programs not provided by regular school budgets);
- political action or legislative advocacy groups;
- endowment funds;
- multiple-year pledge campaigns;
- medical or other research organizations;
- organizations located in or benefiting nations other than the U.S. and its territories;
- fraternal groups, athletic teams, bands, veterans' organizations, volunteer firefighters or similar groups.



March 4, 1998

Dick Little
Education & Housing Equity Project
122 West Franklin, Suite 312
Minneapolis, MN 55404

Dear Mr. Little:

Thank you for your interest in KARE and the Gannett Foundation.

I am enclosing a copy of the Gannett Foundation guidelines for your information. If you should decide to submit a proposal to the Gannett Foundation for funding, please send your letter to:

John Remes, President
KARE-TV
8811 Olson Memorial Highway
Minneapolis, MN 55427

Include with the letter a description of your organization or program, what amount of money you will need, specifics on how it will be spent, an annual report, and a copy of your 501(c)(3) tax-exempt form. Please send this information in duplicate. If you have any questions at all, please feel free to call me.

We look forward to hearing from you.

Sincerely,

Kiki Rosatti
Community Relations Director

enc.

KLR/cs



8811 Olson Memorial Highway

Minneapolis, MN 55427

612-546-1111



GANNETT CO., INC. SITES

ALABAMA

Montgomery/The Montgomery Advertiser

ARIZONA

Flagstaff/KNAZ-TV
Kingman/KMOH-TV
Phoenix/KPNX-TV
Tucson/Tucson Citizen

ARKANSAS

Little Rock/KTHV-TV
Mountain Home/The Baxter Bulletin

CALIFORNIA

Marin County/Marin Independent Journal
Palm Springs/The Desert Sun
Salinas/Salinas Californian
San Bernardino/The San Bernardino County Sun
Tulare/Tulare Advance-Register
Visalia/Visalia Times-Delta

COLORADO

Denver/KUSA-TV
Fort Collins/Fort Collins Coloradoan

CONNECTICUT

Norwich/Norwich Bulletin

DELAWARE

Wilmington/The News Journal

DISTRICT OF COLUMBIA

Metropolitan Washington Area/
Gannett Co., Inc.,
USA TODAY, WUSA-TV

FLORIDA

Brevard County/FLORIDA TODAY
Fort Myers/News-Press
Jacksonville/WTLV-TV
Pensacola/Pensacola News Journal
Tampa-St. Petersburg/WTSP-TV

GEORGIA

Atlanta/WXIA-TV
Gainesville/The Times
Macon/WMAZ-TV

GUAM

Agana/Pacific Daily News

HAWAII

Honolulu/The Honolulu Advertiser

IDAHO

Boise/The Idaho Statesman

ILLINOIS

Danville/Commercial-News
Rockford/Rockford Register Star

INDIANA

Lafayette/Journal and Courier
Marion/Chronicle Tribune
Richmond/Palladium-Item

IOWA

Des Moines/The Des Moines Register
Iowa City/Iowa City Press-Citizen

KANSAS

Wichita/Multimedia Cablevision,
Multimedia Security Service

KENTUCKY

Louisville/The Courier-Journal

LOUISIANA

Monroe/The News-Star
Shreveport/The Times

MICHIGAN

Battle Creek/Battle Creek Enquirer
Detroit/The Detroit News
Grand Rapids/WZZM-TV
Lansing/Lansing State Journal
Port Huron/Times Herald

MINNESOTA

Minneapolis-St. Paul/KARE-TV
St. Cloud/St. Cloud Times

MISSISSIPPI

Hattiesburg/Hattiesburg American
Jackson/The Clarion-Ledger

MISSOURI

St. Louis/KSDK-TV
Springfield/The News-Leader

MONTANA

Great Falls/Great Falls Tribune

NEVADA

Reno/Reno Gazette-Journal

NEW JERSEY

Bridgewater/The Courier-News
Cherry Hill/Courier-Post
Vineland/The Daily Journal

NEW YORK

Binghamton/Press & Sun-Bulletin
Buffalo/WGRZ-TV
Elmira/Star-Gazette
Ithaca/The Ithaca Journal
New York City/USA WEEKEND
Poughkeepsie/Poughkeepsie Journal
Rochester/Democrat and Chronicle
Saratoga Springs/The Saratogian
Utica/Observer-Dispatch
Gannett Suburban Newspapers
Mamaroneck/The Daily Times
Mount Vernon/The Daily Argus
New Rochelle/The Standard-Star
Ossining/The Citizen Register
Peekskill/The Star
Port Chester/The Daily Item
Tarrytown/The Daily News
West Nyack-Rockland/
Rockland Journal-News
White Plains/The Reporter Dispatch
Yonkers/The Herald Statesman

NORTH CAROLINA

Asheville/Asheville Citizen-Times
Greensboro/WFMY-TV

OHIO

Chillicothe/Chillicothe Gazette
Cincinnati/The Cincinnati Enquirer
Cleveland/WKYC-TV
Gallipolis/Gallipolis Daily Tribune
Fremont/The News-Messenger
Marietta/The Marietta Times
Pomeroy/The Daily Sentinel
Port Clinton/News Herald

OKLAHOMA

Muskogee/Muskogee Daily Phoenix
and Times-Democrat

OREGON

Salem/Statesman Journal

PENNSYLVANIA

Chambersburg/Public Opinion
Lansdale/The Reporter
North Hills/North Hills
News Record
Tarentum/Valley News Dispatch

SOUTH CAROLINA

Greenville/The Greenville News

SOUTH DAKOTA

Sioux Falls/Argus Leader

TENNESSEE

Clarksville/The Leaf-Chronicle
Jackson/The Jackson Sun
Knoxville/WBIR-TV
Nashville/The Tennessean

TEXAS

Austin/KVUE-TV
El Paso/El Paso Times

VERMONT

Burlington/The Burlington Free Press

VIRGINIA

Arlington/Gannett Co., Inc.,
USA TODAY
Staunton/The Daily News Leader

VIRGIN ISLANDS

St. Thomas/The Virgin Islands Daily News

WASHINGTON

Bellingham/The Bellingham Herald
Olympia/The Olympian

WEST VIRGINIA

Huntington/The Herald-Dispatch
Point Pleasant/Point Pleasant Register

WISCONSIN

Green Bay/Green Bay Press-Gazette
Wausau/Wausau Daily Herald

GRANT APPLICATION COVER SHEET

Please provide the following information, which may be word processed; however, use no more space than the form provides. Complete all information.

Applicant/Collaborative Organization:

Mailing Address (include city, state and zip code):

Contact Person:

Title:

Phone:

Fax (if any):

Date of Submission:

Total Organizational Budget: \$ _____ for fiscal year ending _____ (mo./day/yr.)

Geographic Area Served:

Type of Organization: 501(c)(3) Other IRS 501 or 509 category _____
 Religious organization
 Governmental organization
 Emerging/start-up/informal

Request #1

Type of Request: Program/Project Operating Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Request #2

Type of Request: Program/Project Operating Capital

Amount Requested:

Budget total for activities for this request:

Brief statement of purpose for this request:

Signature of Board Chair or Authorized Designee

Date

For the Life of Our Community
THE
MINNEAPOLIS
FOUNDATION



Since 1915



March 4, 1998

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- fraternal groups, athletic teams, bands, veterans' organizations, volunteer firefighters or similar groups.



KARE 11

**1998 GUIDELINES
for the
Gannett Foundation**

This information is in addition to the information listed in the enclosed Gannett Foundation guidelines brochure.

Our deadlines for submission of Gannett Foundation grant requests are:

March 15
June 15
September 15
December 15

Locally, grants are read and determination of dollars to be awarded on:

April 15
July 15
October 15
January 15

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Visalia/Visalia Times-Delta

COLORADO

Denver/KUSA-TV
Fort Collins/Fort Collins Coloradoan

CONNECTICUT

Norwich/Norwich Bulletin

DELAWARE

Wilmington/The News Journal

DISTRICT OF COLUMBIA

Metropolitan Washington Area/
Gannett Co., Inc.,
USA TODAY, WUSA-TV

FLORIDA

Brevard County/FLORIDA TODAY
Fort Myers/News-Press
Jacksonville/WTLV-TV
Pensacola/Pensacola News Journal
Tampa-St. Petersburg/WTSP-TV

GEORGIA

Atlanta/WXIA-TV
Gainesville/The Times
Macon/WMAZ-TV

GUAM

Agana/Pacific Daily News

HAWAII

Honolulu/The Honolulu Advertiser

IDAHO

Boise/The Idaho Statesman

ILLINOIS

Danville/Commercial-News
Rockford/Rockford Register Star

INDIANA

Lafayette/Journal and Courier
Marion/Chronicle Tribune
Richmond/Palladium-Item

IOWA

Des Moines/The Des Moines Register
Iowa City/Iowa City Press-Citizen

KANSAS

Wichita/Multimedia Cablevision,
Multimedia Security Service

KENTUCKY

Louisville/The Courier-Journal

LOUISIANA

Monroe/The News-Star
Shreveport/The Times

MICHIGAN

Battle Creek/Battle Creek Enquirer
Detroit/The Detroit News
Grand Rapids/WZZM-TV
Lansing/Lansing State Journal
Port Huron/Times Herald

MINNESOTA

Minneapolis-St. Paul/KARE-TV
St. Cloud/St. Cloud Times

MISSISSIPPI

Hattiesburg/Hattiesburg American
Jackson/The Clarion-Ledger

MISSOURI

St. Louis/KSDK-TV
Springfield/The News-Leader

MONTANA

Great Falls/Great Falls Tribune

NEVADA

Reno/Reno Gazette-Journal

NEW JERSEY

Bridgewater/The Courier-News
Cherry Hill/Courier-Post
Vineland/The Daily Journal

NEW YORK

Binghamton/Press & Sun-Bulletin
Buffalo/WGRZ-TV
Elmira/Star-Gazette
Ithaca/The Ithaca Journal
New York City/USA WEEKEND
Poughkeepsie/Poughkeepsie Journal
Rochester/Democrat and Chronicle
Saratoga Springs/The Saratogian
Utica/Observer-Dispatch
Gannett Suburban Newspapers
Mamaroneck/The Daily Times
Mount Vernon/The Daily Argus
New Rochelle/The Standard-Star
Ossining/The Citizen Register
Peekskill/The Star
Port Chester/The Daily Item
Tarrytown/The Daily News
West Nyack-Rockland/
Rockland Journal-News
White Plains/The Reporter Dispatch
Yonkers/The Herald Statesman

NORTH CAROLINA

Asheville/Asheville Citizen-Times
Greensboro/WFMY-TV

OHIO

Chillicothe/Chillicothe Gazette
Cincinnati/The Cincinnati Enquirer
Cleveland/WKYC-TV
Gallipolis/Gallipolis Daily Tribune
Fremont/The News-Messenger
Marietta/The Marietta Times
Pomeroy/The Daily Sentinel
Port Clinton/News Herald

OKLAHOMA

Muskogee/Muskogee Daily Phoenix
and Times-Democrat

OREGON

Salem/Statesman Journal

PENNSYLVANIA

Chambersburg/Public Opinion
Lansdale/The Reporter
North Hills/North Hills News Record
Tarentum/Valley News Dispatch

SOUTH CAROLINA

Greenville/The Greenville News

SOUTH DAKOTA

Sioux Falls/Argus Leader

TENNESSEE

Clarksville/The Leaf-Chronicle
Jackson/The Jackson Sun
Knoxville/WBIR-TV
Nashville/The Tennessean

TEXAS

Austin/KVUE-TV
El Paso/El Paso Times

VERMONT

Burlington/The Burlington Free Press

VIRGINIA

Arlington/Gannett Co., Inc.,
USA TODAY
Staunton/The Daily News Leader

VIRGIN ISLANDS

St. Thomas/The Virgin Islands Daily News

WASHINGTON

Bellingham/The Bellingham Herald
Olympia/The Olympian

WEST VIRGINIA

Huntington/The Herald-Dispatch
Point Pleasant/Point Pleasant Register

WISCONSIN

Green Bay/Green Bay Press-Gazette
Wausau/Wausau Daily Herald

Gannett Foundation Local Application



Legal Name of Organization _____

Address _____

City/State/Zip _____

Authorized Contact Person _____

Title _____

Phone _____

Purpose of Organization _____

Year Founded _____

Total Current Operating Budget _____

Primary Source of Funds _____

Tax Exempt Under IRC 501(c)(3)? _____

If not, is application pending? _____

Federal Tax ID# _____

Proposed Use of Contribution _____

Amount Requested _____

Total Project Cost _____

Numbers Served By Project _____

Geographic Area Served _____

Project Time Period _____

Source of Other Funds to Support Project _____

Proposal Requirements

Your proposal of **no more than 5 pages** must be attached to this form and returned to the CEO of the Gannett Co., Inc., subsidiary which operates in the community to be helped by the contribution you request.

The proposal should include: **IRS letter of 501(c)(3) determination**, needs statement, objectives of the project to be funded, your organization's qualifications to carry out the project, whether the project is new or ongoing, constituency to be served, community and volunteer involvement, how the project will be evaluated, plans for continued funding of the project if applicable, a one-

page project budget, an organizational budget, and a list of other funding sources, in hand and applied for. Pertinent publications may be included.

If you have not been determined a tax-exempt organization under 501(c)(3), please send a copy of your application for exempt status.

Any information, photos or other material you provide in your request may be used in Gannett press releases, reports, research or other published matter unless confidentiality is specifically requested.

For more information, please contact the CEO of the Gannett subsidiary in your community.

Signature of Contact Person _____

Date _____

**THE ROTARY CLUB
OF MINNEAPOLIS**

650 3RD AVENUE SOUTH, SUITE 100
MINNEAPOLIS, MINNESOTA 55402-4300
CLUB NO. 9, DISTRICT 595



PHONE: (612) 673-0166
FAX: (612) 673-0164

LOCAL COMMUNITY SERVICE COMMITTEE

GRANT APPLICATION FORM

Organization Name _____

Organization Name Shown on 501(c)(3) Letter _____

Address _____
Street City State Zip Code

Contact Person's Name & Title _____ Phone _____

Project Title and Brief Description _____

Geographic Area to be Served _____

Client Group to be Served _____ Size of Group _____

Anticipated Project Period _____ to _____

Type of Request _____ Capital _____ Special Project _____ Pilot Program

Total Project Cost \$ _____

Amount Requested from Rotary Club of Minneapolis \$ _____

Amount and Source of Pledges/Commitments to Date \$ _____

Other Funding Sources (and Amounts) Applied to for this Project _____

Signature _____ Date _____

Title _____

(Please Answer Fully all Questions on Following Pages)

10. Anything Else (What else would you like us to know about this project or your organization?)

Please enclose the following information with your grant request:

- A Copy of Your 501(c)(3) Certification Letter
- A List of Current Officers, Board Members and Key Staff
- Other Brochures or Marketing Material, If Available

COMPLETED APPLICATION FORMS SHOULD BE SENT TO:

ROTARY CLUB OF MINNEAPOLIS
LOCAL COMMUNITY SERVICE COMMITTEE
100 IBM PARK BUILDING
650 3RD AVENUE SOUTH
MINNEAPOLIS MN 55402

4. The Committee has historically not favored making grants to:
 - a. Individual persons
 - b. Religious organizations for purely religious purposes
 - c. Major capital fund drives or endowment funds
 - d. Organizations primarily engaged in lobbying or political activity
 - e. Support travel, either by groups or individuals
 - f. Basic or applied research
 - g. Fund the operating budget of an organization
 - h. The same organization two years in a row
 - i. Special events, tickets or benefits.

Procedure for Submitting, Evaluating and Granting Requests for Support from Rotary:

1. All grant requests must be submitted on the Rotary Club of Minneapolis grant application form. (Additional information may be attached to the form, if necessary.)
2. Requests for grants are accepted by Rotary from September 1 through November 30 of each year.
3. Requests for grants are evaluated during the months of January and February. As your grant application is being considered, a member of the Local Community Service Committee will contact you directly for further information and may request a facility tour. Final decisions on grant requests are generally made during the month of March with funds distributed on or about April 1, along with a formal response form. (See Item 5 below.)
4. Grant applications should be mailed to:

Rotary Club of Minneapolis
Local Community Service Committee
650 3rd Avenue S, Ste 100
Minneapolis, MN 55402
5. Within six months of receipt of grant, Rotary requires a formal response from your organization stating how the money was spent and that the project/capital expense/capital improvement was satisfactorily completed.

THE ROTARY CLUB

OF MINNEAPOLIS

650 3RD AVENUE SOUTH, SUITE 100
MINNEAPOLIS, MINNESOTA 55402-4300
CLUB NO. 9, DISTRICT 5950



PHONE: (612) 673-0166
FAX: (612) 673-0164

LOCAL COMMUNITY SERVICE COMMITTEE

Mission Statement

The Local Community Service Committee represents the members of the Rotary Club of Minneapolis in their support of local community service projects. The Committee does this by accepting applications for financial support, evaluating the requests, and recommending distribution of funds to nonprofit organizations that work toward improving the quality of life with the Twin Cities metropolitan area.

Guidelines

1. The Committee generally favors:
 - a. Organizations that deal with "basic human needs," especially those that are directed toward helping the socially or economically disadvantaged become more self-sufficient.
 - b. Projects or programs that are of a demonstration nature and preferably could be carried on by others at the conclusion of Rotary support (i.e., a "pilot" program, start-up, or special need).
 - c. Grant requests for a capital improvement or special purpose.
 - d. Grant requests that would benefit many individuals rather than a few.
2. The Committee generally has between \$25,000 to \$30,000 per year to distribute. Grant amounts typically range from \$500 to \$3,000. This past year Rotary funded 22 requests at an average of \$1,400 each, plus 3 in-kind gifts.
3. The Rotary Club of Minneapolis supports numerous international educational and humanitarian programs through its Foundation, Youth Exchange Programs, World Community Service Committee and numerous other programs. Consequently, organizations requesting support from Rotary for projects dealing with international issues should make application for grants directly to the appropriate international committee or program.

(over)

**GRANT PROPOSAL SUMMARY
McNEELY FOUNDATION**

Date of Proposal: _____

Organization: _____

Contact Person: _____

Amount Requested: _____

Recipient Category: Human Services Cultural/Community Betterment Education
 Environmental Economic Development

Type of Funding: Capital Program General Operating Development
 Annual Fund

Geographic Area Served: _____

Target Population: _____

Organization Overview: _____

Need Addressed: _____

Evaluation Method: _____

Additional Comments: _____

**THE MCNEELY FOUNDATION
444 PINE STREET
ST. PAUL, MN 55101**

**MCNEELY FOUNDATION
BACKGROUND AND GUIDELINES FOR PROPOSALS**

The McNeely Foundation is closely associated with supporting the best interests of SPACE CENTER and its employees with respect to their community responsibilities and interests as they have come to be defined over time. The main thrust of grant making is in education with particular emphasis on scholarships and on business management training. The remaining funds are concentrated on supporting the St. Paul Metropolitan area. Normally, these two areas of distribution have a growth in requests that exceed any growth in available funds since a major portion of the community support lies in an employee matching gift program.

The Foundation trustees have normally met annually to consider requests submitted with the meeting occurring in December and grants made shortly thereafter.

Requests should state the purpose, Internal Revenue Service category, any special reason for consideration by the Foundation, proposed reporting procedure, and any evaluation process that will be followed.

Given the historic grant making pattern and relative scarcity of funds, new grantees occur very unoccasionally.

Requests can be sent to H.G. McNeely, Jr., 444 Pine Street, St. Paul, Minnesota 55101-2453.

MCNEELY FOUNDATION
444 Pine Street
St. Paul, Minnesota 55101
(612) 228-4503

March 10, 1998

Mr. Dick Little
Education and Housing Equity Project
122 West Franklin Avenue, Suite 310
Minneapolis, MN 55404

Dear Mr. Little:

Thank you for your interest in the McNeely Foundation.

Enclosed you will find background information, a set of guidelines and an outline of requested information for proposals to the McNeely Foundation. Please do not send information or materials that exceed what is requested on the form. You will be contacted if more details are desired.

At this time, the Foundation does not publish an annual report.

If you should have any questions, please call Karen Reynolds at (612) 228-4503.

Sincerely,



Harry G. McNeely, Jr.
Chairman

HGM/kmr
Enclosure



Deluxe Corporation Foundation
3680 Victoria St. N.
Shoreview, MN 55126-2966
P.O. Box 64235
St. Paul, MN 55164-0235

(612) 787-5124

Thank you for your recent inquiry about funding from the Deluxe Corporation Foundation. As you requested, I am enclosing a copy of the foundation's most recent guidelines and funding focus areas.

We prefer that non-profits first send letters of inquiry to our office so that we can screen organizations for initial eligibility. Inquiry letters should be brief, but should include the organization's mission, whom the organization serves, and what types of funds are needed.

Our foundation's contributions budget has been significantly decreased in recent years. As a result, we will be unable to entertain proposals for every organization that submits an inquiry letter. Please note that your organization must meet the following criteria to be considered for a Deluxe Corporation Foundation grant:

- tax-exempt status from the IRS
- been in operation at least two years
- secured support from other corporations
- serve communities where Deluxe facilities are located

Please allow 6 to 8 weeks for your letter to be reviewed. If you have questions, please call Pam Bridger at (612) 787-5124.

Background

The Foundation was created in 1984. At that time, First Universalist members voted to direct income to the new foundation from an endowment fund created by the sale of Unity Settlement House, a neighborhood center owned by First Universalist Church since 1893. The settlement house was devoted to meeting the social and economic needs of immigrant and Native American families on the near north side of Minneapolis. The Foundation strives to carry on the tradition of serving the needs of the disadvantaged.

The Foundation currently has three focus areas: issues relating to at-risk children, housing and hunger, and environmentalism. The Foundation's work in those areas was expanded in 1991, thanks to a generous grant from the UUCSR Veatch Program.

Who can apply?

Any project that fits the First Universalist Foundation funding criteria may be proposed for funding by requesting and completing an application.

How?

To obtain an application packet, contact the Foundation at (612) 825-1701. Return 10 copies of your completed application to the Foundation at First Universalist Church, 3400 Dupont Avenue South, Minneapolis, MN 55408 by the 20th of any month for initial review on the first Tuesday of the following month. Final action will be taken within 60 days.

Decision makers:

Nine members of First Universalist Church, elected by the congregation, make up the First Universalist Foundation Board. They are responsible to the trustees of the church for recommending a program of social justice grants. The Foundation solicits and evaluates proposals for meeting social justice goals.

Funding Priorities:

The Foundation is particularly interested in projects that:

- Involve the social justice work and volunteers of First Universalist Church. That work encompasses children's issues, hunger, homelessness, environmental action, and youth employment.
- Address the root causes of social justice problems, not just symptoms.
- Have the potential to impact a significant number of people.
- Are in the spirit of the Unity Settlement House tradition - they should have clear-cut components that demonstrate service, action and/or education to our church and/or the broader community.
- Focus on our neighborhood and/or the Twin Cities metro area.

Ongoing general operating expenses usually will not be funded.



The First Universalist Foundation recently provided funding for projects like these:

- **An urban social justice job corps for teens from the central city and First Universalist Church.**
- **An inner city child care center serving low income and special needs children.**
- **A church-based program providing meals to the hungry.**
- **Volunteers' work on building and renovation of houses for low-income residents.**
- **Nonviolent conflict resolution classes for parents.**
- **Promotion of recycling and consumption reduction through educational programs.**

**First Universalist Foundation
3400 Dupont Avenue South
Minneapolis, Minnesota 55408**

First Universalist Foundation



The First Universalist Foundation is dedicated to financially supporting projects that address the social justice work of our church and the needs of our community.



The Jay and Rose Phillips Family Foundation

10 Second St. N.E. - Suite 200

Minneapolis, MN 55413

GUIDELINES AND PROCEDURES FOR APPLICANTS

(Revised 2/04/98)

(Please read these guidelines and procedures carefully before submitting an application. If you have any questions, please contact the Foundation staff at 612/623-1654.)

Mission

The mission of The Jay and Rose Phillips Family Foundation is to honor the legacy of its founders, Jay and Rose Phillips, by continuing the family tradition of sharing resources for the public good, while exercising leadership and flexibility in responding to emerging community needs.

General Areas of Interest

Consistent with the legacy of grantmaking created by Jay and Rose Phillips, the Foundation makes grants selectively in the following areas:

- Human Services
- Health
- Education
- Programs for people with disabilities
- Programs to combat discrimination

Primary Concern

During times of severe economic hardship and financial distress, the Foundation's primary concern is in providing support for projects that address unmet human and social needs.

Phone: 612/623-1654

FAX: 612/623-1653

E-Mail: phillipsfund@igc.apc.org

Special Concerns

Within its general areas of interest, the Foundation gives special attention to proposals that reflect the following values espoused by Jay and Rose Phillips.

- Self-sufficiency should be the goal of all efforts to assist people;
- Families should be strengthened as nurturing and financially stable environments for children;
- The quality of health care should be continually improved for the benefit of all people;
- * • Quality education as the key to individual success should be promoted;
- People with disabilities and the elderly should be able to live as independently as possible;
- * • Good relations among people of all races and religions should be fostered and discrimination should be actively opposed;
- The arts should be supported primarily as a vehicle to address social issues.

Additional Funding Considerations

The Foundation awards grants only to organizations which are tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code.

Grants are awarded primarily in the Twin Cities metropolitan area.

The Foundation selects proposals for funding based on the extent to which they address the Foundation's areas of interest and stated values and concerns.

In general, the Foundation prefers to make one-time, targeted grants for program or capital support, rather than for general operating support or endowment campaigns.

The Foundation prefers to support projects that represent new thinking about community needs and innovative efforts that have the potential for long-term solutions to community problems. The Foundation gives priority to model projects that have the potential to have major impact through replicability to other settings or by adding to the body of knowledge in a particular field.

The level of need for support and the quality of organizational management are also taken into consideration.

Restrictions

No application from an organization previously funded by the Foundation will be reviewed until a full report on the previous grant has been received.

The Foundation does not make grants:

- In support of individuals
- For political campaigns
- For lobbying efforts to influence legislation

SUGGESTED APPLICATION FORMAT

1. Introduction

- Purpose and amount of request.
- Type of request (special program or project, capital, technical assistance, general operating support, etc.)

2. Request

- Brief description of your organization including the date founded, history, mission, and current and planned program(s).
- Description of the objectives and activities for which funds are requested.
- Evidence of need for your organization or project.
- Explanation of how your request addresses the Foundation's guidelines and special concerns.
- Description of the population served including: geographical area(s) served; number of persons served (by individual program if available); ages, income level(s), and special needs of individuals served.
- Evidence of your capacity to manage the program or project for which funds are requested, including the qualifications and experience of the administrative staff responsible for management of your organization and project, if applicable.

3. Evaluation

- Description of the expected outcomes of your program or project, in terms of real changes in the lives of your constituents.
- Description of how you will know that you have achieved these outcomes, i.e. the outcome indicators you have identified and the methods you will use to measure your progress.

4. Fundraising

- Description of your short and longer-range fundraising strategies.
- Statement of the percentage of your annual operating budget (and project budget, if applicable) which is expended on direct fundraising costs.
- Statement of the percentage of your annual operating budget which is expended on lobbying activities, if applicable.

5. * Signatures

- Your application must be signed by your executive director and your board chair or his/her designee before it can be considered.

6. List of Appendices (to be submitted with ALL applications)

- Current Internal Revenue Service letter which states that your organization is tax-exempt under Section 501(c)(3). If your original letter was issued before 1969, include a recent confirmation letter from the IRS.
- A copy of your most recent Annual Report.
- A copy of your most recent Form 990 Income Tax Return including Schedule A (if applicable).
- A copy of your most recent audited financial statement. If you do not have an audit, submit a board-approved unaudited year-end financial statement for the most recent year, showing expenditures and sources of revenue received, and your current year-to-date financial statement.
- Current annual operating budget for your organization.
- List of current donors and list of proposals pending with other funding sources.
- If you are requesting funding for a special or capital project, submit the following:
 1. Board-approved project budget, including projected income and expenses;
 2. Total amount and sources of funds received or committed;
 3. List of proposals pending with other funding sources.
- Organizational chart and number of full-time equivalent staff positions.
- List of current Board members and officers.
- Final report on last grant, if applicable.

Send **one** copy of your **unbound** application to:

Patricia A. Cummings, Executive Director
The Jay and Rose Phillips Family Foundation
10 Second St. N.E., Suite 200
Minneapolis, MN 55413

NOTE: Please do not include videotapes with your application.

PROPOSAL CHECKLIST

Introduction:

- Purpose and amount of request. _____
- Type of request (general operating support, special program or project, capital, technical assistance, etc.). _____

Request:

- Brief description of your organization including the date founded, history, mission, and current and planned program(s). _____
- Description of the objectives and activities for which funds are being requested. _____
- Evidence of need for your organization or project. _____
- Explanation of how the request addresses the Foundation's guidelines and special concerns. _____
- Description of the population served including: geographical area(s) served; number of persons served (by individual program if available); ages, income level(s), and special needs of individuals served. _____
- Evidence of your capacity to manage the program or project for which funds are being requested, including the qualifications and experience of the administrative staff responsible for management of your organization and project (if applicable). _____

Evaluation:

- Description of the expected outcomes of your program or project, in terms of real changes in the lives of your constituents. _____
- Description of how you will know that you have achieved these outcomes, i.e. the outcome indicators you have identified and the methods you will use to measure your progress. _____

Fundraising:

- Description of your short and longer-range fundraising strategies. _____
- Statement of the percentage of your annual operating budget (and project budget, if applicable) which is expended on direct fundraising costs. _____
- Statement of the percentage of your annual operating budget which is expended on lobbying activities, if applicable. _____

Signatures:

- Your application must be signed by your executive director and your board chair or his/her designee before it can be considered. _____

Appendices:

- Current Internal Revenue Service letter which states that your organization is tax exempt under section 501(C)(3). If your original letter was issued before 1969, include a recent confirmation letter from the IRS. _____
- A copy of your most recent Annual Report. _____
- A copy of your most recent Form 990 Income Tax Return including Schedule A (if applicable). _____
- A copy of your most recent audited financial statement. If you do not have an audit, submit a board-approved unaudited year-end financial statement for the most recent year, showing expenditures and sources of revenue received, and your year-to-date financial statement. _____
- Current annual operating budget for your organization. _____
- List of current donors and list of proposals pending with other funding sources. _____
- If you are requesting funding for a special or capital project, submit the following: _____
 1. A board-approved project budget, including projected income and expenses; _____
 2. Total amount and sources of funds received or committed; _____
 3. List of proposals pending with other funding sources. _____
- Organizational chart and number of full-time equivalent staff positions. _____
- List of current Board members and officers. _____
- Final report on last grant, if applicable. _____

First Universalist Foundation Grant Application

Summary Information

Title of project:

Name of your organization:

Contact person:

Name:

Address:

Phone:

Requested amount (we particularly encourage applications between \$500 and \$2500):

Briefly summarize your project and its purpose. (Please include answers to the following questions: What are the project goals? Who will it serve? What makes it important or unique?)

Attach to this sheet the answers to the following questions and a copy of your IRS tax status identification letter (or that of your fiscal agent). Please do not exceed five pages of attachments.

1. How does your project address the social justice needs of our community?
2. Do you have a plan for involving members of First Universalist Church? If so, please describe it.
3. What is the timeline/schedule of your project?
4. What other financial resources are you pursuing? Have you received commitments from any other sources?
5. What is your budget for (a) this project, and (b) your overall organization (if applicable).
6. How will you evaluate your project? What are your criteria for success?

Return 10 copies of your proposal to: First Universalist Foundation 3400 Dupont Ave. So., Minneapolis, MN 55408



FIRST UNIVERSALIST CHURCH
3400 Dupont Avenue South - Minneapolis, Minnesota 55408
(612) 825-1701

Thank you for your interest in the First Universalist Foundation. Enclosed you will find a grant application and a brochure describing the background and activities of the Foundation.

The application and brochure explain the priorities of the Foundation and the guidelines for completing the grant application. Please review these materials and prepare your application accordingly. We cannot accept grant applications that do not follow our requested format.

The Foundation board members meet on the first Tuesday of each month. We review grant applications that have been received by the third Sunday of the preceding month. While we attempt to make a decision on the first review, sometimes the need for further information about the grant application delays our vote for a month or more.

We wish you well in your work and look forward to considering your application.

Sincerely,

Gene Link
Chair, First Universalist Foundation

Encl.



Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 9

In addition to EHEP staff, those most directly involved in organizing and administering work of the Collaborative include the following individuals and organizations:

- Paul Kiley, a media, communications and marketing consultant with past experience as head of the California Literacy Program, is providing *pro bono* services to help communicate and market the project to potential sponsors and participants, the public and the media.
- Barbara Blackstone, State Mediator with the Minnesota Office of Dispute Resolution and Mediation, and an officer of the Society of Professionals in Dispute Resolution (SPIDR), Minnesota Chapter. Barbara is heading up the process of recruiting, training and assigning facilitators.
- Mariann Johnson, mediator, facilitator with the Minnesota Facilitators Network and professional organizational development consultant. She has led the effort to develop a facilitator's guide and facilitator's version of the discussion guide.

[EHEP has made extensive and creative use of interns, volunteers and consultants (paid and in-kind), recruited through its own resources and those of its partners, and will continue to do so (writers, graphic designers, training professionals, speakers, etc.).

1999-2000 COMMUNITY CIRCLES PROJECT TIMETABLE

- | | |
|--|-----------------|
| • Continue evaluation of circles process and results | Summer 1999 |
| • Hold training workshops for facilitators and sponsors | September 1999 |
| • Replace Administrative Assistant | September 1999 |
| • Convene fall round of 1999 community circles | Sept.-Nov. 1999 |
| • Co-sponsor "Cities at Work" Forums III and IV, Saint Paul
(includes "Call to Action" Forum for 1998-99 Community Circles) | Sept.-Oct. 1999 |
| • Hold "Citizens Summit" with the Minnesota Meeting and MNA Public Radio | December 1999 |
| • Secure funding and fill position of Community Circle Coordinator | December 1999 |
| • Complete evaluation process and issue final report to community and
and metropolitan decision makers | January 2000 |
| • Develop and implement Year 2000 Action Agenda with stakeholders
and community partners | Jan.-Dec. 2000 |
| • Implement new community circle conversations focusing
on specific actionable agendas resulting/ resulting,
flowing from the 1999 community circle dialogues. | Jan- Dec. 2000 |



Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 8

Community Circles Coordinator to oversee and manage the community circles project as it moves from discussion to action, and to coordinate activities with the Community Circles Collaborative. A study has been prepared that has identified and recommended the addition of both of these staff positions as essential to the continued success of our work.

Although our budget expanded for 1999, we have not yet achieved funding to fill the position of Community Circles Coordinator. It is for this purpose that we request a \$30,000 grant from The Study Circles Fund.

Leadership and Staff:

Board of Directors: EHEP's success rests heavily on an active, committed and diverse board of directors. The board has been expanded each year and now includes 16 members - all key leaders in fields and institutions related to the mission of EHEP. The board includes extensive direct leadership experience addressing issues of education, housing and race. Members' connections and contacts enhance EHEP's ability to accomplish its objectives. The board sets policy direction and plays an active role in advancing the community circle project and bringing new partners into the collaborative. Board Chair is Matthew Little, long a leader in the NAACP *and the civil rights movement in Minnesota*

Top paid staff: Richard C. Little, *person* Executive Director *AACP,*

Dick Little is responsible for all aspects of the organization and project. He has an extensive background in housing, education, race relations and use of study circles. For 20 years he was a planning and housing official with the U.S. Department of Housing and Urban Development. Since 1990, he has been a research associate with the International Institute for Inter-racial Interaction (INTER-RACE) at Augsburg College, a technical assistant with the Community Policing Institute, a member of the strategic planning team for the City of New Orleans Economic Empowerment Zone and Enterprise Community program, and a consultant to the Minneapolis Public Schools. He has also served as policy chair, parent representative on the site leadership council, and co-founder of the foundation at Ramsey International Fine Arts School in Minneapolis. He is in his eleventh year as a mayoral appointee on the Minneapolis Planning Commission, and has a graduate degree in urban planning. He also serves as an officer on the boards of several non-profit organizations including the Metropolitan Interfaith Council on Affordable Housing (MICAH). Mr. Little was a finalist for gubernatorial appointment to the Metropolitan Council in April 1999.

The position of Administrative Assistant is being vacated effective September 1, and the search is under way for a replacement.

EHEP also has procured services of three part-time student interns and research assistants over the life of our project, and expects to have two interns during the 1999-2000 collegiate term. The Center for Urban and Regional Affairs, the University of St. Thomas, the Higher Education Consortium for Urban Affairs, and Augsburg College are our principal internship partners. Use of consultants and *pro bono* services has also augmented the ability of EHEP to carry out its work. Most important are in-kind staff and volunteer resources provided by partner organizations. EHEP has a fiscal service agreement with Augsburg College to assure that all financial obligations and fiduciary responsibilities are carried out.

Of the five staff persons who have worked for EHEP, two are persons of color (African American and Asian American). Other staff, organizational and resource partners participating in this grant are described as part of the grant project request.



Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 7

planning officials and human rights commissioners on best practices for achieving fair and affordable housing. More than 100 city officials and developers attended the "Building Inclusive Communities" Conference in the Fall of 1998.

- Co-sponsored with the Fair Housing Center and the Alliance for Metropolitan Stability programs that highlighted promising practices in other parts of the country.
- By invitation of the Saint Paul Office of Interdistrict Initiatives, participated in planning and development of a multi-school district governance structure to expand inter-district and integrated city/suburban education initiatives in the East Metro area.
- Conversations are currently under way to explore collaboration with a similar inter-district effort in the Minneapolis metro area, the West Metro Educational Consortium.
- Assisted with the Interfaith Action/Saint Paul Ecumenical Alliance of Congregations interfaith dialogue and action forums on poverty, segregation and sprawl.
- ✓ • Co-sponsored two forums in Minneapolis and Saint Paul in the National Conference of Community and Justice town hall meetings on education and race, and three Twin Cities dialogues in the National Days of Dialogue on Race Relations.
- Assisted in the Saint Paul Pioneer Press civic journalism project "Poverty Among Us," and helped the Minnesota League of Women Voters develop a plan for a statewide study circle program on immigration (planned for year 2000) *to occur in take place*

In addition to these outcomes of EHEP's work, the past three years experience has improved the quality and scope of the discussion process. Thirty organizations contributed to the development of a new discussion guide. A faith compendium has been prepared by the MICAH for use in community circles sponsored by churches, mosques, and synagogues. Guidelines and resources are being developed for an optional discussion session on race and economic development. It will be especially encouraged for use in conversations sponsored by business and labor organizations.

To assure better reports on conversation results, reporting forms were developed for scribes. Participation by professional facilitators informed development of a more user-friendly discussion guide and a facilitator's version of the guide. The circles are also being resourced by the Urban Coalition, the Family Housing Fund, the Center for School Change and the Institute on Race and Poverty, and resource summaries are provided to each circle or participant. All of these improvements are contributing to more productive discussions and the likelihood that meaningful ideas and commitments to action will be generated. *materials*

Recognition:

At the end of 1998, our Community Circles dialogue project was selected by The President's Initiative on Race as a "Promising Practice" for advancing race relations and making progress on issues of race in the United States. In May 1999, it was one of four projects in the country selected to make a presentation at the Brookings Institution's National Symposium on innovative approaches to our nation's racial problems.

Development Plan:

Experience of the past three years has taught us that continued development of EHEP and the Collaborative, as community resources, requires additional staff. To sustain the momentum of the community circle project and help to build inclusive communities and schools into the agendas of other public and community organizations, EHEP must expand its staff capacity.

In addition to filling the vacant position for administrative assistant, in a full-time capacity, to assist the director and to manage the daily operations of EHEP activities, we need to engage a

Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 6

engagement projects, and attracted new partners to launch community circle conversations. One of these was the Wilder Foundation, now EHEP's lead partner in the Collaborative. The Wilder research division and SCRC have collaborated in development of an evaluation system for the community circles project. Executive Director Dick Little remains in close touch with SCRC on continuing developments.

Accomplishments of the Collaboration

Major EHEP accomplishments, in the process of facilitating the Community Circle Collaborative, have included the following:

- Worked with the Institute on Race and Poverty to "popularize" its research by making it broadly available in commonly used language to various publics in the Twin Cities area.
- Coalesced with both housing and education organizations to focus on re-drafting of the State Board of Education's desegregation rule, and to link school desegregation issues with the broader issues of housing segregation and metropolitan stability (1996 and 1998).
- Encouraged a coalition working with the newly formed Minnesota Fair Housing Center on a fair housing testing campaign in suburban Hennepin County to frame the issue of housing discrimination in the context of schools, educational achievement and access to broader life opportunities (beginning in 1996).
- Engaged the Minneapolis Public Schools and the Mayor of Minneapolis to support and assist in developing the community circles project and, after a presentation sponsored by the Family Housing Fund, encouraged study of the linkage between housing/household stability and educational achievement. The Kids Mobility Project resulted. (1997).
- Resourced, collaborated with and supported MICAH's proposal to the U.S. Department of Housing and Urban Development which led to joint development with the Illusion Theater, of a series of theater events highlighting the issues focused in community circles. (1997 - 1999).
- Participated by invitation as an advisor to the consulting teams working to mediate the currently pending lawsuits on educational adequacy and equity (NAACP v. State of Minnesota and St. Paul School District v. State of Minnesota). Helped secure Minneapolis School Board endorsement of mediation. Ideas emerging from community circle conversations have contributed importantly to settlement proposals considered in these in mediation.
- Worked with the Alliance for Metropolitan Stability and the Right to Housing Campaign to develop an Inclusionary Housing policy and proposed legislative action that provided the basis for a new approach to expanding affordable housing choices and mixed income housing development in the metropolitan area, enacted in 1999 by the State Legislature.
- Jointly sponsored with the Urban Coalition and MMEP a series of issue forums on the State's proposed new Desegregation Rule, Inclusionary Education Rule and multicultural competency requirements for teacher licensure. The EHEP board also contributed substantive written testimony to the State Board of Education on the proposed changes to the Profiles of Learning (1998) and the revised desegregation rule (1999).
- Assisted the Minneapolis League of Women Voters with the Minneapolis Middle School Project (1998).
- Contributed to the work of the Minneapolis Affordable Housing Task Force (1998 - 1999) conveying concerns, which emerged from study circles, that: (1) recommendations should focus not only on providing needed housing but also on expanding people's locational choices and access to economic, social and educational opportunities; (2) recommendations should focus on barriers related to race, not only income, and (3) recommendations should focus on metropolitan as well as municipal remedies.
- Upon invitation, assisted the Minnesota Fair Housing Center in planning and implementing a Hennepin County / Metropolitan Council-funded workshop for suburban housing and



The community-wide study circle program:

In 1997 and early 1998, about 500 citizens from different walks of life joined in community circles and forums in 25 different communities. They focused on the issues outlined above, with emphasis on the role that race and segregation play in exacerbating these challenges. Each circle was supplied with a facilitator, recruited and trained by the Collaborative, and a discussion guide prepared by the Collaborative. The discussions culminated in a metropolitan citizens' forum held at Macalester College and a report on the results of the conversations published in 1998.

After refining discussion resources in response to 1997 evaluations, and securing additional sponsors, the Collaborative launched further conversations in 1998-99, engaging about 1,000 people in 75 groups in 20 different municipalities. The process helped to further define agendas and strategies that would advance the common mission of expanding housing, education and economic choices and opportunities for all citizens.

The second round of Community Circle conversations was completed in the Spring of 1999. A Fall, 1998 round of Circles, co-sponsored by the Minneapolis Public Schools Office of Family and Community Services and five partner organizations, became a prototype for metro-wide conversations that began in February 1999. Drawing upon lessons learned in the 1997-98 rounds, it included a broader marketing effort and additional groups such as business and labor organizations, outer suburban residents and employers, more residents and leadership groups in Saint Paul and East Metro, and a wider range of participants from communities of color. These conversations were more clearly focused on systemic barriers and on changes needed to better integrate our metropolitan community, residential living patterns and schools across barriers of race and class, and to make institutions, such as schools, more multiculturally inclusive and equitable.

and

The partnership with the Wilder Foundation and a more active role by the MMEP and MICAN . . .

An Action Forum, scheduled in the Fall of 1999, will emphasize promising practices underway in the Twin Cities and elsewhere, and connect participants to community action opportunities. The action component will directly connect the work of the community circles with action agendas of partners in the Community Circle Collaborative, and also with the policy work of key decision makers and decisions-making bodies in the metro region and the State.

"Beyond Tolerance: a Call to Action"

A major outcome of 1998-99 work was a legislative initiative, shaped with strong influence by partners in the Community Circle Collaborative, significantly expanding state resources and incentives for development of affordable housing. Although it provided less than many would have liked, it was a very important start at rectifying some of the most urgent problems addressed in our discussions.

1997 and Metropolitan collective

In cooperation with the Minnesota Meeting, a joint project of the Star Tribune and Minnesota Public Television, and the Minnesota Public Radio Civic Journalism Initiative, EHEP and the Collaborative will cosponsor a Citizens Summit in December to further address issues highlighted in the discussions. The Summit will bring together community circle participants with public policy leaders, and will use electronic response technology to discover areas of consensus and to prioritize action steps. This event also will help to inform the policy and action agendas of partners in the collaborative.

Beginning *with* in its planning for the December 1996 event, EHEP has worked closely with the Study Circles Resource Center and relied upon its guidance in developing this initiative. In April, 1998, under EHEP sponsorship, SCRC provided a workshop for prospective sponsors and facilitators. This event greatly increased local capacity for spawning additional civic *also*



Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 4

A. Organizing partners, who help to design the process; frame issues for discussion; prepare the discussion guide; recruit and train/orient sponsors, facilitators, scribes, and resource partners; publicize the project and work with the media, and assist with reporting and evaluation and the details of project follow-through.

B. Resource associates who supply background research and expertise on the issues, written and audio-visual materials to inform the discussions and provoke spirited but thoughtful conversation, media coverage, project documentation, and/or financial and in-kind backing of project activities.

C. Sponsors (typically organizations) that supply meeting places *and services, which?* (may include child care, transportation, translators, hospitality, other services as needed) for conversations, schedule the conversations, publicize the circles, recruit participants, convene or host the dialogues, and secure scribes who will record highlights and results of each conversation.

D. Facilitators, who have professional experience in mediation and facilitation, who moderate the community circle conversations. Organizations of professional facilitators also participate in delivering facilitator training and in convening facilitators for assessment and evaluation.

rewriting discussion guides to make them more participant-friendly
 E. Participants from diverse backgrounds who commit to at least five sessions of two hours each and participate with eight to fifteen other citizens in informed deliberative dialogue.

In-kind support from organizing partners alone in the 1997 circles amounted to more than \$15,000 in documented resources. A similar or greater contribution was made during the 1998 circles and we estimate that this figure *doubled* in 1999.

more than / tripled
 Partners in the Collaborative provide organizing and promotional support, community circle facilitators, and/or relevant action programs to engage participants activated by discussion and examination of the issues. An Action Forum is scheduled in the Fall of 1999 to strongly reinforce this process. Additional partners will be sought, as well. Among goals are to expand faith community participation, facilitate increased suburban participation, and to recruit groups assuring strong participation by persons of color in community circle discussions.

EHEP strongly emphasized to community circle sponsors in 1998-99 the importance of building racial/ethnic diversity into their discussions. Nine of the twenty organizing partners of the Collaborative are groups representing primarily interests of communities of color. Many of the new groups recruited for the 1998-99 conversations are culture-specific and multicultural organizations. Partner and sponsor organizations include congregations, non-profits, human rights commissions, neighborhood associations and community councils, youth groups, schools, family and community councils, university and college groups, a union local, a chamber of commerce, voter organizations, and city governments.

Although there has been a reasonably good demographic and geographic balance of sponsors, we are striving to achieve better representation of the outer suburbs, the business community, recent immigrants and students. Public officials also have been actively invited to participate. As efforts to promote diverse discussion groups continue, EHEP will encourage partnering of inner-city and suburban sponsors. MCARI provided a one-day introductory anti-racism workshop for facilitators early in 1999. A multicultural awareness workshop is scheduled for facilitators in the Fall, presented by Intercultural Communications Workshops, Inc., another community circle partner. These skills development workshops are provided to facilitators as volunteer compensation.



Repetition

Education and Housing Equity Project, Minneapolis - Proposal to The Study Circles Fund, page 3

segregated major city in the USA. The proportion of people of color who live in poverty in the center cities of Minneapolis and Saint Paul is higher than in any other center city - 37 per cent of African Americans, 40 percent of Native Americans, 32 per cent of Latina/os. Schools in the central cities serve 22 per cent of the region's children but 55 per cent of elementary school children from impoverished families, ~~even more~~ most communities of color

core: as - presently/currently constituted

central

Public opinion and school testing results in the mid-1990s produced widespread impressions that school busing had failed as a strategy to achieve school desegregation and inter-racial educational equity. After a year of organizing, 20 collaborating organizations in December 1996 sponsored a kickoff forum - in St. Louis Park, a first tier Minneapolis suburb - with the theme, "Beyond Busing." More than 100 people came, from a wide variety of groups - churches, advocacy organizations, academia, public agencies and foundations. Plans were announced for a series of community circle discussions of the critical issues of housing, race, education and segregation, and an invitation was issued for sponsors and participants.

school districts

Organizations participating in the coalition:

EHEP's major initial partners included the Minnesota Minority Education Partnership (MMEP), the Metropolitan Interfaith Council on Affordable Housing (MICAHA), the Minneapolis Initiative Against Racism (MIAR), the Minnesota Fair Housing Center and the Minnesota Churches Anti-Racism Initiative (MCARI). These groups led in forming the Community Circle Collaborative, a multi-sector initiative to promote inter-community dialogue on education, housing, race and segregation in the Twin Cities metropolitan area.

and intra-

In 1998, EHEP was joined, as lead partner, by the Wilder Foundation, a self-endowed community foundation primarily serving the Saint Paul metropolitan area. EHEP collaborated in resourcing and promoting discussion of these issues in the "Cities at Work" initiative organized by Wilder for the East Metro area. This strengthened EHEP's outreach in East Metro and extended Wilder's administrative, organizing, and evaluative research capacities in support of community circles in the West Metro area, as well.

the project

Although MIAR is no longer active, the other original partners remain closely associated with EHEP. Other continuing partners in the Collaborative include the Alliance for Metropolitan Stability, the Minnesota League of Human Rights Commissions, the Council of Metropolitan Area Leagues of Women Voters, the Saint Paul Area Council of Churches, the Minneapolis Public Schools, and the Study Circles Resource Center. Additional partners, providing a rich resource of study circle facilitators, are the Minnesota Facilitators Network and the Minnesota Chapter of the Society of Professionals in Dispute Resolution. Several important media partners have emerged, assisting in building public information about the community circles and the issues which they are addressing. Among these are the Minnesota Center for Journalism, the Star Tribune, Pioneer Press and Insight News newspapers, Minnesota Public Radio, and stations KMOJ and KFAI, and cable station SPNN (which is also

now? radio

video documenting the key project events

EHEP is a partner with the Minnesota Housing Partnership and the Minnesota Coalition for the Homeless in their proposals for funding to launch a public relations campaign to break down barriers of public resistance to affordable housing in the Twin Cities area.

ro?

Partners are crucial to help (1) assure racial, cultural, ethnic, generational, political and geographic diversity of voices in the conversations, (2) fulfill the various tasks, objectives and leadership requirements of the project using the best possible combination of resources, and (3) assure that the results of the community circle conversations are widely disseminated and receive widespread attention. Partners are of five different types:



A description follows of the Collaborative, its community and issue contexts, and future plans.

PROJECT SUMMARY

The Community:

Like most metropolitan regions, the Twin Cities has experienced steady growth. Some of the leading sources are migrants from New York, California, Illinois and neighboring states, as well as immigrants and refugees from Mexico, Central America, the Caribbean and countries in Africa, Asia, the Middle East and Eastern Europe. Low unemployment rates have helped to attract large secondary migration of refugees and immigrants to Minnesota. These trends, since 1970, have led to a major increase in racial/ethnic diversity of a metropolitan area historically one of the least diverse among major cities in the USA. The majority of students in inner city schools now come from families with other than European heritage. The largest Hmong settlement in the Western Hemisphere - more than 45,000 people - now is located in Saint Paul. Minneapolis now is home to the largest Somali concentration in this hemisphere.

A study by Douglas Massey and Nancy Denton in their publication, *American Apartheid: Segregation and the Making of the Underclass*, revealed that the Minneapolis-St. Paul metropolitan area is among the ten most segregated in the country. Studies have also shown that the Twin Cities ranks third highest among all U.S. urban areas in persons of color living in poverty. The work of State Rep. Myron Orfield in his book, *Metropolitics: A Regional Agenda for Community and Stability*, and of Dr. John Powell of the Institute on Race and Poverty at the University of Minnesota in his study, *Examining the Relationship Between Housing, Education and Persistent Segregation*, has also given testimony to the depth and breadth of issues of segregation, racial and economic isolation and growing disparities between inner city and outer suburban communities in the Twin Cities, and to their importance in "unlocking the doors" to addressing other significant issues facing the region.

Critical Issues:

These trends have been accompanied during the 1990's by enviable economic growth resulting in an unemployment rate statewide of less than three per cent. Many of the new jobs, as in other areas, are in service industries paying at or near the minimum wage. Moreover, public policy changes initiated in Congress during the past 20 years have resulted in a steady deterioration and reduction of the supply of housing affordable to low-income people. A result is that up to one-third or one-half of residents of homeless shelters in the city often are employed or families whose sole parent/provider is employed.

Concomitant with these trends has been continued flight of middle and upper income - predominantly white - people from the central cities and some first-ring suburbs into more distant suburban communities. With few restrictions on urban fringe development, there has been massive suburban sprawl; metro population grew 9.7 per cent from 1970-1984 but the land it occupied increased by 25.1 per cent. A high proportion of new jobs have been created in the urban fringe but unaccompanied by housing affordable to persons holding many of the jobs. One result is a concentration of poverty, predominantly including low wage-earners as well as those receiving public assistance, in the inner cities. The poverty rate in Minneapolis is 18.5 per cent, in Saint Paul 16.7 per cent, but in the suburbs only 4.5 per cent.

Informal steering procedures in the real estate industry and other practices often impose *de facto* limits on access to new communities by persons of other than European descent. The Twin Cities has been identified in some studies as the most racially and economically

regions ←

are

to

→ vast major of underemployed - also employed.

→ qualifying few

→ strongly correlated w/ race

← REPETITION



The Study Circle Fund
 Grant Application
 by
 The Education and Housing Equity Project
 Minneapolis, Minnesota

Study Circle Fund Category: - 1. Established community-wide study circle project

AMOUNT REQUESTED IN FALL, 1999 FUNDING CYCLE: \$30,000

ORGANIZATION/PROJECT OVERVIEW:

Legal Name: The Education and Housing Equity Project

Address: Augsburg College, CB 185
2211 Riverside Avenue
Minneapolis, MN 55454

Phone (612) 330-1505 FAX (612) 330-1507 e-mail ehpe@augspurg.edu

Individual Responsible: Dick Little, Executive Director -Phone (612) 330-1505 or 724-5662

The Education and Housing Equity Project was founded in 1995 to provide leadership in linking the continuing struggle over school desegregation with the issue of housing segregation, and to highlight awareness of racism underlying both. It began utilizing the community circle strategy in 1996. Its current mission is to promote racially and economically inclusive communities and schools that work for all children in the Twin Cities metropolitan area. EHEP aims to expand public understanding and informed action on residential, economic and racial segregation and the educational achievement gap in public schools.

CHOICES FOR COMMUNITY = A REGIONAL citizen/public

EHEP initiated a forum in December, 1996, followed by community circle discussions with the theme, "Conversations at the Crossroads: Community Circle Dialogues on Education, Housing and Segregation in the Twin Cities Area." Building a wide network of organizational partners and sponsors, it formed the Metropolitan Community Circles Collaborative. This brings together citizens and community organizations throughout the metro area to focus on the challenges of housing segregation, educational achievement and racial equity, and actions required for progress in the Twin Cities metropolitan region.

CONVERSATION ABOUT THIS CHALLENGE ON GOV. HSNW & RACE TMS-TIEMA
USE ORIGINAL TITLE

The Community Circles Collaborative has produced major accomplishments in its first three years, including vital resources for a 1999 legislative initiative to address the area's major shortage of affordable housing. Accomplishments are described in greater detail below.

EHEP is an IRS 501(c)(3) not-for-profit organization (IRS determination letter attached).

Total annual organization budget (excluding Wilder commitments) (budget attached): \$ 150,000
Also attached is a list of existing local grant sources, which we are working to expand.

Governing body, leadership and staff (lists attached): Board members come from backgrounds in business, civic, legislative, community service, housing advocacy, civil rights, media, education and law. Seven of the sixteen board members, including the president, are African Americans, Southeast Asian Americans, or Latino/a Americans. Four additional African Americans and Asian Americans have previously served on the board. A staff replacement and further expansion are planned in the near future, but Dick Little, Executive Director since 1996, continues to provide staff leadership in collaboration with key partners.

**Brooklyn Park Residents for
Affordable Housing**

**Karla Weigold
612-566-6357**

TBA

Anoka

TBA

South Metro

Bloomington	Bloomington Human Rights Commission Creekside Community Center 9801 Penn Ave. So.	Anne E. Moening W. 612-948-3955 Childcare	Wednesdays 6:00 to 8:00 p.m. Feb. 24, Mar. 3, Mar. 10, Mar. 17, & Mar. 24
Burnsville	City of Burnsville City Hall 100 Civic Center Pkwy	Renita McBride 612-895-4473	TBA
Richfield	Richfield Human Rights Commission Augsburg Library 7100 Nicollet Ave. So.	Connie McDonald 612-866-6168 Childcare available	Tuesdays 7:00 to 9:00 p.m. Feb. 23, Mar. 2, Mar. 9, Mar. 16 & Mar. 23

Minneapolis

Minneapolis	First Unitarian Society of Minneapolis 900 Mt Curve	Wendy Yaeger 612-377-6608	Thursdays 7:00 to 9:00 p.m. Feb. 18 & 25 ; Mar. 4, 11, 18 Saturdays 10:00 a.m. to 12 noon Feb. 20 & 27 ;Mar. 6,13, 20
Minneapolis	St. Marks Episcopal Cathedral 519 Oak Grove St	Rev. Canon Katherine Lewis 612-870-7800 ext 38	Tuesdays 6:30 to 8:30 p.m. Feb. 23, Mar.2, Mar. 9, Mar. 16, & Mar. 23
Minneapolis	Ramsey International Fine Arts Center One West 49 th St.	Juliana James W.612-627-2540 H. 612-928-4967	Thursdays 6:30 to 8:30 p.m. Feb. 18 & Feb. 25, Mar. 4, Mar. 11, Mar. 18

North Metro

CITY HALL

W, ~~7 AM~~ 7 PM

M 10, 17, 24, 31,

A 7

BURNSVILLE

SAT, 9 AM

M 13, 20, 27,

A 10, 17th

CITY HALL

Community Circles Scheduled Meetings

East Metro

City	Host/ Site	Ph# Contact Person	Dates/Times
St. Paul	Ramsey Action Programs Bigelow Bldg. 2 nd Floor 450 Syndicate St.	Paul H. French 651-603-5811	Tuesdays 9:30 to 11:30 a.m. Feb. 9, Feb. 16, Feb. 23, Mar. 2, & Mar. 9
St. Paul	St. Paul Area Council of Churches - Auditorium 1671 Summit Ave.	Bob Walz 651-646-6866	Monday, Feb. 22 at 7:00 p.m.
St. Paul	J.J. Hill Montessorri Magnet School 998 Selby Ave	Delores Henderson/Gail Ross 651-293-8720 (Rick Granberry 651-291-8823)	
White Bear Lake	East Metro Women's Council White Bear Lake City Hall 4701 Hwy 61	Cory 651-429-8526	Mondays 7:00 to 9:00 p.m. Feb. 22, Mar. 1, Mar. 8, Mar. 15, & Mar. 29
Stollwater	Wash. Co. Library 15417 56 th St. Oak Park Hts.	Scott or Bob	TBA

West Metro

Golden Valley	Golden Valley Human Rights Commission Golden Valley City Hall 7800 GoldenValley Road	Jill LeBow /Scribe H. 612-545-4839 W. 612-333-2301	Thursdays 7:00 to 9:00 p.m. Feb. 18, Mar. 4, Mar. 18, Mar. 25, & April 15
St. Louis Park	Wooddale Lutheran Church 4003 Wooddale Ave So	Rosemary Zipoy W. 612-920-0529 H. 612-332-1336	Thursdays 7:00to 9:00 p.m. Feb. 25, Mar. 4, Mar. 11, Mar. 18 & Mar. 25

How our project will address the social justice needs of our community:

The community circles project is directed at addressing what is one of the most critical but least talked through issues facing our metropolitan community: **the deep seated de facto economic segregation and racial isolation imbedded in our community and the costs we pay for that segregation.** Race and class are the great silent issues that stand in the way of progress on so many other issues facing our communities; yet they are the least discussed topics in most forums on education reform and affordable housing. By design, community circles offer a vehicle for breaking this silence. Recently our project was recognized as a "promising practice" by the President's Initiative on Race because it promotes much needed, respectful but honest dialogue while also focusing on important community issues that must be collectively addressed.

Our plan for involving First Universalist Church:

Our plan is to involve congregations as sponsors in the community circle conversations. In 1999, we intend to work with sponsors in three ways:

- (1) As providers of meeting spaces for circles that are open to the entire community, and to participants recruited by others.
- (2) As recruiters of participants drawn from their constituencies, who would participate in discussions held at community or regional facilities, and/or as
- (3) As convenors of circles, who would draw from their own membership but could also be paired with another sponsor group (e.g., another congregations) to achieve greater diversity of participants.

Our objective is to have as many diverse voices in each conversation as possible. We fully expect to be working with First Universalist Church, whose social justice committee successfully sponsored a community circle in the first round of conversations in 1997. We also plan to work with the Unitarian-Universalist Metro Stability Committee as a project partner, to assist with the Action Forum that will follow the circle conversations and to secure participation from the other Universalist and Unitarian congregations in the metropolitan area. In addition, we would like to advance the work of the Unitarian-Universalists on issues of "racism and white privilege." These partnerships will help to assure that the community circles project successfully advances social justice objectives for Minneapolis and the Twin Cities metropolitan community.

Project Timeline:

November-December – Continue sponsor and facilitator recruitment; hold sponsor organizing meeting and begin facilitator training. Print and distribute discussion guide. Work with media to publicize project.

January – Facilitator/Sponsor training on racism and cross-cultural communications (January 9 and 23)
Community Circles "Kick Off" events (January 20 and 21, west metro and east metro).

January-March – Hold Community Circle conversations (January 25 – March 12); special event during Metro Sabbath (February 5 - 7).

April – Convene the Citizens Summit and Action Forum.

May – Prepare report to the community; complete survey and evaluation.

Financial Commitments and Resources: We are receiving operating support from several sources, including Otto Bremer Foundation, the Saint Paul Companies and the Star Tribune. The Minneapolis and Saint Paul Foundations are supporting the Citizens Summit with the Minnesota Meeting and Minnesota Public Radio. We are pursuing a funding and in-kind partnership with the Wilder Foundation and the Saint Paul Area United Way to implement the circles project in the East Metro area. The Study Circles Resource Center has provided substantial in-kind support, especially in the development of the discussion guide. We are currently looking for funding or in-kind support to print the discussion guide.

Project budget and budget of overall organization:

The special training of facilitators and sponsors will require \$1,500 (\$1,000 for the anti-racism training and \$500 for the cross-cultural communications training). An additional \$250 - 300 would buy training on multiculturally inclusive recruiting and collaboration. EHEP's overall budget is approximately \$50,000, most of which is directed at the Community Circles project.

Project evaluation and criteria for success:

The Community Circle Collaborative will design a survey and evaluation instrument for each of the training events, ideally to be used both before and after the training events, and at the conclusion of the community circle conversations. The major measures of success will be:

- the extent to which the training leads to diverse participation in the community circle conversations
- the extent to which the circles come to terms with institutional and structural issues underlying residential, economic and racial segregation and inequality of opportunity and achievement in our schools and
- the extent to which the circles identify and suggest remedies that appropriately match these issues.

For Further Information:

Attached is a copy of our proposal to the St. Paul Companies operating support, which was approved this last month. Updates (e.g., the project timeline) have been noted in our application to the First Universalist Foundation. Also attached is a detailed description of the two training events discussed in this request.

First Universalist Foundation Grant Application

Summary Information

Title of Project: Choices for Community: A Regional Conversation About the Challenges of Education, Housing and Segregation in the Twin Cities Metropolitan Area (AKA: Community Circles on Housing, Education and Race)

Name of Organization: Education and Housing Equity Project

Contact Person: Dick Little, Director

Address: 2211 Riverside Avenue, #185
Minneapolis, MN 55454

Phone: (612) 330-1505

Requested Amount: \$1,500

Project Summary:

The Education and Housing Equity Project is collaborating with other Twin Cities area organizations to engage citizens from all walks of life in informed public conversations and action forums on education, housing, race and poverty. Hundreds of participants will come together to address the interrelated challenges of residential segregation, racial and economic inequality, and access to quality education and life opportunities for all citizens, especially students and families of color. To accomplish this objective, we have developed the Community Circles Collaborative, an initiative that involves citizens in *community circles*. A community circle is a democratic, highly participatory process for small group deliberation on issues of community-wide significance. We have modeled our circles after three other successful models for public conversation:

- (1) the study circles promoted by the Study Circles Resource Center (an in-kind national partner of our project),
- (2) the issues forums developed by the Kettering Foundation's National Issues Forums, and
- (3) the Communities of Color Empowerment Model of the Minnesota Minority Education Partnership (one of our local partners in this project).

Our project also builds on the study circle guide Creating Common Ground developed by MICAH (another one of our project partners) in the early 1990s. Community circles are comprised of 10 – 15 people who meet over a period of weeks or months (for example, 5 sessions of two hours each) to address a critical public issue in a democratic and collaborative way. We have collaborated with 30 different organizations representing a diversity of viewpoints and expertise to develop a discussion guide that will help to inform and focus the conversations. We have also collaborated with facilitator organizations, such as the Minnesota Facilitators Network and the Society of Professionals in Dispute Resolution, who will moderate the conversations. At this time we are securing sponsor groups that can recruit participants, supply meeting spaces, and provide supporting services that will encourage diverse participation (e.g., child care, transportation, interpretive services, copy services for informative reading material, food and beverages) and scribes who will record and report on conversation highlights. The conversations will culminate with an Action Forum that will connect participants with service and advocacy organizations, social justice opportunities and promising action initiatives. A Citizens Summit will also be held at the conclusion of the circle discussions to bring together the community circles and to share findings, conclusions and recommendations with policy officials and the larger community. Public officials will also be invited to participate in the community circles.

The grant from the Universalist Foundation will be used to support a critical and pivotal segment of this project: **specialized training for the facilitators and sponsors that will to assure that the conversations focus on issues of race, equity and social justice.** The first training event will consist of an all-day workshop on the nature of institutional and community-wide racism and how we can collectively “undo” it. The second event will be a workshop on cross-cultural communication skills and multicultural collaboration. These workshops will be offered to the facilitators and sponsors in lieu of financial compensation and as an incentive for volunteering to organize and moderate the circles. The racism workshop will also provide a “lens” through which the issues raised in the community circle discussions can be understood; it will also strengthen the facilitators’ ability to deepen the level of participant conversation to address underlying and structural, root cause issues. The intercultural workshop will expand facilitators’ ability to effectively work with a diverse range of participants and sponsors’ ability to reach out and recruit a diverse range of participants.

Barbara A. Rose

Barbara Rose, Consultant, has been with the Wilder Foundation in Saint Paul, Minnesota for four and a half years. Her work focuses on promoting civic engagement and involvement and building community capacity to improve the vitality of the city of Saint Paul. Barb is a consultant with the *Cities At Work* community forum program which annually convenes active residents, and members of the business, nonprofit, and government sectors in public dialogue on critical issues facing the city. Barb has also been coordinator for a series of community circle dialogues that have involved youth and family, religious, nonprofit and neighborhood organizations in learning about the impacts of race and racism. Barb is editor of *Community Matters*, a journal aimed at community leaders interested in local community development issues and is a consultant with Wilder Foundation's neighborhood leadership program.

Community Circle Dialogue Sponsors

A. H. Wilder Foundation
District Five Teen Council
Frogtown Pluralism Circle/Frogtown Family Center
Hamline-Midway Coalition for a Prejudice Free Community/Hamline-Midway
Coalition
Hmong American Partnership
J. J. Hill Montessori Magnet School
Lexington-Hamline Community Council
Merriam Park Community Council/ Goodwill/EasterSeal
Neighborhood Development Alliance, Inc.
Ramsey Action Programs
St. Paul Area Council of Churches
St. Paul Neighborhood Network
St. Paul Public Schools
The St. Paul Companies
The St. Paul Foundation
University of St. Thomas
West Side Family Center

Attachment 2
Cities at Work 1999
A Public Dialogue on Race, Connections, and Commitment

Funders

Amherst H. Wilder Foundation
F. R. Bigelow Foundation
Otto Bremer Foundation
The St. Paul Companies, Inc.
The Saint Paul Foundation
The McKnight Foundation
United Way of the St. Paul Area

Sponsors

Asian Pacific Endowment for Community Development
Catholic Charities
City Solutions
Community Employment Partnership
East Side Neighborhood Development
Education and Housing Equity Project/ Community Circles Collaborative
Jane Addams School for Democracy
Leadership Saint Paul
Local Initiatives Support Corporation
MRA Initiatives for Change - Twin Cities
Minnesota Alliance with Youth
MN Hmong Chamber of Commerce
National Conference for Community and Justice
Neighborhood Development Center
St. Paul Area Council of Churches
St. Paul Human Rights Department
St. Paul/Ramsey Children's Initiative
St. Paul Department of Planning and Economic Development
St. Paul Planning Commission
3M Corporation
University UNITED
The Urban Coalition

Additional support provided by Saint Paul Public Schools Community Education

Attachment 1
Amherst H. Wilder Foundation

ORGANIZATIONAL INFORMATION

History

The Amherst H. Wilder Foundation originated with the establishment of three trusts, in 1903, 1904 and 1905 resulting from the wills of Amherst Holcomb Wilder; his wife, Fanny Spencer Wilder; and their daughter, Cornelia Day Wilder Appleby. In 1910, the three trusts were incorporated as a nonprofit corporation under the laws of the State of Minnesota as the Amherst H. Wilder Charity. The corporate name was changed to the Amherst H. Wilder Foundation in 1953.

The Wilder family's vision was to create a charity to "aid and assist the poor, sick, aged, and otherwise needy people of Saint Paul . . . and without regard to, or discrimination for, any such persons by reason of their nationality, sex, color, or religious scruples or prejudices." This has remained the basic mission of the Wilder Foundation throughout its history.

Mission and goals

The mission of the Wilder Foundation is: "To promote the social welfare of persons resident or located in the greater Saint Paul metropolitan area by all appropriate means, including relief of the poor; care of the sick and aged; care and nurture of children; aid of the disadvantaged and otherwise needy; promotion of physical and mental health; support of rehabilitation and corrections; provision of needed housing and social services; operation of residences and facilities for the aged, the infirm and those requiring special care; and, in general, the conservation of human resources by the provision of human services responsive to the welfare needs of the community, all without regard to, or discrimination as a result of, nationality, sex, color, religious scruples or prejudices."

Specific goals which Wilder Foundation seeks to achieve are:

- Healthy, resilient children, youth, and families: Children, youth and families in Saint Paul will be healthier and more resilient with strong school, neighborhood, and community support.
- Economic stability: Adults will achieve greater economic stability relying, to the greatest extent possible, on employment. The community's infrastructure (housing, transportation, child care, health care) will better support the working poor.
- Successful aging in the community: Low-income older adults in the East Metro will have access to a full continuum of affordable and culturally appropriate community services and resources so they may age successfully in their homes supported by their families and engaged in their communities.
- Vital neighborhoods and communities: Saint Paul's central urban neighborhoods will be thriving environments with opportunities for work and citizen involvement; with plentiful safe and affordable housing; with excellent schools, and the infrastructure and amenities which meet the needs of community members.

Current programs, activities, service statistics

The Wilder Foundation works to meet emerging health and human service needs throughout the east metropolitan area, while placing special attention on Saint Paul's central urban communities. The Foundation continues to provide direct services, but relies increasingly on indirect and collaborative efforts to fulfill its mission. Service statistics for FY 1998-99 indicate the following results:

Persons served	11,559
Persons trained	7,410
Hours of consultation	63,853
Organizations served	674
Wilder Forest participants	35,456

Size of Organization

Number of board members:	10
Number of employees (full and part time)	1,035
Number of volunteers	539

ATTACHMENTS

- 1 Amherst H. Wilder Foundation Background Information
- 2 1999 Community Circle Dialogue and Community Forum Sponsors
- 3 Draft Executive Summary 1999 Circle Dialogue and Forum Evaluation
- 4 Amherst H. Wilder Foundation FY 2000 budget
- 5 Staff Resumes
 - Carol Lukas
 - Barbara Rose
- 6 IRS Tax Determination

919 Lafond Bldg Teleph Alloc 1.65 lines at \$360 per year		\$594
Copier		\$2,000
Postage CAW - 2 major mailings Final reports Misc postage	\$2,000 \$1,500 \$1,000	\$4,500
Bldg Alloc-919 Lafond Room 208-B for Barb and Linda		\$3,528
TOTAL EXPENSES		\$174,550

Prof Fees-Other		\$45,415
Forum presenters 4 x \$800	\$3,200	
Facilitator honoraria 15 x 100	\$1,500	
Circle facilitator training	\$2,000	
Presenters: 6 trips x \$800	\$4,800	
Presenters: 6 overnights x \$200	\$1,200	
Creative: Cities At Work	\$2,000	
Study Circle interpreters	\$500	
Pr expenses	\$410	
Creative: study circles	\$500	
Creative: final reports	\$1,000	
Research	\$15,000	
Data entry	\$13,305	
Food		\$10,380
Dinners: 600 x \$12	\$7,200	
12 meetings x 15 people x \$3	\$540	
Lunches: 2 @ \$1000	\$2,000	
Funder lunch: 12 people x \$20	\$240	
Facilitator Training: 20 x \$20	\$400	
Program Supplies/Expenses		\$935
Misc.		
Office Supplies		\$300
Misc.		
Printing		\$7,100
Forum brochures	\$3,000	
Final reports	\$2,500	
Study circle books: \$4 x 400	\$1,600	
Postage/Shipping/Drayage		\$200
Misc courier costs	\$200	
Application Software-Purchases		\$648
Upgrade Barb and Linda's computers to Office 2000		
Telephone		\$50
Long distance		
Building Rent		\$1,000
4 forums @ \$250 (including equipment)	\$1,000	
Novel Network Allocation		\$396
Network access for Barb and Linda (65%)		

**Cities At Work
BUDGET DETAIL (cont.)**

Expense: 2000 - 2001

<p>Professional Salaries Some staff time is charged out to other projects. This dollar amount is gross, less revenue from earned income. Net 1.45 FTE: .50 FTE Consultant .65 FTE Program Associate .30 FTE Lead Consultant</p>	\$86,835
Employer FICA	\$4,060
Group Life Insurance	\$80
Group Disability Insurance	\$130
401K Employer Match	\$800
Workers Comp	\$460
Unemployment Ins	\$270
Medical Insurance	\$2,720
Dental Insurance	\$210
Other Benefits	\$380
<p>Empl Bsns Exp-In State Travel \$33 per month</p>	\$400
<p>Empl Bsns Exp-Meals/Ldgng Misc.</p>	\$175
<p>Elec Staff Dev-Fees 2 Anti-Racism Trainings @ 350 each for Barb & Linda</p>	\$700

**Cities At Work
BUDGET DETAIL**

Revenue: 2000 - 2001

Wilder Foundation subsidy	\$32,230
Private Grants (including sponsorship contributions) See below: Foundation and Corporate Support detail	\$100,500
Earned Income	\$41,536
Cons: 50 hours @ \$85/ hour for Circle Dialog Assistance	\$4,250
Cons Assoc: 50 hours @ \$45/hour for Circle Dialog assistance	\$2,250
Cons: 117 hours for NLP	\$4,400
Cons: 312 hours for Community Matters	\$11,569
Cons: Consulting 507 hours	\$19,067
TOTAL REVENUE	\$174,266

FOUNDATION AND CORPORATE SUPPORT Detail

<u>Source</u>	<u>FY2000 - 2001</u>	<u>Status</u>
The Minneapolis Foundation	\$30,500	Pending
The Saint Paul Foundation	25,000	Pending (remainder of expected \$50,000 grant for calendar 2000)
F. R. Bigelow Foundation	15,000	Pending
Otto Bremer Foundation	5,000	Pending
Study Circle Resource Center	25,000	Pending
The St. Paul Companies	—	(2000 grant expended by 6/30/00)
The McKnight Foundation	—	(2000 grant expended by 6/30/00)
TOTAL	\$100,500	

<u>Source</u>	<u>2001 - 2002</u>	<u>Status</u>
The Minneapolis Foundation	\$26,000	Pending
The Saint Paul Foundation	26,000	To be requested
F. R. Bigelow Foundation	15,000	To be requested
Otto Bremer Foundation	5,000	To be requested
The St. Paul Companies	20,000	To be requested
The McKnight Foundation	<u>20,000</u>	To be requested
TOTAL	\$112,000	

**Community Forums
OPERATING BUDGET**

	<u>2000-2001</u>	<u>2001-2002</u>
<u>REVENUE</u>		
Wilder Foundation	\$32,230	\$32,230
Foundation Grants	100,500	98,000
Corporations	0	15,000
Earned Income	<u>41,536</u>	<u>42,000</u>
TOTAL REVENUE	\$174,266	\$187,230
<u>EXPENSE</u>		
Salaries and Wages	\$86,835	\$92,045
Insurance benefits & related taxes	9,110	9,657
Consultants & professional fees	45,415	49,500
Travel/meals	1,275	1,352
Program supplies	1,235	1,309
Printing/copying	9,100	9,646
Postage & delivery	4,700	5,170
Event facilities and food	11,380	12,063
Overhead (phone, bldg, software)	<u>5,216</u>	<u>5,740</u>
TOTAL EXPENSE	\$174,266	\$186,482

Staff Qualifications

Community Forums are collaborative efforts led by a variety of groups and organizations in the community. Co-sponsoring groups take on crucial roles ranging from planning and promotions to forum logistics. In addition, the leadership for the community circle dialogues comes from the sponsoring organizations, with back-up and technical assistance provided by Wilder staff.

Carol Lukas, Senior Consultant with the Wilder Foundation has provided oversight to the forums and Circle Dialogues. Wilder is currently seeking a new person to serve in this capacity. Carol will continue to provide oversight and direction until another lead person is in place. Other experienced Wilder staff who will continue working on forums include Barb Rose who manages the Community Circle Dialogues and edits *Community Matters*, and Linda Hoskins who manages events, logistics, promotions, communications, and evaluation.

INTENDED IMPACT

Cities At Work aims to change awareness and action on three levels:

The individual level, which focuses on personal commitment and responsibility for interacting with people from different cultural, economic and racial backgrounds;

The organizational level, which includes coordinated action with others in neighborhoods, schools, churches, and places of employment to solve community problems together; and

The institutional level, which includes ethnic and racially biased policies and practices embedded in our social institutions and public policies.

Indicators of success include:

At least 1,000 people will participate in at least one of the forums or dialogues each year.

At least 40 groups or organizations will make an institutional commitment to participate in this effort to counter racism.

60% of people attending forums or circle dialogues, or at least 570 people, will take some form of individual or collective action as a result of their participation.

At least one public policy or barrier which limits opportunity for people in our community will be changed each year.

Wilder Research Center will again evaluate the impact of these activities, using a combination of immediate event feedback, follow-up interviews with a sampling of attendees, and observation at events. We will work closely with The Study Circle Resource Center to benefit from their experience in program development, especially follow-up action planning, and evaluation. The evaluation report from the 1999 forums is available in draft form. A final copy will be available in June, 2000.

Work Plan and Timeline

TASKS	BY WHEN
1. Convene potential partners and sponsors. (Specific partners for 2000 - 2001 are being recruited during April, 2000. We expect that many of the 55 participating organizations from the 1999 round will again join the effort.): <ol style="list-style-type: none"> a. create vision for 2000 - 2001 series; b. review findings from 1999 follow-up evaluation. Decide implications for 2000 circles; c. finalize circle and forum process for 2000 – 2001; and d. clarify commitments and roles. 	April - June, 2000
2. Develop circle sponsor materials.	July, 2000
3. Manage circle dialogue recruitment process: <ol style="list-style-type: none"> a. confirm repeat sponsors; b. outreach to new networks, organizations, and community leaders; c. expand database of potential participants; and d. conduct other promotions (web site, mailings, media releases, etc.). 	June – August, 2000
4. Recruit facilitators for circles: <ol style="list-style-type: none"> a. clarify expectations and standards for facilitators; b. recruit strong facilitators from 1999 round; and c. recruit new facilitators as needed. 	June – July, 2000
5. Confirm evaluation design for 2000 circles.	August, 2000
6. Revise circle materials, discussion guide and facilitator guide: <ol style="list-style-type: none"> a. research other discussion guide models; and b. re-write and format new materials to address concerns raised in 1999. 	July, 2000
7. Train volunteer facilitators.	August, 2000
8. Hold kick-off event.	September, 2000
9. Facilitate circle dialogues.	September - October, 2000
10. Conduct community forums.	October – November, 2000
11. Hold Call to Action event.	Early December, 2000
12. Convene planning committee to evaluate series and plan for 2001 series.	February, 2001

Indicators of success include:

At least 1,000 people will participate in at least one of the forums or dialogues each year.

At least 40 groups or organizations will make an institutional commitment to participate in this effort to counter racism.

60% of people attending forums or circle dialogues, or at least 570 people, will take some form of individual or collective action as a result of their participation.

At least one public policy or barrier which limits opportunity for people in our community will be changed each year.

Wilder Research Center will again evaluate the impact of these activities, using a combination of immediate event feedback, follow-up interviews with a sampling of attendees, and observation at events. We will work closely with The Study Circle Resource Center to benefit from their experience in program development, especially follow-up action planning, and evaluation. The evaluation report from the 1999 forums is available in draft form. A final copy will be available in June, 2000.

Program Activities

The following activities and objectives are on an annual basis.

A. Community Circle Dialogues

Coordinate 10 - 15 community circle dialogues focused on personal awareness about racism or related topics, reaching 150 people per year.

Convene all circle participants at two follow-up gatherings.

Encourage sponsorship by, and provide facilitation and technical assistance to, up to four networks wishing to sponsor circle dialogues, to reach 200 people (e.g. EHEP, League of Women Voters, Leap Forward for Children, The Saint Paul School District, and the faith communities). Our plan is to eventually have the circle dialogues continue under the auspices of other existing networks.

B. Sponsor, in partnership with other groups, four community forums reaching 600 people on institutional and systemic aspects of racism. Forum topics will emerge from 1999 forum evaluations and discussions, other sponsor's interests, and Wilder's strategic focus. Likely topics will be the impact of racism on housing and/or education.

C. Explore feasibility of a sustained, long term circle dialogue process with other organizations and institutions in Saint Paul. Build in opportunities for groups to educate each other about their work and plans.

D. Increase capacity of community facilitators to deal with issues of racism in their work.

Train 15 additional (with 19 from 1999) circle facilitators.

Train 40 facilitators to assist with forum discussions.

E. Support joint action on selected aspects of racism as identified in *Cities At Work* forums.

Make circle dialogue and forum materials available on Wilder's web site with links to other key web sites frequented by metropolitan citizens.

Convene follow-up action leaders and planning committee to organize action efforts.

Provide follow-up support (convening, facilitation, child care, interpreters) for up to four action groups emerging from the circle dialogues and forums.

Produce a final report on findings and distribute to partners, participants, funders, resource people and community organizations.

Sponsorship

The 2000 – 2001 Circle Dialogue and Community Forum series will be co-sponsored by a broad coalition of community organizations and institutions, many of the same who were involved in the 1999 series (see Attachment 2). We are recruiting more organizations serving people of color and low income people, and trying to build ownership within major networks such as the Saint Paul School District, the mayor's office and the faith community. Sponsors contribute significant amounts of time and organizational resources which are not represented in the project budget. They provide meeting space and refreshments in community settings, child care, translation and interpreter services, host lunch meetings, assist with promotions and outreach.

Intended Impact and Evaluation

Cities At Work aims to change awareness and action on three levels:

The individual level, which focuses on personal commitment and responsibility for interacting with people from different cultural, economic and racial backgrounds;

The organizational level, which includes coordinated action with others in neighborhoods, schools, churches, and places of employment to solve community problems together; and

The institutional level, which includes ethnic and racially biased policies and practices embedded in our social institutions and public policies.

profile of the central city.

- C. Circle dialogue discussion materials focused on both individual and community issues, and encouraged action at both levels. They were also adapted from the Minneapolis Education Housing Equity Project materials and weren't focused closely enough on issues relevant to Saint Paul. These materials will need significant overhaul in order to maximize our impact in the future.
- D. Preliminary evaluation results indicate that 45 – 56% of forum and circle dialogue participants in 1999 took action as a result of their participation. The actions taken were largely on an individual basis and not coordinated or focused on a particular policy or community issue. Future forum efforts will need to more effectively mobilize coordinated follow-up action.
- E. The community circle dialogues are a powerful individual and group experience, resulting for many in increased awareness and commitment to action. However, they are extremely staff-intensive and far more costly to organize than expected. To ensure that they reach a more diverse audience and accomplish their goals, they need endorsement from visible community leaders; sponsorship by existing networks; very skilled facilitation to handle the sensitive and often volatile nature of the topic; and adequate staffing for coordination and follow-up support.
- E. To impact the organizational, community and policy aspects of racism, we need more coordinated efforts among the various groups working on this issue; clearer definition of desired outcomes; and stronger research backing our work.

Rationale

Disparities and inequities that disproportionately affect low income people and people of color in our community are revealed by a look at regional demographic information. Some of the facts below are from the 1990 Census; others are from more recent research. The Census 2000 data will reflect even more significant changes in our population because there has been a major influx of immigrants to the Twin Cities in the past ten years.

- ◆ The Twin Cities metropolitan area is one of the ten most racially and economically segregated metropolitan areas in the United States. It has one of the highest per capita concentrations of poverty among people of color in the nation, and the income disparity between central cities and the surrounding suburbs is among the highest in the nation. (Harrison, Roderick J., and Daniel Weinber, "Racial and Ethnic Segregation in 1990," Washington D.C.: U.S. Bureau of the Census, 1992)
- ◆ Sixty-five percent of people of color living in the seven county area live in the central cities of Saint Paul and Minneapolis. (1990 U.S. Census)
- ◆ The number of people living in concentrated poverty in the Twin Cities increased from 11,438 individuals in 1970 to 79,048 in 1990. (Paul Jargowsky, *Poverty and Place: Ghettos, Barrios, and the American City*, 1997)
- ◆ More than fifty three languages are spoken by students of St. Paul Public Schools, and more than a third of the students are English language learners — a 140% increase since 1989.
- ◆ The number of students from low-income families in the St. Paul Public Schools has increased 59% in five years.

This data, combined with the community's feedback that there is a need for coordinated, focused effort to make inroads on these issues at a scale that will have lasting impact, is the rationale for the current *Cities At Work* focus.

Goals

Over the next three years *Cities At Work* will accomplish the following goals:

- A. Increased knowledge and awareness about racism and other key issues facing the community, including access to information about national and local strategies and programs that have worked, and local resources that can support community efforts.
- B. Increased connections and linkages between various individuals, groups and organizations working to address racism and other critical issues facing Saint Paul.
- C. Increased capacity of people working in facilitation roles to deal with issues of racism in their work.
- D. Support of joint action on key issues affecting local neighborhoods and communities.

Grant Application to Study Circle Fund

Cities At Work *Saint Paul, Minnesota*

Purpose

The *Cities At Work* project attempts to educate and mobilize the community to counter the impact of racism, with particular attention to how racism affects housing and education in the Twin Cities. Primary strategies are hosting community circle dialogues and a series of public forums. The focus is on Saint Paul and the East Metro area, but over the next several years greater emphasis will be placed on looking at metro-wide challenges, and attracting metro-wide audiences for the public forums. *Cities At Work* is led by a broad-based coalition of organizations and groups, with staff and administrative support provided by the Amherst H. Wilder Foundation.

Background

The Services to Organizations and Communities program of the Wilder Foundation started Community Forums in 1993 in response to feedback from numerous community leaders and activists that they worked in isolation and didn't have a way to connect with others in different neighborhoods, organizations or cities who were working on similar issues. People indicated that they wanted information and ways to better link with others for support and to improve the effectiveness of their community building efforts. Since 1993 Community Forums has attempted to combat that isolation, provide needed information and resources, and connect people across organizational and neighborhood boundaries.

Primary strategies over the last five years have included public forums on a variety of community issues and publication of *Community Matters*. Focused on strengthening leadership in the central urban communities, Community Forums has reached a broad spectrum of formal and informal leaders working on many aspects of development and community building in the city. During the last six years we have sponsored 76 forums and 19 community circle dialogues with combined attendance of over 7,830 people on topics including neighborhood planning, design and revitalization, school reform, racism and oppression, restorative justice, affordable housing, community development, college-community collaboration, suburban sprawl, transportation, revitalizing transitional neighborhoods, and economic development. Each of these forums has been co-sponsored with other organizations and groups in the community with a shared commitment to strengthening leadership and educating people about issues affecting the city. Forum topics are selected using input from community folks and co-sponsors, evaluation of past forums, and information about current issues facing the city. In 1996 we started the centerpiece forum series, *Cities At Work*, which has become the primary forum effort each year.

What We've Learned

The 1999 *Cities At Work* forums focused on various aspects of racism and its impact on housing and education in our community. We sponsored, in partnership with over 55 other nonprofit, public and private sector groups, twelve forums, gatherings, and facilitator training programs, and 19 community circle dialogues, with a combined attendance of 1,450 people. This was our initial effort to address the topic of racism, and we learned much, including:

- A. We have historically focused on Saint Paul residents with the forums. However, the preliminary 1999 evaluation indicates that only 2/3 of the attendees came from Saint Paul; the remainder came from Minneapolis and the surrounding suburbs.
- B. The audience profile from the 1999 series included 2/3 female, more than 50% over the age of 41, 75% college graduates, 12% earning under \$20,000 per year, and between 19 - 30% people of color. Future outreach efforts will attempt to draw a wider cross section of the community, to more closely mirror the

March 30, 2000

Study Circle Fund
264 North Pleasant Street, 2nd floor
Amherst, MA 01002

Enclosed is a proposal for funding support from The Study Circle Fund. We are requesting a \$25,000 challenge grant for 2000. This support will allow us to expand our outreach efforts for Community Circle Dialogues to attract more low income people and people of color, and revise our discussion materials and facilitator guide for our third round of circle dialogues on countering racism in Saint Paul and the East Metro Area.

Please contact me if you have any questions. Thank you for your consideration.

Regards,

Carol A. Lukas
Program Manager
A. H. Wilder Foundation

Community Circle Collaborative

Key Staff

Fred Tenfingers, Coordinating Partner: Mr. Tenfingers serves as Coordinator of the Suburban Hennepin Anti-Racism Coalition (SHARC). He is currently coordinating two community-wide projects with SHARC, including fair housing outreach and education in conjunction with the Legal Aid Society and the Minnesota Fair Housing Center. He also worked for the Energy Assistance Program for four years and as a Volunteer Coordinator. He has extensive experience in program coordination, working with volunteers, and grassroots organizing.

Darcy Seaver, Coordinating Partner: Ms. Seaver serves as a Co-Coordinator of the Education & Housing Equity Project. She also serves as the Director of the Minneapolis Center for Neighborhoods. She has extensive neighborhood organizing, program management, research, and policy analysis experience. She holds a master's degree in Journalism and Mass Communication from the University of Wisconsin-Madison and a B.A. in History from Barnard College of Columbia University.

Jim McDonough, Coordinating Partner: Mr. McDonough serves as Program Manager for Alliance Works - Work Referral Service, connecting poor and homeless people with community jobs. He also serves as Administrative Coordinator for the Minnesota Branch of the People's Institute of New Orleans. He is a founder of the Suburban Hennepin Anti-Racism Coalition and currently serves on its Board of Directors. Mr. McDonough has extensive grassroots organizing, training, and facilitation experience.

Mike Anderson, MICAHA Executive Director. Mr. Anderson has served as MICAHA's Executive Director since July of 1991. He is a graduate of the Humphrey Institute for Public Affairs, has served as Academic Director of Augsburg College's Center for Global Education in Cuernavaca Mexico, and as a community faculty member at Metro State University. He has directed both prior study circle projects and acted as Program Sponsor for other organizations and projects.

Tim Sullivan, MICAHA Administrative Director. Mr. Sullivan has served as Administrative Director of MICAHA since December of 1994. He holds a B.A. from Creighton University. Mr. Sullivan oversees all financial management at MICAHA and has administered other projects for which MICAHA acted as Program Sponsor and fiscal agent.

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING
Statement of Functional Expenses for Unrestricted Funds
For the Year ended December 31, 1995

	Admin	Education	Service	Advocacy	Family Supp	Shelter Net	C I C	1995 Total
Revenue:								
Contributions:								
Congregations	\$24,198	\$250	\$0	\$0	\$4,399	\$0	\$0	\$28,847
Individuals	\$433	\$1	\$0	\$0	\$0	\$0	\$0	\$434
Foundations	\$87,566	\$0	\$0	\$0	\$6,754	\$1,000	\$508	\$95,320
Demoninations	\$5,200	\$0	\$0	\$0	\$1,250	\$1,250	\$0	\$7,700
Gov't Contracts	\$0	\$0	\$0	\$0	\$43,983	\$29,996	\$0	\$73,979
Misc & Interest	\$526	\$3,462	\$0	\$0	\$0	\$0	\$0	\$3,988
Total Revenue	\$117,923	\$3,713	\$0	\$0	\$56,386	\$32,246	\$508	\$210,268
Expenses:								
Grants								
Salaries	\$9,828	\$19,945	\$19,657	\$16,421	\$18,597	\$18,066	\$487	\$102,514
Payroll taxes	\$945	\$1,917	\$1,889	\$1,578	\$1,787	\$1,736	\$0	\$9,853
Fringe benefits	\$1,419	\$2,879	\$2,836	\$2,370	\$2,683	\$2,606	\$0	\$14,792
Professional servi	\$363	\$726	\$726	\$661	\$0	\$0	\$0	\$2,476
Temporary services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Local auto exp	\$270	\$539	\$539	\$449	\$1,333	\$1,118	\$0	\$4,249
Staff expenses	\$827	\$18	\$22	\$0	\$318	\$246	\$21	\$1,431
Office supplies	\$163	\$327	\$327	\$272	\$0	\$0	\$0	\$1,089
Postage	\$1,638	\$591	\$76	\$667	\$46	\$41	\$0	\$3,059
Equipment	\$633	\$1,267	\$1,267	\$1,056	\$57	\$57	\$0	\$4,337
Programming	\$697	\$2,617	\$0	\$0	\$480	\$125	\$0	\$3,919
Conferences	\$351	\$990	\$201	\$438	\$768	\$255	\$0	\$3,003
Program supplies	\$876	\$695	\$23	\$409	\$399	\$197	\$0	\$2,600
Printing	\$157	\$314	\$314	\$262	\$45	\$15	\$0	\$1,107
Rent	\$668	\$1,335	\$1,335	\$1,113	\$0	\$36	\$0	\$4,487
Telephone	\$299	\$598	\$598	\$498	\$136	\$40	\$0	\$2,169
Audit & evaluation	\$1,238	\$2,475	\$2,475	\$2,063	\$0	\$0	\$0	\$8,250
Insurance	\$452	\$905	\$905	\$754	\$0	\$0	\$0	\$3,016
Rent Subsidy	\$0	\$0	\$0	\$0	\$10,804	\$0	\$0	\$10,804
Contracted service	\$0	\$0	\$0	\$0	\$8,833	\$0	\$0	\$8,833
Shelter expense	\$0	\$0	\$0	\$0	\$0	\$9,578	\$0	\$9,578
Depreciation	\$526	\$0	\$0	\$0	\$0	\$0	\$0	\$526
Total Expenses	\$21,350	\$38,137	\$33,190	\$29,011	\$46,287	\$34,117	\$508	\$202,091
Excess (Deficit)	\$96,574	(\$34,424)	(\$33,190)	(\$29,011)	\$10,099	(\$1,871)	\$0	\$8,177

REPORT ON SUPPLEMENTAL DATA

My audit was made for the purpose of forming an opinion on the financial statements taken as a whole. The following schedule on functional revenue and expenses is presented for purposes of additional analysis.

February 5, 1996

Grant Application Cover Sheet

COVER SHEET

Date of Application:

ORGANIZATION INFORMATION

Education and Housing Equity Project

Legal Name of Organization

Augsburg College, CB 185, 2211 Riverside Avenue

Address

Minneapolis, MN 55454

(612) 330-1505

(612) 330-1507 or 1649

City, State, Zip

Telephone

FAX

Individuals Responsible:

Dick Little

Executive Director

(612) 330-1505 or 724-5662

Name of top paid staff

Title

Direct dial phone #

Contact person (if different from top paid staff)

Title

Direct dial phone #

Organization Description:

The Education and Housing Equity Project was founded in 1995 to promote racially and economically inclusive communities and schools that work for all children in the Twin Cities metropolitan area. Its primary focus is on expanding public understanding and informed public action on the relationship between residential, economic and racial segregation and educational achievement in our public schools. To accomplish its mission, EHEP has initiated the Community Circles Collaborative, a project that brings together citizens and community organizations from throughout the metro area in public conversations focused on the challenges of housing segregation, educational achievement and racial equity in the Twin Cities metropolitan region.

Is your organization an IRS 501(c)(3) not-for-profit? YES NO

If no, is your organization a public agency/unit of government
or religious institution: YES NO

If no, name of fiscal agent (fiscal sponsor) _____

AMOUNT AND TYPE OF SUPPORT REQUESTED

The dollar amount being requested:

\$ _____

Funds are being requested for:

_____ general operating support

_____ project support

_____ start-up costs

_____ capital

_____ endowment

_____ technical assistance

_____ other: _____

If a project, give project duration:

January Month 1999 Year

to

January Month 2000 Year

If operating support, fiscal year:

January Month _____ Year

to

January Month _____ Year

BUDGET

Total annual organization budget:

\$ _____

Total project budget (for support other than general operating):

\$ _____

PROPOSAL SUMMARY

(If operating or start-up support relate to the organization. If project and other support, relate to the project.)

Project name (if applying for project support): Conversations at the Crossroads: Community Circle
Conversations on Education, Housing and Segregation

Please give a 2-3 sentence summary of the request:

We are requesting support for launching and completing the second round of community circles that will be convened in 1999 focusing on the challenges of achieving racially and economically inclusive schools and communities. Our goal is to engage over 1,000 citizens from 75% of the municipalities in the metro area participating in up to 100 study circles. These circles will consist of 8 to 15 participants each who will meet at least 5 times for 2 hours each meeting. Each circle will meet on specific dates and at specific locations, use a prepared discussion guide, and will be moderated by experienced facilitators. In addition to providing meeting places and/or recruiting diverse participants, sponsoring organizations will provide scribes to record and report the results of each circle conversation. A report to the community will be produced. A citizens summit and action forum will bring participants together at the conclusion of the circle conversations to discuss findings and conclusions/recommendations to public officials(who will also be invited to participate in the circles) and to connect participants with action agendas and opportunities (promising practices and action organizations).

Geographic area served: The Twin Cities Metropolitan Area

Population served: Adults and children from many different walks of life in schools and communities in the Twin Cities area. Communities of color and lower income residents and students from inner urban areas as well as suburban communities will be emphasized and targeted in this project. Diversity of participants is a key consideration of this project.

AUTHORIZATION

Name of top paid staff and/or Board Chair:

Richard C. Little, Executive Director
Matthew Little, President

Signature

Common Grant Application - Narrative

PROPOSAL NARRATIVE

A. ORGANIZATIONAL INFORMATION

History

The Education & Housing Equity Project was created in early 1995 by a combined group of education and housing advocates who shared a belief in the pressing need to link the issue of school desegregation/integration to the broader issue of segregated housing and neighborhoods. In early 1996, its first staff was hired to develop the organization, begin exploring how to build a coalition that could work for racially and economically inclusive communities and respond to the segregation and disparities developing in the metropolitan area, and begin a community-wide dialogue on these critical issues. In late 1996 and 1997, the Community Circle Collaborative was born and the first round of Community Circle conversations were held at various locations around the Twin Cities metropolitan area. A metropolitan citizen's forum was held at Macalester College at the conclusion of the conversations and a report on the results of the conversations was published in 1998. Since that time, EHEP has been co-sponsoring additional conversations addressing equity and dealing with race and education and partnering with housing, education and human rights organizations to work on agendas that have been informed by the conversations and that advance the mission of our organization. A second round of Community Circle conversations is now planned for 1999. A newly revised discussion guide has been prepared. Partnerships with potential sponsor groups and facilitators have been initiated. In the fall of 1998, Community Circles were held in Minneapolis, co-sponsored by the Minneapolis Public Schools, the Minneapolis Urban League, the Neighborhood Revitalization Program, Parks and Library Boards (providing meeting spaces), the Jefferson Center (providing scribes) and the Society of Professionals in Dispute Resolution (facilitators). At this time we are planning a metropolitan-wide round of community circles beginning in February 1999. Recently our Community Circles project was selected by The President's Initiative on Race as a "Promising Practice" for advancing race relations and progress on issues of race in the United States.

Mission & goals

The Education & Housing Equity Project's mission is to act as a catalyst to build broad-based coalitions and engage the community in public discussions, analysis and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and cultural backgrounds access to quality schools and affordable housing throughout the metropolitan area.

EHEP pursues its mission through a three-part strategy:

- Coalition and partnership building and advocacy;
- Community education and informed public conversation; and
- Assisting communities in becoming more inclusive and integrated

Current programs, activities, and strengths/accomplishments

Coalition Building and Advocacy to Inform Public Decision Making

Since its inception, EHEP has spent a significant portion of its energies in discussions and collaborations with other organizations and groups. These have led to several jointly sponsored projects as well as a fuller understanding of the need for an organization and collaborative that can link the issues of housing and education and develop the desperately needed consensus and leadership to move the community forward and to connect these issues to the challenges of poverty and segregation. After a year of creating the organization, the second and subsequent years have been devoted to extensive research of the literature, one-on-one interviews and multi-participant focus group meetings with a broad range of community leaders and experts in the fields of housing, education, anti-racism and metropolitan stability, and building a broad-based coalition and partnerships that can work on these combined issues. Our unique contribution has been to encourage the linkage of housing and school issues in the work of existing organizations and coalitions and connecting these coalitions to each other and to issues of race and poverty. Some of our major accomplishments have included:

- Coalescing with both housing and education organizations to focus on the re-drafting of the State Board of Education's desegregation rule, to link school desegregation issues with the broader issues of housing segregation and metropolitan stability (1996 and 1998).
- Encouraging a coalition working with the newly formed Minnesota Fair Housing Center on a fair housing testing campaign in suburban Hennepin County to frame the issue of housing discrimination in the context of schools and broader life opportunities (1996).
- Engaging the Minneapolis Public Schools and the Mayor of Minneapolis to support and assist in the development of the community circles project (see below) and, following a presentation (in Dakota County) sponsored by the Family Housing Fund, encouraging a study of the linkage between housing/household stability and educational achievement in Minneapolis, which led to *The Kids Mobility Project* (1997).
- Collaborating with and supporting MICAH's (Metropolitan Interfaith Council on Affordable Housing) fair housing initiative proposal to HUD to jointly develop, with the Illusion Theater, a series of theater events that highlight the need for metro-wide fair and affordable housing for people of all backgrounds and to deal forthrightly with discriminatory practices and attitudes of fear that keep this from happening. EHEP is represented at each of the theater events and is specifically co-sponsoring the Minneapolis and Saint Paul performances (1997 - 1999).
- Participating as an advisor to the consulting teams working with interested parties to mediate the educational adequacy and educational equity lawsuits currently pending (NAACP v. State of Minnesota and St. Paul School District v. State of Minnesota) and participating in the mediation planning retreat organized by the principal parties in the lawsuits (1997 and 1998). In early 1998, EHEP's director testified in support of the mediation process before the Minneapolis School Board, which subsequently endorsed the same position. EHEP has been asked to continue to be a resource group to the mediation process.
- Working with the Right to Housing Campaign and the Alliance for Metropolitan Stability to develop an Inclusionary Housing proposal that could provide the basis for a new approach to expanding affordable housing choices and mixed income housing development in state housing legislation (1998).
- Jointly sponsoring with the Urban Coalition and the Minnesota Minority Education Partnership a series of issue forums on the State's proposed new Desegregation Rule, the Inclusionary Education Program Rule (revision of the originally proposed Diversity Rule), and requirements for teacher licensure. The EHEP board also contributed substantive written testimony to the State Board of Education on the proposed changes to the Profiles of Learning (1998).
- Contributing to the work of the Minneapolis Affordable Housing Task Force through its Director who has been appointed to the Task Force (1998 - 1999). Our message has been that recommendations not only focus on providing needed housing but also on expanding people's locational choices and access to economic and social opportunities.

Assisting Communities in Becoming More Inclusive and Integrated

EHEP has been less involved with this strategy since it largely evolves from the other two strategies. However, at least two examples stand out.

Following the first round of community circles, we were invited by the Minnesota Fair Housing Center to assist them in implementing a Hennepin County funded workshop for suburban planning officials and human rights commissions on promising tools and practices for implementing fair and affordable housing. In September 1998 over 100 city officials and developers attended the "Building Inclusive Communities" Conference in Bloomington. EHEP worked with the Fair Housing Center and the Alliance for Metropolitan Stability to sponsor programs that highlighted promising practices in other parts of the country. EHEP helped to bring the Vice President of Chicago's Leadership Council for Metropolitan Open Communities to the Twin Cities to discuss the Oak Park experience in becoming and sustaining one of the most successful racially integrated cities in the United States.

In the East Metro Area we have been invited by the Office of Interdistrict Initiatives to participate in their planning process to develop a multi-school district governance structure to expand integrated school initiatives involving Saint Paul and suburban East Metro school districts. This activity will continue in 1999.

After the second round of Community Circle conversations, we expect to be doing more of these kinds of

activities.

Community Education and Conversation

By far the most significant and distinctive work of EHEP is the "Choices for Community" Community Circle Project. In 1996, EHEP partnered with the Minnesota Minority Education Partnership, the Metropolitan Interfaith Council on Affordable Housing, the Minneapolis Initiative Against Racism and the Minnesota Fair Housing to form the Community Circle Collaborative. Within the year, 20 additional organizations would join the Collaborative. In 1997, the Collaborative launched a metro-wide dialogue project in which 500 citizens from different walks of life came together, 5 to 15 at a time, in community circles throughout the metropolitan area to discuss the future of the Twin Cities area with a focus on two central questions:

- "What are the impacts of existing patterns of residential, economic and racial segregation on the educational achievement and life opportunities to Twin Cities area children and families?" and
- "What can or should we do, as individuals and as a community, to enhance educational success, and housing and economic opportunities for *all* children in the Twin Cities metropolitan area?"

Community Circles of citizens from thirty-five cities were convened by a variety of local sponsoring organizations. All were provided with discussion guides, prepared by the Collaborative, and were moderated by facilitators, recruited and trained by the Collaborative. The conversations culminated in a Metropolitan Citizens Forum held at Macalester College Chapel and moderated by Saint Paul's George Latimer and Minneapolis' Vivian Jenkins Nelsen. A report that synthesized the findings, conclusions and action recommendations coming out of the community circles was prepared and is being shared with the project partners and various decision makers in the metropolitan area.

Since the conclusion of the first round of community conversations, EHEP and collaborative partners have been evaluating the first round, identifying promising practices that advance educational success and expand affordable housing choices, meeting with various stakeholders to discuss the results of the community conversations, and revising and improving the process for a second round.

Plans for a second round of Community Circle conversations, to be held in 1999, are well underway. A round of Minneapolis Circles, co-sponsored by the Minneapolis Public Schools and 5 other partner organizations is currently underway, and will serve as a prototype for metropolitan-wide conversations to begin in February.

The second round will build upon the lessons of the first round and will include additional groups not represented in the first round, such as the business community, labor unions, outer suburban residents and employers, more residents and leadership groups in Saint Paul and East Metro, and a wider range of participants from communities of color. These conversations will be more clearly focused on systemic barriers and changes needed to build more inclusive communities and institutions. The discussions will also include an action component (Action Forum) that will focus on promising practices already underway in various parts of the Twin Cities (e.g., East Metro Interdistrict Initiatives), connect participants with opportunities for involvement in their community, and more directly connect the work of the community circles with key decision makers and decisions-making bodies.

At the conclusion of Round Two, EHEP and the Community Circle Collaborative will co-sponsor a Citizens Summit with the Minnesota Meeting and Minnesota Public Radio. The Summit will use electronic keypad technology to elicit focused responses and discussion of specific issues and solutions from community circle participants on the best ways the metropolitan community can collectively address issues of educational access and achievement, and school and housing segregation. Round two will help inform the policy and action agendas of partners in the collaborative as well as public decision-making bodies in 1999 and beyond.

Relationship with other organizations

The Education & Housing Equity Project carries out its work by collaborating with other organizations. The Community Circle project was founded by a collaborative partnership of organizations. Collaborative partners

are identified on the attached lists. The collaboration is essential for (1) assuring racial, cultural, ethnic, generational and geographic diversity of voices in the conversations, (2) fulfilling the various tasks, objectives and leadership requirements of the project using the best possible resources, and (3) assuring that the results of the community circle conversations are widely dispersed and receive widespread attention. The Community Circle Collaborative includes:

- **Organizing partners**, who help to design the process, frame the discussion issues, prepare the discussion guide, recruit and train/orient sponsors, facilitators, scribes, and resource partners, publicize the project and work with the media, and assist with reporting and evaluation and the details of project follow-through.
- **Resource associates**, who supply expertise on the issues, written and audio-visual materials to inform the discussions and provoke spirited but thoughtful conversation, media coverage, project documentation, and/or financial backing of project activities.
- **Sponsors** (typically organizations) that supply meeting spaces (including child care, transportation, translators, hospitality and other services as needed) for the conversations, schedule the conversations, recruit community circle participants, convene the community circle dialogues, and provide scribes who will capture in written record the highlights of each conversation.
- **Facilitators**, who have professional experience in mediation and facilitation, who will moderate the community circle conversations (organizations such as the Society of Professionals in Dispute Resolution and the Minnesota Facilitator Network are partnering with EHEP to provide the facilitators).
- **Participants** from many diverse backgrounds who commit to 5 sessions of 2 hours each and participate with 8 to 15 other citizens in informed and deliberative dialogue. The participants are the heart and soul of the Community Circles project.

In-kind support from the organizing partners alone in the 1997 circles amounted to more than \$15,000 in documented resources. A similar or greater contribution has been made during the 1998 circles in Minneapolis and in preparing for the 1999 circles.

EHEP and the Community Circle Project are distinctive from other organizations and initiatives in their unique methodology and objective of engaging citizens and creating dialogue among disparate parts of the Twin Cities metropolitan area not only to discuss issues and problems, but also to create action registers or common solutions to those issues and problems. No other organization in the Twin Cities area is currently engaged in this kind of collaborative, grassroots, dialogue and education/consensus-building/mobilizing effort that specifically links housing, education and race.

Board, Staff and Volunteers

Number of Board members:	16
Number of full-time paid staff:	1
Number of part-time paid staff:	1*
Number of volunteer staff:	1**
Number of volunteers:	100's (see description of community circle collaborative, above)

* Student Intern for fall 1998; efforts will be made to secure a new intern for part of 1999

** Part-time volunteer professional, joining us in December 1998, who we expect to be able to pay and make full-time in 1999

B. PURPOSE OF GRANT

Situation and Need

There has been growing public concern in the Twin Cities metropolitan area that economic and racial segregation in housing is having a profound impact on the overall health and well being of the metropolitan region, and on education and employment opportunities in particular. A study by Douglas Massey and Nancy Denton in their publication *American Apartheid: Segregation and the Making of the Underclass* revealed that the Minneapolis-St. Paul metropolitan area is among the ten most segregated in the country. Studies have also shown that the Twin Cities ranks third highest among all U.S. urban areas in persons of color living in poverty. The work of State Representative Myron Orfield in his book *Metropolitics: A Regional Agenda for Community and Stability* and of Dr. John Powell of the Institute on Race and Poverty at the University of Minnesota in his study

Examining the Relationship Between Housing, Education and Persistent Segregation have also given testimony to the depth and breadth of issues of segregation, racial and economic isolation and growing disparities between inner and outer communities in the Twin Cities and their relationship to unlocking the doors to addressing other important issues facing the region.

Public actions to grapple with these issues have been growing in number. They include education and housing lawsuits (NAACP v. State of Minnesota, St. Paul School District v. State of Minnesota, and Holman v. Cisneros), legislation (the Metropolitan Livable Communities Act), the creation and expansion of civic and advocacy groups (e.g., Alliance for Metropolitan Stability, Interfaith Action and St. Paul Ecumenical Action Council, the Minnesota Right to Housing Campaign and the Metropolitan Interfaith Council on Affordable Housing), formation of new compacts of school districts (West Metro Education Program and the East Metro Office of Interdistrict Initiatives), and new state rules addressing school desegregation, educational diversity and criteria for inclusive schools, and standards for multicultural competency in teacher licensure requirements.

These actions, and the frequently divisive debates over these actions, have revealed the need for developing a common understanding and a common ground, or common basis of action, for moving forward on these serious issues. Public conversation about the possibilities for inclusive and integrated communities has been rare, usually divisive and poorly informed, not conducted on a sustained or systematic basis and with too few groups or individuals involved, and virtually no broad public consensus or support. We believe these adverse conditions imperil the chances of building inclusive communities and integrated institutions in the Twin Cities metropolitan area.

The principal danger is that public discourse fast settles into simplistic, distorted polarities – neighborhood schools versus forced busing, quality education versus school desegregation, deconcentration of poverty versus preservation of existing affordable housing, cultural identity versus assimilation, individual choice versus collective responsibility, core cities versus suburbs, rich versus poor, and of course, whites versus communities of color (especially African American). A climate of public opinion poisoned by these divisions inevitably limits what policy makers (and, as we have found in our initial discussions, advocates and community leaders as well) feel they are able to do; we speculate that this climate even limits what judges feel *they* are able to do. In this kind of environment, the issues are captured by the most extreme and negative voices, which are then amplified by the media. The public sits and listens. Few want to get involved, because of the fear of getting burned in the heated controversy and because of the not-unreasonable judgment that little will be accomplished by these conditions. Those who *do* take action typically call for reforms without touching on the vital questions of race and segregation.

There is a need to involve many groups and the broader public in civil, informed conversations about the possibilities for and benefits of integrated communities. There is a need to expand the serious discussion of these issues beyond the courtrooms, the academic halls and partisan legislative debates. As many people as possible, from as many different stations in life should be participating in the conversation about this issue. The discourse should not be limited to the invectives of "talk radio," the well-intentioned opinions of newspaper editorials, the sociological jargon of academia or the legal technicalities of the courts.

costs we pay
for segregation +

The issue is developing rapidly. The question is who will be involved in the public discourse, and how will that discourse be framed. Unfortunately, past experience shows that these issues are easily polarized – and stay polarized. We believe that this familiar yet unfortunate outcome can be averted by organizing a wide range of groups that have a potential stake in integration, by engaging broad-based public participation in informed conversations about what segregation and integration involves and by offering promising practices and assistance to communities and community institutions as they seek to become more inclusive and better integrated.

Our Response

In response to this need, and after gaining valuable information and experience consulting with potential partners, we proposed and implemented a first round of community conversations about racial, economic and residential segregation and unequal opportunity and achievement in our schools. The conversations proved to be productive and have resulted in building public understanding and expanded support for educational equity and inclusionary housing legislation. We learned a great deal from the conversations, including what can be

done to make them more effective in subsequent rounds. The project has also helped to inform the proposed mediation process for settlement of the educational lawsuits. The "public voice" that came out of the conversations reflected the complexities of the issues citizens were grappling with.

We want to build on the experience of the first community circles and, using what we learned, again, take the conversation about segregation and integration to neighborhood centers, public libraries, schools, places of business, living rooms, and backyards – the places where ordinary people live their lives and where the real task of building inclusive communities must take place. We wish to encourage and inform public conversations and deliberation that will help lead people to a more informed, more effective understanding of the effects of segregation, why the choice to integrate is important, and how removal of barriers to choice can be accomplished. Through this process, we hope that people come to move beyond "tolerance" and understand the value of inclusion and of an integrated society for themselves, for other people, and for society as a whole.

Experience has shown and we have no illusions that all people will be persuaded, or be willing to participate. There are, after all, real conflicts of interest and conflicts of values about these issues. These will not be dissolved by talk alone. But without a concerted, *and sustained* effort to bring people together for informed and civil conversations, the most extreme voices will remain to frame the issue. Public-spirited conversation will be drowned out by shrill debate; our common interests and values will get lost in a sea of opposition and conflict. Informed action must be preceded by informed and collective conversation.

Specific Project Activities, Goals and Objectives

The *Choices for Community* Community Circle Project has and continues to be developed and organized by a partnership of organizations representing diverse segments of the community. To enable the kind of civic conversation we envisioned, the Collaborative developed "Community Circles," an approach to community dialogue that draws from elements of three different, nationally and locally recognized models for civic discussion: the "study circles" promoted by the Study Circles Resource Center in Pomfret, Connecticut; the National Issues Forums, a public deliberation project begun by the Kettering Foundation in Dayton, Ohio; and the Communities of Color Empowerment Model (COCEM) from the Minnesota Minority Education Partnership in Minneapolis, Minnesota. The Community Circle Dialogues (or conversations) combines the unique elements from each of the above approaches to bring community members together, to engage them in discussion, to provide educational and technical resources that inform their conversations, and to develop action agendas and connect citizens to action opportunities and promising practices.

The Education and Housing Equity Project and the community circle collaborative it coordinates intend to engage a broad cross-section of the Twin Cities metropolitan community to study, discuss, and build a common understanding of the issues of racial and economic segregation in the region and their effect on education, employment, and broader "life opportunities." The Community Circle project will be a catalyst for greater community involvement in these issues and increased efforts to decrease housing segregation and increase educational achievement and integrated education opportunities. They will engage a broad cross-section of the both "non-traditional" participants (low-income families and communities of color) and "traditional" participants in a community-wide dialogue about these complex, interconnected issues. Experience in the first round of conversations suggests that community circles can provide unique settings for collaborative learning, for working through often polarizing social and political issues like these, for facilitating honest conversation, and for building more inclusive organizations and communities. As similar projects elsewhere in the country have shown, such "circles" broaden perspectives, deepen understanding, and inspire participants to become more involved in public life.

The second round of community circle conversations will build on the experience and lessons of the first round conversations. The conversations will use a newly revised and improved discussion guide to help further focus the conversations; more experienced facilitators resulting from a collaborative partnership with the Society of Professionals in Dispute Resolution; a broadened recruiting effort to expand participation by populations under-represented in the first round, such as communities of color (in addition to African Americans), the business community, Saint Paul area communities, and outlying suburban communities; new partnerships to build the community circle dialogues into existing venues for community involvement, such as the Wilder Foundation's "Cities At Work" Forum Series; and an emphasis on actions that can be taken at or near the conclusion of the discussions.

Barbara Blackstone, State Mediator with the Minnesota Office of Dispute Resolution and Mediation, and an officer of the Society of Professionals in Dispute Resolution (SPIDR), Minnesota Chapter. Barbara is heading up the process of recruiting, training and assigning facilitators. She and a cadre of facilitators from SPIDR facilitated the Minneapolis Community Circles in fall of 1998. Up to 100 facilitators will be moderating or co-moderating the 1999 Community Circles (voluntary/in-kind)

Representatives from the sponsor organizations that will be convening the circles and/or providing the meeting places for the circle dialogues, and scribes who will be recording and preparing reports on the dialogues (voluntary/in-kind).

A working group of individuals from the EHEP board and community circle partner organizations that will assist in carrying out the details of implementing the community circle dialogues (voluntary/in-kind).

Jeff Swenson, Augsburg College business and financial accountant, who will be providing payroll and fiscal services to EHEP in 1999.

EHEP has made extensive and creative use of interns, volunteers and consultants (paid and in-kind) in the past and will continue to do so in 1999 (writers, graphic designers, training professionals, speakers, etc.). James and Nadine Addington and staff of Crossroads and the Minnesota Churches Anti-Racism Initiative will be providing the workshop on understanding community and institutional racism. Karima Bushnell of Intercultural Communications Workshops, Inc. will be providing cross-cultural communications training to the facilitators. Feigenbaum Design Group and Community Media Services provide our graphic and design services. Interns from HECUA (the Higher Education Consortium for Urban Affairs) and CURA (the Center for Urban and Regional Affairs) have provided research and writing services. Nikki Carlson of Interfaith Action and principal of EYDYA, Inc. has provided 'pro bono' services for developing our data base and communications plan.

MAJOR PARTNERSHIPS

We are also being assisted by some of our collaborating partners with the organization of the project. In Saint Paul, we are carrying out the community circles as an integral part of the 'Cities at Work' Forums co-sponsored by the Wilder Foundation. Barb Rose, editor of Community Matters at Wilder, is working with us hand-in-glove on organizing the community circles in Saint Paul. Staff of the League of Human Rights Commissions is working with us to enable suburban human rights commissions to take the lead role in sponsoring community circles in their communities and partnering with other organizations to implement the circles. Our national partner, the Study Circles Resource Center, has and will continue to provide substantial in-kind support to our project. MICAH & MMEP -> GETTING THE WORD OUT

There comes a moment of truth, however, when it becomes clear that the project and collaboration won't work unless EHEP is adequately staffed. Our success to date demands that we expand beyond a one-person non-profit. To effectively carry out its objective of expanding the community circle project and promoting the successful development of inclusive communities and schools, EHEP must create two new, permanent positions in 1999: (1) an administrative assistant to assist the director and to manage the daily operations of EHEP projects including the community circles project, and (2) a community circles coordinator to oversee and manage the community circles project and coordinate activities with the community circles collaborative. A study has been prepared that has identified and recommended the addition of these staff positions as essential to the continued success of our work. For this reason, we are expanding our budget and funding requests in 1999.

Impact of activities

The proposed activities will benefit the communities we are serving by advancing the agenda and prospects for integrated and equitable education in Twin Cities area public schools, and for integrated and inclusive communities that are open and affordable to all Twin Citians.

The first round of conversations has already been used to inform the areas for mediation of the education lawsuits between the NAACP, Saint Paul Schools and the State of Minnesota. The second round of conversations will present a timely opportunity to "test" and discuss the recommendations to the legislature

coming out of the first round of mediation talks, focusing on schools. The second round conversations also present an opportunity to inform a possible second round of mediation meetings that will focus on external factors, such as housing, transportation, family and community services, and jobs. The community circle conversations should directly contribute to an informed, mediated settlement that will lead to more equitable, inclusive and integrated education for Twin Cities area students.

The first round of conversations also have contributed to building public awareness, support and commitment to fair and affordable housing throughout the metropolitan region. Barriers to affordable housing created by exclusionary zoning and other regulatory practices was identified by over two-third of the circles as a major factor influencing economic, if not racial segregation in the Twin Cities. Fair housing violations were also identified as more prevalent than the public generally acknowledges. NIMBYism, frequently displayed at public hearings and planning commission meetings in suburban communities was also highlighted in the conversations. Twelve of the sponsor organizations are or have become members of the Metropolitan Interfaith Council for Affordable Housing. In addition, some of the circle sponsors and participants were members of Interfaith Action or Saint Paul Ecumenical Action Council, who went on to model our discussion process among their member congregations and to expand their mission to include city-suburban segregation and racial-economic disparities. *MORE ABOUT THIS*

Partly as a result of our project, there are a record number of affordable housing proposals that will be submitted to the State Legislature in 1999. The proposed Inclusionary Housing Initiative is an example of a concept that was discussed in the community circle conversations. EHEP is one of the endorsers and sponsors of this proposal.

The second round of circle conversations will highlight promising practices for expanding housing choices and will build greater public education, awareness and desire to become involved in supporting practices identified by circle participants as the most promising.

We think that our project will also lead to the already growing agreement, resulting from our first round of conversations and other EHEP initiatives, on the importance of linking school desegregation/integration with the broader issue of housing (and related issues of public transportation and jobs). This is leading to greater support by advocate organizations for broader coalitions that embrace both housing and education and other related issues. The Alliance for Metropolitan Stability is an example. Through our coalition building activities we expect that there will be broader public support of housing *and* education reforms that lead to more inclusive schools *and* communities. *and public agencies*

The conversation results will be presented as findings, conclusions and possible recommendations to the legislature and other decision-making bodies, and hopefully contributes to better policy making. The circle conversations should also result in greater participation in the civic life of the community by community circle participants, many of whom have not been actively involved in these issues in the past.

C. EVALUATION

How effectiveness will be measured

We intend to measure success in tangible ways. We have been and will continue track specific data about the process and results. We have already used surveys to evaluate the first round and will use focus groups to evaluate the second round of community circle discussions.

Criteria for a successful program and the results you expect to have achieved

Measures of success include the breadth and depth of participation in the study circles by citizens. Measures of breadth and depth include diversity of participants in terms of perspectives and viewpoints, race and ethnicity, place of work or residence, age or generation, family status and economic status. It also includes locations and numbers of participants and conversations. A participant comments about what they got out of the circles experience and how they grew or changed as a result of the experience will also be considered.

The project's impact will also be measured by the extent that our process and the circle findings, conclusions

and recommendations are considered and incorporated by stakeholder and sponsor organizations, and by public decision-making bodies, such as school boards, planning commissions, city councils and the State Legislature. Another important measure will be the number of new participants that become involved in the work of one of the promising practices or one of the participating non-profit or community organizations as one way of moving from discussion to action.

We hope to at least double the number of participating community circles that successfully complete a dialogue in the second round from 25 circles to over 50 circles. We intend to have representation of Asian Americans and Pacific Islanders, Native Americans, and Latino/Chicanos and Mexican Americans as well as African Americans in the circles in numbers reflecting their percentage of the population of the metropolitan area. We are also striving through pairing of circles, cross-culturally competent recruiting and outreach practices, and partnerships with organizations reflecting diverse populations to achieve richly diverse community circle groups. If these circle discussions receive public attention, raise the level of public awareness, understanding and engagement in creatively addressing issues at the intersection of race, housing and schools, and prompt civically informed actions that lead to more integrated schools and communities through a "bubbling up" of informed discussion and action from the community circles and participants, then our project will have been successful.

Who will be involved in the evaluation

The EHEP board and staff and the organizations that participate in the Community Circle project will continue to be involved in evaluating the project. The Study Circles Resource Center, one of our national partners is already assisting us in the preparation of evaluation measures and criteria before we begin the second round of community dialogues.

How evaluations will be used

The results of the first round of community circle conversations are being used primarily to plan the second round of conversations and also to inform the agendas of participating partners (e.g., MICAH). As previously mentioned, they have also been used in the process of designing the process for mediation of the educational lawsuits.

The results of the second round of conversations will be used to define subsequent strategies for moving toward achievement of more inclusive, equitable and integrated schools and communities and to more specifically inform public policy action that moves to desegregate the Twin Cities metropolitan area.

BUDGET

Total annual organization budget (MICAH): \$ 228,877.00
Total project budget (for support other than general operating). \$ 69,850.00

PROPOSAL SUMMARY

(If operating or start-up support relate to the organization. If project and other support, relate to the project)

Project name (if applying for project support): The Community Circle Collaborative

Please give a 2-3 sentence summary of the request:

This request solicits support for the Community Circle Collaborative (CCC), a collaborative, metro-wide dialogue project for Fall 1996 that will focus on the question: "How does racial and economic segregation of housing affect educational achievement and opportunities?" The project will include the formation of additional partnerships to expand the Collaborative, the development of a *Discussion Guide*, the coordination of 20 diverse, metro-wide community circles, a Kick-Off Event and follow-up Conference, facilitator training, and evaluation and reporting.

Geographic area served:

Seven county metropolitan area

Population served:

A minimum of 20 community circles will be convened throughout the metropolitan area. Each community circle will include 5-15 members who represent economically and racially diverse segments of the Twin Cities population. In addition community circle participants will represent a diversity of ethnicity, politics, perspectives, age, etc.

AUTHORIZATION

Name of top paid staff and/or Board Chair (type): Michael Anderson (for Program Sponsor MICAH)

Signature: _____

Minnesota Common Grant Application Form

PROPOSAL NARRATIVE

A. ORGANIZATIONAL INFORMATION

1. Organization History

The **Community Circle Collaborative (CCC)** was initiated in the Fall of 1995 by a coalition of community-based organizations, public staff, and individuals working in a variety of fields, including anti-racism, housing, education, religious advocacy, law, and social research. The project was initiated by members of the Minneapolis Initiative Against Racism's (MIAR) Education Task Force. The MIAR Education Task Force consists of numerous community organizations and individuals seeking to address the problem of racism in schools. The CCC is an opportunity for those interests and other organizations and individuals to work together and build understanding about these fundamentally interconnected issues that affect all people in the Twin Cities metropolitan area.

The Community Circle Collaborative is a one-time collaborative project that may result in future joint work on the issues of housing, education, and employment in the metropolitan area.

The **Program Sponsor** is the Metropolitan Interfaith Council on Affordable Housing (MICAHA). MICAHA was founded in 1989 by a group of religious leaders, housing advocates, and low income housing developers. It is now a coalition of over 100 Protestant, Catholic, and Jewish congregations and housing organizations dedicated to the vision that every Minnesotan should have a decent, safe, and affordable place to live.

The CCC is a project independent from MICAHA's normal operations; MICAHA's role in the project will be limited to acting as Program Sponsor (including serving as the fiscal agent). In addition, MICAHA has agreed to participate as one of the collaborative's many "Sponsor" partners (as described below, "Sponsors" are organizations that will help recruit circle participants, coordinate the schedule and location of the circles, and help publicize the project).

2. Organization Mission and Goals

The Community Circle Collaborative is a one-time joint project that seeks to bring at least 200 people from all walks of life to join together – 5-15 at a time – in "community circles" to study and discuss the question: "How does racial and economic segregation of housing affect educational achievement and life opportunities?" The partners that make up the CCC are coming together with a shared belief in the need for civil, informed, democratic dialogue and collective analysis – across all racial, economic, political, and regional lines – about the trends and changes taking place in the communities and schools of the Twin Cities metro area today. It is our hope that bringing together such groups will both build understanding and produce practical recommendations for actions that organizations, policy makers, and individuals can take. Our inspiration comes from successful, large-scale programs already undertaken with great success in a number of communities around the country (see the attached information from the Study Circle Resource Center).

The mission of the Program Sponsor – MICAHA – is to move congregations and people of faith from awareness to action and from charity to justice in response to the housing crisis. MICAHA pursues its mission through a three-fold strategy of education, service, and advocacy.

3. Current programs, activities, service statistics, and strengths/accomplishments of organization

The Community Circle Collaborative has come together specifically for one program: a metro-wide dialogue project for the Fall of 1996. The CCC will organize at least 20 diverse "community circles" throughout the metropolitan region, book-ended by a Kick-Off Event and a community-wide Conference. This project will require: (1) building the Collaborative to include a broad a group as possible, including

Community Circle Collaborative

organizations, public institutions, and individuals from throughout the metropolitan region, (2) promoting and publicizing the project, (3) preparing a *Discussion Guide*, (4) providing research support to the community circles, (5) organizing the Kick-off Event and later Conference, (6) fundraising, (7) recruiting and training facilitators, and (8) evaluating and reporting on the outcomes of the community circles, the forums, and subsequent action.

Program Sponsor MICAH uses a threefold strategy for mobilizing and organizing congregations:

Awareness MICAH, through its educational programs, fosters dialogue between congregations and those most affected by the affordable housing crisis, explores root causes of poverty and homelessness, and educates congregations about housing issues. MICAH educates congregations through congregational workshops and forums, conferences, urban dialogues, its City and Suburbs-Creating Common Ground initiative, MICAH Forums, study circles, newsletters, and updates.

Action MICAH acts as a catalyst for involvement in housing production and human service projects by consulting with and advising congregations interested in doing "hands on" projects: renovating a home, working at an emergency shelter, developing a transitional housing program, working with a neighborhood community development corporation. Opportunities for involvement include the African American Housing Initiative, Suburban Initiative, Family Shelter Network, the Homeless Family Support Program, Jubilee Projects and the Revolving Loan Fund.

Advocacy MICAH'S advocacy work brings the religious community's concern for justice to bear on public policy decisions related to homelessness, affordable housing, and neighborhood revitalization. MICAH helps congregations understand public policy and become active in the political process at the local, metro, state, and federal level through MICAH Forums, action alerts, and advocacy training. MICAH works with housing advocates and elected officials to expand housing choices and increase the supply of affordable housing.

4. Relationship with other organizations working to meet the same needs or provide similar services. How is the organization different from other organizations.

The Community Circle Collaborative is a growing coalition of over 20 Twin Cities community-based organizations, public staff, and individuals. Many of the founding members of the Collaborative share a common goal of increasing the capacity of low-income communities and communities of color to address political, economic, and social problems through advocacy, community empowerment, and social action. The founding organizations in the collaborative address these social issues in different ways including: research, public policy analysis, advocacy, legislative lobbying, and community organizing.

In addition to these partners, a fundamental goal of the CCC is to engage new partners and participants, particularly those underrepresented in typical policy discussions and those from suburban communities. The project will actively recruit Coordinating Partners, Resource Partners, Sponsors, and circle participants from these constituencies.

The CCC offers an opportunity for all of these different entities – as well as others, including those who have not traditionally worked together – to come together on a common project that will help build understanding and larger awareness about these interconnecting issues and trends.

The CCC differs from existing initiatives in its unique methodology of creating dialogue among disparate parts of Twin Cities communities not only to discuss issues and problems, but to develop action registers or common solutions to those issues and problems. No other organization in the Twin Cities is currently engaged in this kind of collaborative, grassroots dialogue and mobilizing effort linking housing, education, and employment.

5. Board Members, full-time staff, part-time paid staff, and volunteers

As a one-time project, the CCC does not have a Board of Directors. Instead, organizational partners come to the project with the authorization of their Boards or Executive Directors. All partners sign a *Pledge of Participation*, which outlines their roles and responsibilities in the project (see the attached *Pledge of Participation* forms).

Likewise, the CCC has no independent staff. Instead, staffing for the project will come in the form of in-kind support from collaborative partners and, in the case of three or four specific work areas, through contractual arrangements between the Program Sponsor and certain Coordinating Partners for the reimbursement of staff time from those organizations. Most likely, the Coordinating Partners that will be contract for this work are: (1) the Minnesota Minority Education Partnership, Inc., (2) the Housing & Education Equity Project, (3) the Suburban Hennepin Anti-Racism Coalition, (4) the People's Institute for Survival & Beyond, and (5) the Minneapolis Initiative Against Racism. (Please see the attached "Key Staff" list.)

The CCC already involves at least 15 volunteers, with many more anticipated to coordinate, support, and participate in the community circles.

MICAH, the Program Sponsor, operates with the following Board, staff, and volunteers:

Number of MICAH Board members: 18

Number of MICAH full-time staff: 3

Number of MICAH part-time staff: 2

Number of MICAH volunteers: Because MICAH is a network of over 100 Protestant, Catholic, Jewish, and other religious organizations and housing groups, it is difficult to gauge the number of volunteers involved in its work. Each member group has varying numbers of volunteers involved in MICAH activities, and these numbers vary over time and depending on the projects and issues at hand.

B. PURPOSE OF GRANT

1. Situation and Need

There is a growing sentiment in the Minneapolis/St. Paul metropolitan area that economic and racial segregation in housing is having a profound impact on the overall health and well-being of the metropolitan region, and on education achievement and employment opportunities in particular. Current policy initiatives and debates in both education and housing have the potential of significantly affecting the economic viability of all citizens living in the Twin Cities metropolitan region. The following is a brief description of some of the most significant issues relating to the problem of segregation in public schools and in housing.

Since 1989, the Minnesota State Board of Education has been involved in developing a new policy to address racial segregation in Minnesota's public schools. Meanwhile, a greater economic and racial isolation of students has occurred. The problem is most profound in the Twin Cities metropolitan area, where enrollment data reveal a high percentage of students of color in the Minneapolis and St. Paul school district. According to 1995-1996 enrollment data, students of color make up over 61% of enrolled students in Minneapolis (Minneapolis Public Schools, 1995) and over 56% in St. Paul (St. Paul Public Schools, 1995). Additionally, projections indicate that these percentages will continue to increase well into the 21st century.

* If a funder is considering or has considered a separate request for support from any of these organizations and is able to fund the organization only once, that collaborating organization will not receive any of the funds received under the CCC request.

Related to the high percentage of students of color in the Minneapolis and St. Paul schools is the fact that the Twin Cities metropolitan area is quickly becoming one of the most segregated regions in the United States (United Way, 1995). Nearly 65% of the region's people of color live in the cities of Minneapolis and St. Paul, are disproportionately impoverished, and reside in a relatively few neighborhoods within those cities (United Way, 1995). Women and children rank high among the disproportionate number of people living in poverty.

Policy makers from throughout the metropolitan area are all too familiar with this data. Minneapolis Mayor Sharon Sayles Belton has been one of the key leaders to articulate that segregation of schools is due in large part to segregation in housing. Mayor Sayles Belton has made it a priority to attack housing segregation in the city of Minneapolis by developing a set of principles for the development of fair housing in traditionally higher income areas and higher income housing in traditionally low income areas.

Minnesota State Representative Myron Orfield has taken the debate to the next level. He argues that increasing segregation in Minneapolis and St. Paul cannot be addressed without metropolitan wide solutions. Without greater diversity in housing throughout the Twin Cities area, segregation will continue and worsen.

Representative Orfield's leadership is equaled by the efforts of many community organizations that believe, as Orfield, that the future stability of the metropolitan area revolves around the economic and racial disparity that exists between the core cities of Minneapolis and St. Paul and the surrounding metropolitan suburbs. Organizations like the Alliance for Metro Stability, the Metropolitan Interfaith Council on Affordable Housing, the Education & Housing Equity Project, the Urban Coalition, and the Minnesota Minority Education Partnership, Inc. and many others are convinced that metropolitan wide efforts are essential to desegregating housing, education, employment, transportation, and economics.

The Minneapolis NAACP has taken yet another step by not only making the connection between housing and school segregation, but also arguing that segregation in Minneapolis has resulted in an inferior quality of education for all children. In addition, they argue that it is the state of Minnesota's constitutional responsibility to provide a high quality education and, consequently, the state of Minnesota should be required to develop metropolitan-wide solutions that provide fair housing, adequate public transportation, and equal funding for schools. To address these issues, the NAACP has filed a lawsuit against the state of Minnesota and a body of other state agencies which would require the State Legislature and the Executive Branch to develop policies that are specifically focused on resolving these issues.

Meanwhile, other policy makers are reluctant to address problems of increasing housing and education segregation. For example, the Minnesota State Board of Education is proposing a new desegregation rule that could potentially allow increased segregation in Minneapolis and St. Paul schools. The policy, if it is adopted, does not require schools or school districts that are not "intentionally segregated" to implement strategies that will result in reduced segregation and increased student achievement. While the State Board agrees that racial and economic segregation are not desirable, they fall short of addressing the issues head on by not requiring schools and school districts to be more accountable for reducing segregation and increasing student achievement. The State Board of Education's argument is that current case law and Minnesota statutes do not allow them to strictly enforce metropolitan wide desegregation. They are confident that voluntary solutions will result in higher quality education for all students.

In addition, the Hollman Consent Decree provides an opportunity to address racial and economic segregation of housing in the metropolitan area. The decree has resulted in \$117 million in funding for the demolition of substandard public housing and opportunities for families to relocate by purchasing or renting affordable housing units throughout the metropolitan area. The decree is an important resource for beginning to address the issue of segregated housing in the urban center. The Hollman settlement will be an indicator of a metropolitan wide commitment to distribute fair housing throughout Minneapolis, St. Paul, and the surrounding suburbs.

As policy makers continue to debate appropriate strategies to address racial and economic segregation in housing and schools, citizens from throughout the metropolitan region are generally unaware and uninvolved in the development of local solutions to these tremendous challenges. Projects by organizations like the Minnesota Minority Education Partnership, Inc., the Urban Coalition, Minnesota Alliance for Progressive Action, the Education & Housing Equity Project, the NAACP, Head Start, and the Catholic Charities Office of Social Justice have revealed that when community members are approached on these issues, they are extremely committed to participating in solutions.

A recent report by the Minnesota Minority Education Partnership, Inc., entitled, "Democracy Through Agape: Community Voices on School Desegregation" found that community members understood that they must be a part of the solution if things are going to change. One parent from the north side of Minneapolis summed it up well when he said:

I want it to be taken to a situation where the individuals from the community are able to work on the solution, not just the State Board of Education or the school board. I mean it just can't happen with those two committees because they aren't even at the same level as us.

That statement reflects a growing commitment within communities to become more involved in the issues that affect their neighborhoods. Minneapolis and St. Paul's strong civic culture and non-profit communities provides an ideal opportunity to bring together people to discuss, become educated, and act on issues that can increase metro stability and decrease segregation in housing and education. Whether it be the district council structure in St. Paul, the Neighborhood Revitalization Program in Minneapolis, or neighborhood-based organizations and faith communities, citizens are expressing and acting on a commitment to come together to discuss and address problems in their communities.

Focus Determination and Decision-Making Process for Project

The Community Circle Collaboration arose out of a concern by partners in the Minneapolis Initiative Against Racism Education Task Force and others about the lack of a community voice in public policy forums. The Education Task Force, which is composed of partners from different segments of the education community - - educators, policy makers, advocacy agencies, service providers, etc. -- began in December, 1995 to look at ways to bring together various parts of the metropolitan community, engage them in a dialogue of educational issues/problems, and provide the impetus for the development of solutions to those issues/problems. The Community Circle Collaborative includes the original Education Task Force members and a diversity of community organizations and non-profit agencies that serve the metropolitan area, as well as representatives from public institutions, faculty members and other researchers, and citizens. The organizations and agencies include a range that spans small neighborhood-based organizations and faith communities to large policy-oriented non-profits, government agencies, and universities.

In a series of meetings from January through April 1996, the Community Circle Collaborative reviewed various models and approaches for community dialogue including curriculum from the Study Circle Resource Center and the Communities of Color Empowerment Model (COCEM) from the Minnesota Minority Education Partnership, Inc. Each resource has unique elements to bring community members together, to engage them in discussion, to provide educational or technical resources, and to develop action agendas.

After reviewing the two models, the Community Circle Collaborative came to the consensus to adopt techniques from both in the Community Circle Collaborative Project. The resulting "community circles" model combines the small-group discussion groups known as "study circles" with the COCEM model developed by the Minnesota Minority Education Partnership, which stresses providing information and research services to the groups, the cooperative development of strategies by the groups, and subsequent community forums organized by the groups.

Community Circle Collaborative

All partners in the Community Circle Collaborative participated in large meetings to do overall project planning and subcommittee meetings to further refine and define the project time-frame, goals, objectives, activities, and budget.

2. Specific Activities

Overall Goal:

The Community Circle Collaborative seeks to engage a broad cross-sector of the Twin Cities metropolitan community to study, discuss, and build a common understanding of the issues of racial and economic segregation in the area and its effects on education, employment, and broader "life opportunities." It will catalyze greater community involvement in these issues and increase efforts to decrease housing segregation and increase educational achievement by engaging both non-traditional participants (low income and minority community members, parents, etc.) and traditional participants in a community-wide dialogue about these complex, interconnected issues. The Collaborative believes that such community circles provide unique settings for collaborative learning, for working through often polarizing social and political issues like these, and for building organization and community. As similar projects elsewhere in the country have found, such "circles" broaden perspectives, deepen understanding, and inspire participants to become more involved in public life.

Specific Objectives to Meet Goal

1. To discuss how the community in which we live and our personal experiences as members of that community affect the education of our children.
2. To educate participants about other communities' perspectives and experiences in these areas.
3. To examine the challenges that racial and economic segregation of housing pose for our educational system.
4. To develop and implement strategies to overcome these challenges.

Specific Activities For Which Funding is Sought

The Community Circle Collaborative seeks funding for project organization, implementation (community circles and forums), and evaluation. Project organization includes building the Community Circle Collaborative. The wide range of community organizations, other nonprofits, public institutions, and individuals that make up the Community Circle Collaborative is the project's greatest strength. From grassroots organizations and churches to policy-oriented non-profit organizations, government agencies, and university researchers, there is a tremendous commitment to housing, education, and employment issues and finding ways to involve community members in dialogue and solutions.

Critical to the success of the project is the effective mobilization of the different organizations and individuals that make up the collaborative. To facilitate involvement, the collaborative has identified a specific process and structure. The structure identifies the roles and responsibilities of the project's partners as follows:

Project Coordinators will manage the project by providing the necessary staff support, fundraising, conducting research, and implementing the project evaluation. Organizations that agree to be project coordinators will sign a *Pledge of Participation* outlining their roles and responsibilities in the project.

Resource Partners will play an advisory role regarding project design, fundraising, future projects, information/research, in-kind contributions, and technical assistance. Resource partners will sign a *Pledge of Participation* outlining their roles and responsibilities in the project.

Sponsors will sponsor community circles by recruiting community members, facilitating community circles, providing a location for community circle meetings, child-care, and transportation. Sponsors will sign a *Pledge of Participation* outlining their roles and responsibilities in the project.

Public Officials and Institutions will sign a *Pledge of Respect* signifying their support of this project and their intent to consider and respect the strategies developed by the groups. Potential institutions may include: the Governor's office, the Metropolitan Council, MN Department of Children, Families, and Learning, mayors, school boards, etc. Many of these same officials and institutions will also participate in the project as Resource Partners and Sponsors.

The CCC will be guided by a Working Group of representatives from each of the above categories, as well as all of the Coordinating Partners. The Working Group will be responsible for guiding the work, assisting in fundraising, participating in the evaluation of the project, and providing leadership for future steps (see also the description of the Working Group's responsibilities on the attached *Pledges of Participation*).

Project implementation of the Community Circle Collaborative includes a minimum of 20 community circles, a Kick-off Event, a follow-up Conference, and smaller community forums organized by the individual circle groups. The community circles will be convened throughout the metropolitan area beginning in September 1996. The community circles will be launched with a Kick-off Event scheduled for early September 1996. It is anticipated that over 200 participants and presenters will attend this public forum, which will include policy makers, educators, community leaders, and other community members in a discussion of issues about segregation and its impact on educational achievement and employment opportunities in the Twin Cities region, why it is important to be discussing and studying these issues at the community level, and what their communities can do to create change. Individual community circles may also convene smaller-scale community forums to share their ideas with a larger community.

In January 1997, a conference will be convened to allow the community circles to share their work with other circles as part of a project-wide conference. The goal is to build community commitment, potential for greater collaboration, and momentum for future projects.

The community circle approach is based on two successful models of community conversation and collaboration: "study circles" (developed by the Study Circles Resource Center) and the Communities of Color Empowerment Model (developed locally by the Minnesota Minority Educational Partnership). Study circles are highly participatory discussion groups that engage people in controversial, political, thought-provoking topics stressing research, cooperation, and collaboration. The COCEM seeks long-term change by educating community members about the issues that they are most concerned about and encouraging action. The process makes use of inquiry by project support staff to answer questions posed by community participants, organizing community forums that seek to involve the broader community and policy makers, and a report to the community that outlines strategies that can be employed at the neighborhood, community, and state levels.

A typical community circle will include 5-15 members. Each community circles will be as economically, ethnically, racially, regionally, and politically diverse as possible. Each group will meet for approximately 10 hours. Each circle will have a trained facilitator and co-facilitator or recorder. A common *Discussion Guide* that includes readings, presentations of a range of viewpoints, and discussion questions will be used by all the groups. Beyond these base materials, however, each group is encouraged to set the framework for subsequent circle discussion and request research on specific topics. The community circle approach provides a framework for dialogue that allows participants to address an issue, examine different views on both the problem and possible remedies, and pursue concerns and solutions that interest and motivate them toward action.

The framework for the circles is as follows:

Discussion Guide – Each community circle will be informed by a common *Discussion Guide*. For each of the five sessions, the Guide will provide an overall session question, background information, a presentation of different viewpoints, and possible discussion questions. It will also list additional readings on the subjects at hand. The sessions and *Discussion Guide* contents will break out as follows:

Session 1 – *How does the community in which we live and our personal experiences as members of that community affect the education of our children?*

- Introduction to the community circle process
- Sharing of personal experiences

Session 2 – *What does residential segregation mean in the Twin Cities metropolitan area today?*

- Current metro housing patterns – by race & by income
- Presentation and exploration of different perspectives on the causes of residential segregation

Session 3 – *What is the state of educational opportunity and achievement in the Twin Cities today?*

- Current metro education patterns
 - Racial & socioeconomic makeup across different school districts
 - Achievement statistics across different school districts
 - Resources available across different school districts
- Presentation and exploration of various perspectives on these differences

Session 4 – *How is the composition of our communities affecting these differences in educational opportunity and achievement?*

- Effects of residential segregation
 - Effects of concentrated poverty on schools
 - Need for busing/desegregation
 - Differences in tax resources
 - Lack of interaction across races and classes
- Presentation and exploration of different perspectives on this connection and effects

Session 5 – *What can we do?*

- Presentation and exploration of different approaches and perspectives on what should be done
- Group development of strategies

Facilitation – Each community circle will be assisted by at least one trained facilitator. The Facilitator(s) will be trained both in facilitation as a skill and in the issues themselves, so that s/he will be able to raise views that have not been answered by the group and answer questions. The Facilitator's main task will be to create an atmosphere for collaborative learning, one in which each participant feels at ease in expressing ideas responding to those of others. The CCC will provide ongoing encouragement and assistance for the Facilitators.

Research Support – Each community circle will be encouraged to ask questions and to request additional information from the CCC research team. As the Minnesota Minority Education Partnership has found, providing such research support helps participants gain an advanced understanding of an issue, see how they can affect the issue, and to develop a perspective on how they want to address the issue.

Strategy development – Each group will consider strategies for addressing the issues they have studied and discussed. Strategies could be locally focused or broader depending on the motivation of the group.

Community forums -- Participants will be encouraged to organize a public event in which they can share their perspectives and strategies with a larger community. Local forums might include policy makers, educators, community leaders, and other community members in a discussion of issues and what their community can do to create change.

Project evaluation is outlined in Section C: Evaluation.

Activities, Tasks, Time frame, Person(s) Responsible

Activity 1.0 Develop Community Circle Collaborative budget, proposal, and submit to foundations, government agencies, and corporations.

Task 1.1 Recruit and organize Fundraising subcommittee

Task 1.2 Delegate tasks of grant writing, budget development, and meeting with funders among subcommittee members.

Time frame: May 1 - September 1, 1996

Persons Responsible: Coordinating Partners and Resource Partners

Activity 2.0 Recruit additional Community Circle Collaborative partners, including sponsors and public officials and institutions

Task 2.1 Initiate contact with organizations and agencies as potential sponsors and public officials/institutions via person to person contact and memo.

Task 2.2 Solicit *Pledge of Participation* from participating organizations, agencies, and individuals.

Time frame: June 1 - August 1, 1996

Persons Responsible: Coordinating Partners

Activity 3.0 Develop base materials (*Discussion Guide*) for use in community circles

Task 3.1 Request from Resource Partners research material or information specific to education, housing, segregation/desegregation, employment, economic trends, etc.

Task 3.2 Synthesize information gathered and design community circle Discussion Guide for participants

Time frame: June 1 - September 1, 1996

Persons Responsible: Coordinating Partners and Resource Partners

Activity 4.0 Arrange for facilitator training

Community Circle Collaborative

Task 4.1 Recruit pool of community circle facilitators and co-facilitators from Community Circle Collaborative members and the Twin Cities community

Task 4.2 Seek and hire community circle facilitator trainer

Task 4.3 Conduct on-going training, as necessary

Time frame: July - November, 1996

Persons Responsible: Coordinating Partners, with assistance from select Resource Partners

Activity 5.0 Organize and implement Kick-Off Event

Task 5.1 Design Kick-Off Event structure and agenda

Task 5.2 Recruit keynote speaker(s), facilitators for discussion

Time frame: July - September, 1996

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

Activity 6.0 Organize and convene community circles

Task 6.1 Meet with Community Circle Collaborative sponsors to arrange host sites for the 20 community circles

Task 6.2 Recruit community circles participants through media, flyers, meetings, organization contacts, etc.

Task 6.3 Set dates, times, assign facilitators, co-facilitators, arrange child care, transportation, etc.

Time frame: July - November, 1996

Persons Responsible: Project Coordinators, Resource Partners, and Sponsors

Activity 7.0 Organize and convene local community forums

Task 7.1 Consult with individual community circles and sponsors about time, place, and target audience for community forums

Task 7.2 Assist community circles with developing agenda, materials, recruiting speakers, facilitators, etc. for the community forums

Task 7.3 Assist community circles with recruitment for community forums

Time frame: September - December, 1996

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

Activity 8.0 Organize and convene community-wide Conference

Task 8.1 Arrange conference site with sponsors

Task 8.2 Recruit keynote speakers, presenters, and facilitators

Time frame: September - January, 1996

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

Activity 9.0 Project Report and Evaluation

Task 9.1 Collect and synthesize community circles recordings

Task 9.2 Evaluate and collate circle findings

Task 9.3 Put findings into written report and distribute to community, funders, interested organizations/agencies, and policy makers

Time frame: January - March 1997

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

3. Impact of Activities

The activities of the Community Circle Collaborative have the potential to have a significant impact on many levels.

Impact in the Community

The opportunity for community members to learn about and engage others in a dialogue about the issue of housing segregation and its impact on educational achievement and life opportunities, to identify issues that they are concerned about, and to develop strategies at the local level that they can implement is an important step toward building stronger communities and empowering communities to address an issue that has, before now, been the responsibility of policy makers. At the very least, community members will gain knowledge about an important issue that will impact the success of their children and the health of their community.

In addition to engaging community members in active participation in these issues, the community circle provides an opportunity for community members to get answers to questions that will help them with everyday personal issues such as: finding a home, understanding how to connect with their children's teachers, learning about local community organizations that provide academic counseling and programming for children, etc.

Impact on Policy

The Community Circle Collaborative provides an opportunity to remind the community of the urgency of the current issues of housing segregation and education achievement and opportunities. Although some would comment that these issues already possess significant urgency in the policy making arena, activities such as this collaboration provide an opportunity for policy makers to hear how community members view these issues. One outcome will be that community members will discover common ground on issues that are very divisive in the policy making arena. By bringing people together in a democratic exercise, we may be able to develop solutions that involve policy makers, community members, and suburban and urban neighborhoods.

C. Evaluation

1. How will you measure the effectiveness of your activities?

Evaluation will be conducted through the cooperation of both the collaborative partners and the community circle participants. To assure the success of the project, the following methods will be used to evaluate the project.

- Monitoring the attendance of community members in each study circle.
- A questionnaire survey of community circle participants and organizations involved.
- Documenting and analyzing the circle discussions.
- Interviewing the constituency base about how the community circle process gives voice to the community.
- Monitoring action that results from the community circle discussions and forums.

2. Your criteria (measures, if possible) for a successful program and the results you expect to achieve by the end of the funding period

- Successfully engaging at least 200 people from throughout the Twin Cities area in the community circles.
- Successfully engaging collaborative partners from a variety of organization and affiliations both inside and outside the cities of Minneapolis and St. Paul.
- Recruiting and training a core group of non-traditional facilitators.
- Recording the community constituency voice by developing video tapes of some of the circle discussions and testimonies of community members in written form to present to policy makers.

3. Who will be involved in evaluating this work

- The community constituents
- The community circle collaborative partners

4. How will evaluations be used.

- Presenting information obtained from the community circles and forums to both mainstream and community media and policy making bodies.
- Working with the non-traditional facilitators to develop a *Discussion Guide* and other material for future use.
- The information from the study circles may be used by school districts, municipalities, human service agencies, human rights commissions, governmental units, state departments (such as the Department of Children, Families and Learning), city housing authorities, advocacy groups, tenant unions, etc.

- *Name and address of the tax-exempt org that will be the recipient of the grant*
- *Evidence of tax-exempt status: Copy of exemption letter & "current declaration by an officer that it has not received notice of any adverse action by the IRS with respect to its exempt status"*
- *Info re organization and officers responsible for carrying out the project:*

Name(s) and qualifications of person(s) administering grant

Names and primary professional affiliations of organization's directors or trustees

Brief description of applicant organization (background, purpose, experience in this area)

Audited balance sheet and income & expense statement for the previous fiscal year

Operating budget for current fiscal year, including projected expenses & income sources

Position or relationship of person signing the application to the applicant organization

- *Info re proposed project:*

Description of project, what it is expected to achieve, and why it is important to undertake

Detailed income & expense budget for the project, including where the income is expected to come from

Statement of other possible sources of support, including any grants or pledges already received. Specify significant financial or in-kind support given to the project by the applicant organization

If the project is to be continued after the request period, explain how continuation is to be financed (including income & expense projection through one year beyond the last year for which support is requested)

Procedure and criteria by which effectiveness of the grant should be judged after the grant has been expended

for demonstration projects, research studies, and experiments, include a description of similar work carried out by other agencies, along with an estimate of the significance of this prior work to the proposed project

Specify when payment of funds is desired and in what amount

Minnesota Common Grant Application Form

PROPOSAL NARRATIVE

Please provide the following information in narrative form in this order. Five to seven pages or less is recommended excluding attachments. (Be sure to include a cover letter which introduces your organization and proposal and makes a strategic link between your proposal and the mission and grantmaking interest of each funder to whom you apply.)

A. ORGANIZATIONAL INFORMATION

1. Brief summary of organization history.
2. Brief summary of organization mission and goals.
3. Description of current programs, activities, service statistics, and strengths/accomplishments.
4. Your organization's relationship with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
5. Number of board members, full time paid staff, part-time paid staff, and volunteers.

B. PURPOSE OF GRANT

1. Situation

- The *situation*---opportunity, problem, issue, need, and the community---that your proposal addresses.
- *How* that focus was determined.
- *Who* was involved in that decision-making process.

2. Specific activities

- *Specific activities* for which you seek funding.
- *Who* will carry out those activities. (If individuals are known, describe qualifications.)
- Your overall goal(s).
- Specific objectives or ways in which you will meet the goal(s).
- Actions that will accomplish your objectives.
- Time frame in which all this will take place.

3. Impact of activities

- How the proposed activities will benefit the community in which they will occur, being as clear as you can about the *impact* you expect to have.
- Long-term strategies (if applicable) for sustaining this effort.

C. EVALUATION

1. How will you measure the effectiveness of your activities.
2. Your criteria (measurable, if possible) for a successful program and the results you expect to have achieved by the end of the funding period.
3. Who will be involved in evaluating this work (staff, board, constituents, community, consultants).
4. How will evaluations be used.

ATTACHMENTS

Be sure to check each funders guidelines. Generally the following is required

1. Finances

- Financial statements from your most recently completed fiscal year, whether audited or unaudited.
- Organization and/or Project Budget (see attached form)
- List names of corporations and foundations that you are soliciting for funding, with dollar amounts, indicating which sources are committed, pending, or anticipated.

2. Other Supporting Materials

- List of board members and their affiliations.
- One-paragraph description of key staff, including qualifications relevant to the specific request.
- A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt status.

Minnesota Common Grant Application Form

BUDGET

(You may reproduce this form on your computer.)

If you already prepare organization and project budgets that contain this information, please feel free to submit them in their original forms. For project proposals, most grantmakers will request both organization and project budgets.

Check which budget(s) are included: X Organization Budget Project Budget

Budget for the period: January 1998 to January 1999

INCOME		EXPENSE		
Source	Amount	Item	Amount	% FT/PT
Support				
Government grants & contracts	\$	Salaries & wages (for project budgets breakdown by individual position and indicate full or part time)	\$	
Foundations	\$		\$	
Corporations	\$		\$	
United Way or other federated campaigns	\$		\$	
Individual contributions	\$		\$	
Fundraising events & products	\$	Subtotal	\$	%
Membership income	\$	Insurance benefits & other related taxes	\$	
In-kind support	\$	Consultants & professional fees	\$	
		Travel	\$	
Revenue		Equipment	\$	
Earned Income	\$	Supplies	\$	
Other (specify)	\$	Printing & copying	\$	
	\$	Telephone & fax	\$	
	\$	Postage & delivery	\$	
	\$	Rent & utilities	\$	
	\$	In-kind expenses	\$	
	\$	Other (specify)	\$	
	\$		\$	
Total Income	\$	Total Expense	\$	
		Difference (Income less expense)	\$	

Minnesota Common Grant Application Form

DEAR NONPROFIT COLLEAGUE,

The Minnesota Council on Foundations welcomes you to the first year of the Common Grant Application Form. The goal set by the foundations and corporations that developed this form is to make the grantseeking process more simple and efficient for nonprofits. For ease of use and to eliminate unnecessary duplication of work, you may reproduce any part of the form you find helpful including the COVER SHEET and BUDGET forms.

Keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Before submitting this application to a potential funder, you need to check to see whether your project or program matches their published interests. Any funder that has agreed to accept this form may request additional information as needed. (A list of participating funders is printed on the reverse side of this page.)

◆ STRATEGIES FOR SUCCESSFUL GRANTSEEKING:

1. **Do your research** to determine whether the foundations' and corporations' goals and objectives for grantmaking are consistent with your type of grant request.
2. After you do the research, contact the grantmaker to secure their specific grantmaking guidelines.
3. Include a cover letter with each proposal which introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed.
6. Submit the number of copies each grantmaker requests according to their guidelines.
7. Do not include any materials other than those specifically requested at this time.

◆ RESOURCES:

- ◇ Call or write to each grantmaker to obtain a copy of their funding guidelines.
- ◇ Use the **Guide to Minnesota Foundations and Corporate Giving Programs** and other directories listing foundations' interests and processes.
- ◇ Visit a Foundation Center Collection Library in Minneapolis, St. Paul, Fargo, Duluth, Rochester, or Marshall-SW State.

*Minnesota Council on Foundations, 800 Baker Building, 706 Second Avenue South, Minneapolis
Minnesota. 55402-3008. (612)338-1989.*

GRANTMAKERS THAT ACCEPT THE MINNESOTA COMMON GRANT APPLICATION

The following funders have agreed to accept the Minnesota Common Grant Application Form. Before sending an application to any of the funders listed, be sure to contact funders for their specific requirements.

**** Some of the funders below may require a letter of inquiry or additional or supplementary information.** They are noted with an asterisk following their name in the list. You must contact these funders directly to find out what they need in addition to this form.

American Express Financial Advisors, Inc.**	The Medtronic Foundation
Hugh J. Andersen Foundation**	The Minneapolis Foundation**
Baker Foundation	Minnegasco, A NorAm Energy Company**
Best Buy Company, Inc. (after 6/1/96)	Minnesota Mutual Foundation
Blandin Foundation**	Northern States Power Company**
Bloomington Community Foundation**	Northland Foundation**
Blue Cross and Blue Shield of Minnesota Foundation**	Northwest Minnesota Initiative Fund**
Otto Bremer Foundation**	Norwest Foundation**
The Cargill Foundation**	Onan Family Foundation**
Carolyn Foundation**	Ordean Foundation**
Charlson Research Foundation**	Pentair, Inc.**
Albert W. Cherne Foundation	Perkins Foundation**
Cowles Media Foundation	The Elizabeth C. Quinlan Foundation, Inc.
Dain Bosworth Foundation**	The Rathmann Family Foundation**
Dayton Hudson Foundation**	ReliaStar Foundation**
The Donaldson Foundation	Ripley Memorial Foundation**
Duluth-Superior Area Community Foundation**	Rochester Area Foundation
The Jaye F. and Betty F. Dyer Foundation	Saunders Family Foundation
Edwards Memorial Trust	R.C. Skoe Foundation
First Bank System Foundation**	The St. Paul Companies**
H. B. Fuller Company Foundation	TCF Foundation
General Mills Foundation**	James R. Thorpe Foundation**
The Graco Foundation**	DeWitt & Caroline Van Evera Foundation**
Grotto Foundation, Inc.	Archie D. and Bertha H. Walker Foundation**
Honeywell Foundation	The Wasie Foundation**
International Multifoods Foundation**	WCA Foundation**
The Jostens Foundation** (after 7/1/96)	Wendel Foundation**
MAHADH Foundation**	West Central Minnesota Initiative Fund**
Marbrook Foundation	Williams Steel & Hardware

Other funders are reviewing the form. If not listed above, as you request guidelines from each funder, be sure to ask if they accept the Minnesota Common Grant Application Form.

Distribution Network:

Additional Copies of the Minnesota Common Grant Application Form are available from the following sources:

Foundation Center Collections: Duluth Public Library (218/723-3802); Minneapolis Public Library (612/372-6555); St. Paul Public Library (612/292-6307); Southwest State University Library, Marshall (507/537-7278). *Note: each location has different distribution requirements; call individual locations for details.*

Minnesota Council of Nonprofits: Fax-on-demand system: 612/646-3090. (After May 1, 1996).

Minnesota Council on Foundations: Call 612/338-1989. One copy will be sent per organization.

Note: The Council is considering making the form available on disk - look for details in the Summer or Fall 1996 Giving Forum. The Council is also working to place the form on-line by early 1997.

Minnesota Common Grant Application Form

COVER SHEET

Date of Application: _____

ORGANIZATION INFORMATION

Education & Housing Equity Project

Legal Name of Organization

Augsburg College, 2211 Riverside Avenue, CB 185

Address

Minneapolis, MN 55454

(612) 330-1505

(612) 330-1507 or 330-1649

City, State, Zip

Telephone

FAX

Individuals Responsible:

Richard C. Little, AICP

Executive Director

330-1505

Name of top paid staff

Title

Direct dial Phone #

Amy Rodquist

Intern

798-0165

Contact person (if different from top paid staff)

Title

Direct dial Phone #

Organization Description: (2-3 sentences)

If your organization an IRS 501(c)(3) not-for-profit? YES NO

If no, is your organization a public agency/unit of government or religious institution: YES NO

If no, name of fiscal agent (fiscal sponsor) _____

AMOUNT AND TYPE OF SUPPORT REQUESTED

The dollar amount being requested:

\$ 15,000

Funds are being requested for (make sure the funder provides the type of support you are requesting, then check the appropriate line)

general operating support

capital

Other: _____

project support

endowment

start-up costs

technical assistance

If a project, give project duration

January Month

1999 Year

to

May Month

1999 Year

If operating support, fiscal year:

January Month

1999 Year

to

January Month

2000 Year

BUDGET

Total annual organization budget:

\$ 100,000

Total project budget (for support other than general operating).

\$ 15,000

PROPOSAL SUMMARY

(If operating or start-up support, relate to the organization. If project and other support, relate to the project.)

Project name (if applying for project support):

Community Circles Project / Choices for Community Project

Please give a 2-3 sentence summary of the request:

Geographic area served: Twin Cities Metropolitan Area (Seven county area)

Population Served: 2.5 million

AUTHORIZATION

Name of top paid staff and/or Board Chair (type):

Richard C. Little, Executive Director or Mathew Little, President

Signature

Minnesota Common Grant Application Form

DEAR NONPROFIT COLLEAGUE,

The Minnesota Council on Foundations welcomes you to the first year of the Common Grant Application Form. The goal set by the foundations and corporations that developed this form is to make the grantseeking process more simple and efficient for nonprofits. For ease of use and to eliminate unnecessary duplication of work, you may reproduce any part of the form you find helpful including the COVER SHEET and BUDGET forms.

Keep in mind that every grantmaker has different guidelines and priorities, as well as different deadlines and timetables. Before submitting this application to a potential funder, you need to check to see whether your project or program matches their published interests. Any funder that has agreed to accept this form may request additional information as needed. (A list of participating funders is printed on the reverse side of this page.)

◆ STRATEGIES FOR SUCCESSFUL GRANTSEEKING:

1. **Do your research** to determine whether the foundations' and corporations' goals and objectives for grantmaking are consistent with your type of grant request.
2. After you do the research, contact the grantmaker to secure their specific grantmaking guidelines.
3. Include a cover letter with each proposal which introduces your organization and your proposal, and makes a strategic link between your proposal and the funder's mission and grantmaking interests.
4. Type and single-space all proposals.
5. Answer all the questions in the order listed.
6. Submit the number of copies each grantmaker requests according to their guidelines.
7. Do not include any materials other than those specifically requested at this time.

◆ RESOURCES:

- ◇ Call or write to each grantmaker to obtain a copy of their funding guidelines.
- ◇ Use the **Guide to Minnesota Foundations and Corporate Giving Programs** and other directories listing foundations' interests and processes.
- ◇ Visit a Foundation Center Collection Library in Minneapolis, St. Paul, Fargo, Duluth, Rochester, or Marshall-SW State.

*Minnesota Council on Foundations, 800 Baker Building, 706 Second Avenue South, Minneapolis
Minnesota. 55402-3008. (612)338-1989.*

GRANTMAKERS THAT ACCEPT THE MINNESOTA COMMON GRANT APPLICATION

The following funders have agreed to accept the Minnesota Common Grant Application Form. Before sending an application to any of the funders listed, be sure to contact funders for their specific requirements.

**** Some of the funders below may require a letter of inquiry or additional or supplementary information.** They are noted with an asterisk following their name in the list. You must contact these funders directly to find out what they need in addition to this form.

American Express Financial Advisors, Inc.**
Hugh J. Andersen Foundation**
Baker Foundation
Best Buy Company, Inc. (after 6/1/96)
Blandin Foundation**
Bloomington Community Foundation**
Blue Cross and Blue Shield of Minnesota Foundation**
Otto Bremer Foundation**
The Cargill Foundation**
Carolyn Foundation**
Charlson Research Foundation**
Albert W. Cherne Foundation
Cowles Media Foundation
Dain Bosworth Foundation**
Dayton Hudson Foundation**
The Donaldson Foundation
Duluth-Superior Area Community Foundation**
The Jaye F. and Betty F. Dyer Foundation
Edwards Memorial Trust
First Bank System Foundation**
H. B. Fuller Company Foundation
General Mills Foundation**
The Graco Foundation**
Grotto Foundation, Inc.
Honeywell Foundation
International Multifoods Foundation**
The Jostens Foundation** (after 7/1/96)
MAHADH Foundation**
Marbrook Foundation

The Medtronic Foundation
The Minneapolis Foundation**
Minnegasco, A NorAm Energy Company**
Minnesota Mutual Foundation
Northern States Power Company**
Northland Foundation**
Northwest Minnesota Initiative Fund**
Norwest Foundation**
Onan Family Foundation**
Ordean Foundation**
Pentair, Inc.**
Perkins Foundation**
The Elizabeth C. Quinlan Foundation, Inc.
The Rathmann Family Foundation**
ReliaStar Foundation**
Ripley Memorial Foundation**
Rochester Area Foundation
Saunders Family Foundation
R.C. Skoe Foundation
The St. Paul Companies**
TCF Foundation
James R. Thorpe Foundation**
DeWitt & Caroline Van Evera Foundation**
Archie D. and Bertha H. Walker Foundation**
The Wasie Foundation**
WCA Foundation**
Wendel Foundation**
West Central Minnesota Initiative Fund**
Williams Steel & Hardware

Other funders are reviewing the form. If not listed above, as you request guidelines from each funder, be sure to ask if they accept the Minnesota Common Grant Application Form.

Distribution Network:

Additional Copies of the Minnesota Common Grant Application Form are available from the following sources:

Foundation Center Collections: Duluth Public Library (218/723-3802); Minneapolis Public Library (612/372-6555); St. Paul Public Library (612/292-6307); Southwest State University Library, Marshall (507/537-7278). *Note: each location has different distribution requirements; call individual locations for details.*

Minnesota Council of Nonprofits: Fax-on-demand system: 612/646-3090. (After May 1, 1996).

Minnesota Council on Foundations: Call 612/338-1989. One copy will be sent per organization.

Note: The Council is considering making the form available on disk - look for details in the Summer or Fall 1996 Giving Forum. The Council is also working to place the form on-line by early 1997.

Grant Application Cover Sheet

COVER SHEET

Date of Application:

ORGANIZATION INFORMATION

Education and Housing Equity Project

Legal Name of Organization

Augsburg College, CB 185, 2211 Riverside Avenue

Address

Minneapolis, MN 55454

(612) 330-1505

(612) 330-1507 or 1649

City, State, Zip

Telephone

FAX

Individuals Responsible:

Dick Little

Executive Director

(612) 330-1505 or 724-5662

Name of top paid staff

Title

Direct dial phone #

Contact person (if different from top paid staff)

Title

Direct dial phone #

Organization Description:

The Education and Housing Equity Project was founded in 1995 to promote racially and economically inclusive communities and schools that work for all children in the Twin Cities metropolitan area. Its primary focus is on expanding public understanding and informed public action on the relationship between residential, economic and racial segregation and educational achievement in our public schools. To accomplish its mission, EHEP has initiated the Community Circles Collaborative, a project that brings together citizens and community organizations from throughout the metro area in public conversations focused on the challenges of housing segregation, educational achievement and racial equity in the Twin Cities metropolitan region.

Is your organization an IRS 501(c)(3) not-for-profit? YES NO

If no, is your organization a public agency/unit of government
or religious institution: YES NO

If no, name of fiscal agent (fiscal sponsor) _____

AMOUNT AND TYPE OF SUPPORT REQUESTED

The dollar amount being requested:

\$ _____

Funds are being requested for:

_____ general operating support

_____ capital

_____ other: _____

_____ project support

_____ endowment

_____ start-up costs

_____ technical assistance

If a project, give project duration:

January Month 1999 Year

to

January Month 2000 Year

If operating support, fiscal year:

January Month _____ Year

to

January Month _____ Year

BUDGET

Total annual organization budget:

\$ _____

Total project budget (for support other than general operating):

\$ _____

PROPOSAL SUMMARY

(If operating or start-up support relate to the organization. If project and other support, relate to the project.)

Project name (if applying for project support):

Conversations at the Crossroads: Community Circle
Conversations on Education, Housing and Segregation

Please give a 2-3 sentence summary of the request:

We are requesting support for launching and completing the second round of community circles that will be convened in 1999 focusing on the challenges of achieving racially and economically inclusive schools and communities. Our goal is to engage over 1,000 citizens from 75% of the municipalities in the metro area participating in up to 100 study circles. These circles will consist of 8 to 15 participants each who will meet at least 5 times for 2 hours each meeting. Each circle will meet on specific dates and at specific locations, use a prepared discussion guide, and will be moderated by experienced facilitators. In addition to providing meeting places and/or recruiting diverse participants, sponsoring organizations will provide scribes to record and report the results of each circle conversation. A report to the community will be produced. A citizens summit and action forum will bring participants together at the conclusion of the circle conversations to discuss findings and conclusions/recommendations to public officials(who will also be invited to participate in the circles) and to connect participants with action agendas and opportunities (promising practices and action organizations).

Geographic area served: The Twin Cities Metropolitan Area

Population served: Adults and children from many different walks of life in schools and communities in the Twin Cities area. Communities of color and lower income residents and students from inner urban areas as well as suburban communities will be emphasized and targeted in this project. Diversity of participants is a key consideration of this project.

AUTHORIZATION

Name of top paid staff and/or Board Chair:

Richard C. Little, Executive Director
Matthew Little, President

Signature

Common Grant Application - Narrative

PROPOSAL NARRATIVE

A. ORGANIZATIONAL INFORMATION

History

The Education & Housing Equity Project was created in early 1995 by a combined group of education and housing advocates who shared a belief in the pressing need to link the issue of school desegregation/integration to the broader issue of segregated housing and neighborhoods. In early 1996, its first staff was hired to develop the organization, begin exploring how to build a coalition that could work for racially and economically inclusive communities and respond to the segregation and disparities developing in the metropolitan area, and begin a community-wide dialogue on these critical issues. In late 1996 and 1997, the Community Circle Collaborative was born and the first round of Community Circle conversations were held at various locations around the Twin Cities metropolitan area. A metropolitan citizen's forum was held at Macalester College at the conclusion of the conversations and a report on the results of the conversations was published in 1998. Since that time, EHEP has been co-sponsoring additional conversations addressing equity and dealing with race and education and partnering with housing, education and human rights organizations to work on agendas that have been informed by the conversations and that advance the mission of our organization. A second round of Community Circle conversations is now planned for 1999. A newly revised discussion guide has been prepared. Partnerships with potential sponsor groups and facilitators have been initiated. In the fall of 1998, Community Circles were held in Minneapolis, co-sponsored by the Minneapolis Public Schools, the Minneapolis Urban League, the Neighborhood Revitalization Program, Parks and Library Boards (providing meeting spaces), the Jefferson Center (providing scribes) and the Society of Professionals in Dispute Resolution (facilitators). At this time we are planning a metropolitan-wide round of community circles beginning in February 1999. Recently our Community Circles project was selected by The President's Initiative on Race as a "Promising Practice" for advancing race relations and progress on issues of race in the United States.

Mission & goals

The Education & Housing Equity Project's mission is to act as a catalyst to build broad-based coalitions and engage the community in public discussions, analysis and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and cultural backgrounds access to quality schools and affordable housing throughout the metropolitan area.

EHEP pursues its mission through a three-part strategy:

- Coalition and partnership building and advocacy;
- Community education and informed public conversation; and
- Assisting communities in becoming more inclusive and integrated

Current programs, activities, and strengths/accomplishments

Coalition Building and Advocacy to Inform Public Decision Making

Since its inception, EHEP has spent a significant portion of its energies in discussions and collaborations with other organizations and groups. These have led to several jointly sponsored projects as well as a fuller understanding of the need for an organization and collaborative that can link the issues of housing and education and develop the desperately needed consensus and leadership to move the community forward and to connect these issues to the challenges of poverty and segregation. After a year of creating the organization, the second and subsequent years have been devoted to extensive research of the literature, one-on-one interviews and multi-participant focus group meetings with a broad range of community leaders and experts in the fields of housing, education, anti-racism and metropolitan stability, and building a broad-based coalition and partnerships that can work on these combined issues. Our unique contribution has been to encourage the linkage of housing and school issues in the work of existing organizations and coalitions and connecting these coalitions to each other and to issues of race and poverty. Some of our major accomplishments have included:

- Coalescing with both housing and education organizations to focus on the re-drafting of the State Board of Education's desegregation rule, to link school desegregation issues with the broader issues of housing segregation and metropolitan stability (1996 and 1998).
- Encouraging a coalition working with the newly formed Minnesota Fair Housing Center on a fair housing testing campaign in suburban Hennepin County to frame the issue of housing discrimination in the context of schools and broader life opportunities (1996).
- Engaging the Minneapolis Public Schools and the Mayor of Minneapolis to support and assist in the development of the community circles project (see below) and, following a presentation (in Dakota County) sponsored by the Family Housing Fund, encouraging a study of the linkage between housing/household stability and educational achievement in Minneapolis, which led to *The Kids Mobility Project* (1997).
- Collaborating with and supporting MICA's (Metropolitan Interfaith Council on Affordable Housing) fair housing initiative proposal to HUD to jointly develop, with the Illusion Theater, a series of theater events that highlight the need for metro-wide fair and affordable housing for people of all backgrounds and to deal forthrightly with discriminatory practices and attitudes of fear that keep this from happening. EHEP is represented at each of the theater events and is specifically co-sponsoring the Minneapolis and Saint Paul performances (1997 - 1999).
- Participating as an advisor to the consulting teams working with interested parties to mediate the educational adequacy and educational equity lawsuits currently pending (NAACP v. State of Minnesota and St. Paul School District v. State of Minnesota) and participating in the mediation planning retreat organized by the principal parties in the lawsuits (1997 and 1998). In early 1998, EHEP's director testified in support of the mediation process before the Minneapolis School Board, which subsequently endorsed the same position. EHEP has been asked to continue to be a resource group to the mediation process.
- Working with the Right to Housing Campaign and the Alliance for Metropolitan Stability to develop an Inclusionary Housing proposal that could provide the basis for a new approach to expanding affordable housing choices and mixed income housing development in state housing legislation (1998).
- Jointly sponsoring with the Urban Coalition and the Minnesota Minority Education Partnership a series of issue forums on the State's proposed new Desegregation Rule, the Inclusionary Education Program Rule (revision of the originally proposed Diversity Rule), and requirements for teacher licensure. The EHEP board also contributed substantive written testimony to the State Board of Education on the proposed changes to the Profiles of Learning (1998).
- Contributing to the work of the Minneapolis Affordable Housing Task Force through its Director who has been appointed to the Task Force (1998 - 1999). Our message has been that recommendations not only focus on providing needed housing but also on expanding people's locational choices and access to economic and social opportunities.

Assisting Communities in Becoming More Inclusive and Integrated

EHEP has been less involved with this strategy since it largely evolves from the other two strategies. However, at least two examples stand out.

Following the first round of community circles, we were invited by the Minnesota Fair Housing Center to assist them in implementing a Hennepin County funded workshop for suburban planning officials and human rights commissions on promising tools and practices for implementing fair and affordable housing. In September 1998 over 100 city officials and developers attended the "Building Inclusive Communities" Conference in Bloomington. EHEP worked with the Fair Housing Center and the Alliance for Metropolitan Stability to sponsor programs that highlighted promising practices in other parts of the country. EHEP helped to bring the Vice President of Chicago's Leadership Council for Metropolitan Open Communities to the Twin Cities to discuss the Oak Park experience in becoming and sustaining one of the most successful racially integrated cities in the United States.

In the East Metro Area we have been invited by the Office of Interdistrict Initiatives to participate in their planning process to develop a multi-school district governance structure to expand integrated school initiatives involving Saint Paul and suburban East Metro school districts. This activity will continue in 1999.

After the second round of Community Circle conversations, we expect to be doing more of these kinds of

activities.

Community Education and Conversation

By far the most significant and distinctive work of EHEP is the "Choices for Community" Community Circle Project. In 1996, EHEP partnered with the Minnesota Minority Education Partnership, the Metropolitan Interfaith Council on Affordable Housing, the Minneapolis Initiative Against Racism and the Minnesota Fair Housing to form the Community Circle Collaborative. Within the year, 20 additional organizations would join the Collaborative. In 1997, the Collaborative launched a metro-wide dialogue project in which 500 citizens from different walks of life came together, 5 to 15 at a time, in community circles throughout the metropolitan area to discuss the future of the Twin Cities area with a focus on two central questions:

- "What are the impacts of existing patterns of residential, economic and racial segregation on the educational achievement and life opportunities to Twin Cities area children and families?" and
- "What can or should we do, as individuals and as a community, to enhance educational success, and housing and economic opportunities for *all* children in the Twin Cities metropolitan area?"

Community Circles of citizens from thirty-five cities were convened by a variety of local sponsoring organizations. All were provided with discussion guides, prepared by the Collaborative, and were moderated by facilitators, recruited and trained by the Collaborative. The conversations culminated in a Metropolitan Citizens Forum held at Macalester College Chapel and moderated by Saint Paul's George Latimer and Minneapolis' Vivian Jenkins Nelsen. A report that synthesized the findings, conclusions and action recommendations coming out of the community circles was prepared and is being shared with the project partners and various decision makers in the metropolitan area.

Since the conclusion of the first round of community conversations, EHEP and collaborative partners have been evaluating the first round, identifying promising practices that advance educational success and expand affordable housing choices, meeting with various stakeholders to discuss the results of the community conversations, and revising and improving the process for a second round.

Plans for a second round of Community Circle conversations, to be held in 1999, are well underway. A round of Minneapolis Circles, co-sponsored by the Minneapolis Public Schools and 5 other partner organizations is currently underway, and will serve as a prototype for metropolitan-wide conversations to begin in February.

The second round will build upon the lessons of the first round and will include additional groups not represented in the first round, such as the business community, labor unions, outer suburban residents and employers, more residents and leadership groups in Saint Paul and East Metro, and a wider range of participants from communities of color. These conversations will be more clearly focused on systemic barriers and changes needed to build more inclusive communities and institutions. The discussions will also include an action component (Action Forum) that will focus on promising practices already underway in various parts of the Twin Cities (e.g., East Metro Interdistrict Initiatives), connect participants with opportunities for involvement in their community, and more directly connect the work of the community circles with key decision makers and decisions-making bodies.

At the conclusion of Round Two, EHEP and the Community Circle Collaborative will co-sponsor a Citizens Summit with the Minnesota Meeting and Minnesota Public Radio. The Summit will use electronic keypad technology to elicit focused responses and discussion of specific issues and solutions from community circle participants on the best ways the metropolitan community can collectively address issues of educational access and achievement, and school and housing segregation. Round two will help inform the policy and action agendas of partners in the collaborative as well as public decision-making bodies in 1999 and beyond.

Relationship with other organizations

The Education & Housing Equity Project carries out its work by collaborating with other organizations. The Community Circle project was founded by a collaborative partnership of organizations. Collaborative partners

are identified on the attached lists. The collaboration is essential for (1) assuring racial, cultural, ethnic, generational and geographic diversity of voices in the conversations, (2) fulfilling the various tasks, objectives and leadership requirements of the project using the best possible resources, and (3) assuring that the results of the community circle conversations are widely dispersed and receive widespread attention. The Community Circle Collaborative includes:

- **Organizing partners**, who help to design the process, frame the discussion issues, prepare the discussion guide, recruit and train/orient sponsors, facilitators, scribes, and resource partners, publicize the project and work with the media, and assist with reporting and evaluation and the details of project follow-through.
- **Resource associates**, who supply expertise on the issues, written and audio-visual materials to inform the discussions and provoke spirited but thoughtful conversation, media coverage, project documentation, and/or financial backing of project activities.
- **Sponsors** (typically organizations) that supply meeting spaces (including child care, transportation, translators, hospitality and other services as needed) for the conversations, schedule the conversations, recruit community circle participants, convene the community circle dialogues, and provide scribes who will capture in written record the highlights of each conversation.
- **Facilitators**, who have professional experience in mediation and facilitation, who will moderate the community circle conversations (organizations such as the Society of Professionals in Dispute Resolution and the Minnesota Facilitator Network are partnering with EHEP to provide the facilitators).
- **Participants** from many diverse backgrounds who commit to 5 sessions of 2 hours each and participate with 8 to 15 other citizens in informed and deliberative dialogue. The participants are the heart and soul of the Community Circles project.

In-kind support from the organizing partners alone in the 1997 circles amounted to more than \$15,000 in documented resources. A similar or greater contribution has been made during the 1998 circles in Minneapolis and in preparing for the 1999 circles.

EHEP and the Community Circle Project are distinctive from other organizations and initiatives in their unique methodology and objective of engaging citizens and creating dialogue among disparate parts of the Twin Cities metropolitan area not only to discuss issues and problems, but also to create action registers or common solutions to those issues and problems. No other organization in the Twin Cities area is currently engaged in this kind of collaborative, grassroots, dialogue and education/consensus-building/mobilizing effort that specifically links housing, education and race.

Board, Staff and Volunteers

Number of Board members:	16
Number of full-time paid staff:	1
Number of part-time paid staff:	1*
Number of volunteer staff:	1**
Number of volunteers:	100's (see description of community circle collaborative, above)

* Student Intern for fall 1998; efforts will be made to secure a new intern for part of 1999

** Part-time volunteer professional, joining us in December 1998, who we expect to be able to pay and make full-time in 1999

B. PURPOSE OF GRANT

Situation and Need

There has been growing public concern in the Twin Cities metropolitan area that economic and racial segregation in housing is having a profound impact on the overall health and well being of the metropolitan region, and on education and employment opportunities in particular. A study by Douglas Massey and Nancy Denton in their publication *American Apartheid: Segregation and the Making of the Underclass* revealed that the Minneapolis-St. Paul metropolitan area is among the ten most segregated in the country. Studies have also shown that the Twin Cities ranks third highest among all U.S. urban areas in persons of color living in poverty. The work of State Representative Myron Orfield in his book *Metropolitics: A Regional Agenda for Community and Stability* and of Dr. John Powell of the Institute on Race and Poverty at the University of Minnesota in his study

Examining the Relationship Between Housing, Education and Persistent Segregation have also given testimony to the depth and breadth of issues of segregation, racial and economic isolation and growing disparities between inner and outer communities in the Twin Cities and their relationship to unlocking the doors to addressing other important issues facing the region.

Public actions to grapple with these issues have been growing in number. They include education and housing lawsuits (NAACP v. State of Minnesota, St. Paul School District v. State of Minnesota, and Holman v. Cisneros), legislation (the Metropolitan Livable Communities Act), the creation and expansion of civic and advocacy groups (e.g., Alliance for Metropolitan Stability, Interfaith Action and St. Paul Ecumenical Action Council, the Minnesota Right to Housing Campaign and the Metropolitan Interfaith Council on Affordable Housing), formation of new compacts of school districts (West Metro Education Program and the East Metro Office of Interdistrict Initiatives), and new state rules addressing school desegregation, educational diversity and criteria for inclusive schools, and standards for multicultural competency in teacher licensure requirements.

These actions, and the frequently divisive debates over these actions, have revealed the need for developing a common understanding and a common ground, or common basis of action, for moving forward on these serious issues. Public conversation about the possibilities for inclusive and integrated communities has been rare, usually divisive and poorly informed, not conducted on a sustained or systematic basis and with too few groups or individuals involved, and virtually no broad public consensus or support. We believe these adverse conditions imperil the chances of building inclusive communities and integrated institutions in the Twin Cities metropolitan area.

The principal danger is that public discourse fast settles into simplistic, distorted polarities – neighborhood schools versus forced busing, quality education versus school desegregation, deconcentration of poverty versus preservation of existing affordable housing, cultural identity versus assimilation, individual choice versus collective responsibility, core cities versus suburbs, rich versus poor, and of course, whites versus communities of color (especially African American). A climate of public opinion poisoned by these divisions inevitably limits what policy makers (and, as we have found in our initial discussions, advocates and community leaders as well) feel they are able to do; we speculate that this climate even limits what judges feel *they* are able to do. In this kind of environment, the issues are captured by the most extreme and negative voices, which are then amplified by the media. The public sits and listens. Few want to get involved, because of the fear of getting burned in the heated controversy and because of the not-unreasonable judgment that little will be accomplished by these conditions. Those who *do* take action typically call for reforms without touching on the vital questions of race and segregation.

There is a need to involve many groups and the broader public in civil, informed conversations about the possibilities for and benefits of integrated communities. There is a need to expand the serious discussion of these issues beyond the courtrooms, the academic halls and partisan legislative debates. As many people as possible, from as many different stations in life should be participating in the conversation about this issue. The discourse should not be limited to the invectives of "talk radio," the well-intentioned opinions of newspaper editorials, the sociological jargon of academia or the legal technicalities of the courts.

The issue is developing rapidly. The question is who will be involved in the public discourse, and how will that discourse be framed. Unfortunately, past experience shows that these issues are easily polarized – and stay polarized. We believe that this familiar yet unfortunate outcome can be averted by organizing a wide range of groups that have a potential stake in integration, by engaging broad-based public participation in informed conversations about what segregation and integration involves and by offering promising practices and assistance to communities and community institutions as they seek to become more inclusive and better integrated.

Our Response

In response to this need, and after gaining valuable information and experience consulting with potential partners, we proposed and implemented a first round of community conversations about racial, economic and residential segregation and unequal opportunity and achievement in our schools. The conversations proved to be productive and have resulted in building public understanding and expanded support for educational equity and inclusionary housing legislation. We learned a great deal from the conversations, including what can be

done to make them more effective in subsequent rounds. The project has also helped to inform the proposed mediation process for settlement of the educational lawsuits. The "public voice" that came out of the conversations reflected the complexities of the issues citizens were grappling with.

We want to build on the experience of the first community circles and, using what we learned, again, take the conversation about segregation and integration to neighborhood centers, public libraries, schools, places of business, living rooms, and backyards – the places where ordinary people live their lives and where the real task of building inclusive communities must take place. We wish to encourage and inform public conversations and deliberation that will help lead people to a more informed, more effective understanding of the effects of segregation, why the choice to integrate is important, and how removal of barriers to choice can be accomplished. Through this process, we hope that people come to move beyond "tolerance" and understand the value of inclusion and of an integrated society for themselves, for other people, and for society as a whole.

Experience has shown and we have no illusions that all people will be persuaded, or be willing to participate. There are, after all, real conflicts of interest and conflicts of values about these issues. These will not be dissolved by talk alone. But without a concerted, *and sustained* effort to bring people together for informed and civil conversations, the most extreme voices will remain to frame the issue. Public-spirited conversation will be drowned out by shrill debate; our common interests and values will get lost in a sea of opposition and conflict. Informed action must be preceded by informed and collective conversation.

Specific Project Activities, Goals and Objectives

The *Choices for Community* Community Circle Project has and continues to be developed and organized by a partnership of organizations representing diverse segments of the community. To enable the kind of civic conversation we envisioned, the Collaborative developed "Community Circles," an approach to community dialogue that draws from elements of three different, nationally and locally recognized models for civic discussion: the "study circles" promoted by the Study Circles Resource Center in Pomfret, Connecticut; the National Issues Forums, a public deliberation project begun by the Kettering Foundation in Dayton, Ohio; and the Communities of Color Empowerment Model (COCEM) from the Minnesota Minority Education Partnership in Minneapolis, Minnesota. The Community Circle Dialogues (or conversations) combines the unique elements from each of the above approaches to bring community members together, to engage them in discussion, to provide educational and technical resources that inform their conversations, and to develop action agendas and connect citizens to action opportunities and promising practices.

The Education and Housing Equity Project and the community circle collaborative it coordinates intend to engage a broad cross-section of the Twin Cities metropolitan community to study, discuss, and build a common understanding of the issues of racial and economic segregation in the region and their effect on education, employment, and broader "life opportunities." The Community Circle project will be a catalyst for greater community involvement in these issues and increased efforts to decrease housing segregation and increase educational achievement and integrated education opportunities. They will engage a broad cross-section of the both "non-traditional" participants (low-income families and communities of color) and "traditional" participants in a community-wide dialogue about these complex, interconnected issues. Experience in the first round of conversations suggests that community circles can provide unique settings for collaborative learning, for working through often polarizing social and political issues like these, for facilitating honest conversation, and for building more inclusive organizations and communities. As similar projects elsewhere in the country have shown, such "circles" broaden perspectives, deepen understanding, and inspire participants to become more involved in public life.

The second round of community circle conversations will build on the experience and lessons of the first round conversations. The conversations will use a newly revised and improved discussion guide to help further focus the conversations; more experienced facilitators resulting from a collaborative partnership with the Society of Professionals in Dispute Resolution; a broadened recruiting effort to expand participation by populations under-represented in the first round, such as communities of color (in addition to African Americans), the business community, Saint Paul area communities, and outlying suburban communities; new partnerships to build the community circle dialogues into existing venues for community involvement, such as the Wilder Foundation's "Cities At Work" Forum Series; and an emphasis on actions that can be taken at or near the conclusion of the discussions.

Specific activities and a timeline for accomplishing the 1999 Community Circles and the results they are intended to realize include the following (many of these activities are already underway):

- | | |
|---|------------------------|
| ➤ Evaluation of the first round of community circles | Completed 1997 |
| ➤ Report sharing the results of the first round of discussions | Completed April 1998 |
| | Printing, January 1999 |
| ➤ Preparation of revised <i>Choices for Community</i> discussion guide | May - September 1998 |
| | First Printing, 10/98 |
| | Second Printing, 1/99 |
| ➤ Recruiting new partners and sponsors | Fall/Winter 1998/99 |
| ➤ "Building Inclusive Communities" Conference and Dinner Event | Sept. 17 & 18, 1998 |
| ➤ Minneapolis Community Circles (pilots for 1999 circles) | Oct. - Dec. 1998 |
| ➤ Informational/training sessions for sponsors | December 9, 1998 |
| | January 13, 1998 |
| | Dec. - Jan. 1998/99 |
| ➤ Letter to mayors, press advisories to media, etc. | January 15, 1999 |
| ➤ National Conversation about Race (co-sponsored by EHEP with NCCJ) | January 21, 1999 |
| ➤ Community Circle "Kick-Off" Forums (West Metro) | February 4, 1999 |
| | (East Metro) |
| | January 22, 1999 |
| ➤ Facilitator Orientation Session | January 23, 1999 |
| ➤ Workshop on Understanding Community and Institutional Racism
(for community circle facilitators and scribes) | |
| ➤ MICAHA fair housing theatre events (co-sponsored by EHEP) | Feb. - May 1999 |
| ➤ Metro Area Community Circles are convened by sponsors | February 1999 |
| Community Circles meet 5 times for 2 hours each session | Feb - April 1999 |
| ➤ "Cities at Work" Forums and "Call to Action" (one each month) | February - May 1999 |
| ➤ Community Circles Action Forum | April or May 1999 |
| ➤ "Citizens Summit" with the Minnesota Meeting and Minnesota Public Radio | May or June 1999 |
| ➤ Prepare Report to Community | June - August 1999 |
| ➤ Evaluation of circles process and results | Summer/Fall 1999 |
| ➤ Optional second round of 1999 community circles (focusing on integration) | Sept. - Nov. 1999 |
| ➤ Year 2000 Action Agenda | December 1999 |

Those involved in achieving these activities include the following:

Dick Little, Executive Director of the Education and Housing Equity Project, who is responsible for all aspects of the organization and project. He has an extensive background in housing, education, race relations and use of study circles. For 20 years he was a planning and housing official with the U.S. Department of Housing and Urban Development. More recently he has been a research associate with the International Institute for Interracial Interaction (INTER-RACE) at Augsburg College, a technical assistant with the Community Policing Institute, a member of the strategic planning team for the City of New Orleans Empowerment Zone and Enterprise Community program, and a consultant to the Minneapolis Public Schools. He has also been active as policy chair, parent representative on the site leadership council, and co-founder of the foundation at Ramsey International Fine Arts School in Minneapolis. He is in his tenth year of serving as mayoral appointee on the Minneapolis Planning Commission, and has a graduate degree in urban planning. He also serves as an officer on the boards of several non-profit organizations including the Metropolitan Interfaith Council on Affordable Housing.

Pam Jewson, acting administrative assistant at EHEP, who brings previous experience as an administrative assistant and field producer at KSTP, a graphic artist with the Star Tribune, and as a project development coordinator with the Linden Hills Neighborhood Revitalization Program (at present, voluntary)

Paul Kiley, a media, communications and marketing consultant with experience as head of the California Literacy Program (at present, 'pro bono')

Barbara Blackstone, State Mediator with the Minnesota Office of Dispute Resolution and Mediation, and an officer of the Society of Professionals in Dispute Resolution (SPIDR), Minnesota Chapter. Barbara is heading up the process of recruiting, training and assigning facilitators. She and a cadre of facilitators from SPIDR facilitated the Minneapolis Community Circles in fall of 1998. Up to 100 facilitators will be moderating or co-moderating the 1999 Community Circles (voluntary/in-kind)

Representatives from the sponsor organizations that will be convening the circles and/or providing the meeting places for the circle dialogues, and scribes who will be recording and preparing reports on the dialogues (voluntary/in-kind).

A working group of individuals from the EHEP board and community circle partner organizations that will assist in carrying out the details of implementing the community circle dialogues (voluntary/in-kind).

Jeff Swenson, Augsburg College business and financial accountant, who will be providing payroll and fiscal services to EHEP in 1999.

EHEP has made extensive and creative use of interns, volunteers and consultants (paid and in-kind) in the past and will continue to do so in 1999 (writers, graphic designers, training professionals, speakers, etc.). James and Nadine Addington and staff of Crossroads and the Minnesota Churches Anti-Racism Initiative will be providing the workshop on understanding community and institutional racism. Karima Bushnell of Intercultural Communications Workshops, Inc. will be providing cross-cultural communications training to the facilitators. Feigenbaum Design Group and Community Media Services provide our graphic and design services. Interns from HECUA (the Higher Education Consortium for Urban Affairs) and CURA (the Center for Urban and Regional Affairs) have provided research and writing services. Nikki Carlson of Interfaith Action and principal of EYDYA, Inc. has provided 'pro bono' services for developing our data base and communications plan.

We are also being assisted by some of our collaborating partners with the organization of the project. In Saint Paul, we are carrying out the community circles as an integral part of the 'Cities at Work' Forums co-sponsored by the Wilder Foundation. Barb Rose, editor of Community Matters at Wilder, is working with us hand-in-glove on organizing the community circles in Saint Paul. Staff of the League of Human Rights Commissions is working with us to enable suburban human rights commissions to take the lead role in sponsoring community circles in their communities and partnering with other organizations to implement the circles. Our national partner, the Study Circles Resource Center, has and will continue to provide substantial in-kind support to our project.

There comes a moment of truth, however, when it becomes clear that the project and collaboration won't work unless EHEP is adequately staffed. Our success to date demands that we expand beyond a one-person non-profit. To effectively carry out its objective of expanding the community circle project and promoting the successful development of inclusive communities and schools, EHEP must create two new, permanent positions in 1999: (1) an administrative assistant to assist the director and to manage the daily operations of EHEP projects including the community circles project, and (2) a community circles coordinator to oversee and manage the community circles project and coordinate activities with the community circles collaborative. A study has been prepared that has identified and recommended the addition of these staff positions as essential to the continued success of our work. For this reason, we are expanding our budget and funding requests in 1999.

Impact of activities

The proposed activities will benefit the communities we are serving by advancing the agenda and prospects for integrated and equitable education in Twin Cities area public schools, and for integrated and inclusive communities that are open and affordable to all Twin Citians.

The first round of conversations has already been used to inform the areas for mediation of the education lawsuits between the NAACP, Saint Paul Schools and the State of Minnesota. The second round of conversations will present a timely opportunity to "test" and discuss the recommendations to the legislature

coming out of the first round of mediation talks, focusing on schools. The second round conversations also present an opportunity to inform a possible second round of mediation meetings that will focus on external factors, such as housing, transportation, family and community services, and jobs. The community circle conversations should directly contribute to an informed, mediated settlement that will lead to more equitable, inclusive and integrated education for Twin Cities area students.

The first round of conversations also have contributed to building public awareness, support and commitment to fair and affordable housing throughout the metropolitan region. Barriers to affordable housing created by exclusionary zoning and other regulatory practices was identified by over two-third of the circles as a major factor influencing economic, if not racial segregation in the Twin Cities. Fair housing violations were also identified as more prevalent than the public generally acknowledges. NIMBYism, frequently displayed at public hearings and planning commission meetings in suburban communities was also highlighted in the conversations. Twelve of the sponsor organizations are or have become members of the Metropolitan Interfaith Council for Affordable Housing. In addition, some of the circle sponsors and participants were members of Interfaith Action or Saint Paul Ecumenical Action Council, who went on to model our discussion process among their member congregations and to expand their mission to include city-suburban segregation and racial-economic disparities.

Partly as a result of our project, there are a record number of affordable housing proposals that will be submitted to the State Legislature in 1999. The proposed Inclusionary Housing Initiative is an example of a concept that was discussed in the community circle conversations. EHEP is one of the endorsers and sponsors of this proposal.

The second round of circle conversations will highlight promising practices for expanding housing choices and will build greater public education, awareness and desire to become involved in supporting practices identified by circle participants as the most promising.

We think that our project will also lead to the already growing agreement, resulting from our first round of conversations and other EHEP initiatives, on the importance of linking school desegregation/integration with the broader issue of housing (and related issues of public transportation and jobs). This is leading to greater support by advocate organizations for broader coalitions that embrace both housing and education and other related issues. The Alliance for Metropolitan Stability is an example. Through our coalition building activities we expect that there will be broader public support of housing *and* education reforms that lead to more inclusive schools *and* communities.

The conversation results will be presented as findings, conclusions and possible recommendations to the legislature and other decision-making bodies, and hopefully contributes to better policy making. The circle conversations should also result in greater participation in the civic life of the community by community circle participants, many of whom have not been actively involved in these issues in the past.

C. EVALUATION

How effectiveness will be measured

We intend to measure success in tangible ways. We have been and will continue track specific data about the process and results. We have already used surveys to evaluate the first round and will use focus groups to evaluate the second round of community circle discussions.

Criteria for a successful program and the results you expect to have achieved

Measures of success include the breadth and depth of participation in the study circles by citizens. Measures of breadth and depth include diversity of participants in terms of perspectives and viewpoints, race and ethnicity, place of work or residence, age or generation, family status and economic status. It also includes locations and numbers of participants and conversations. A participant comments about what they got out of the circles experience and how they grew or changed as a result of the experience will also be considered.

The project's impact will also be measured by the extent that our process and the circle findings, conclusions

and recommendations are considered and incorporated by stakeholder and sponsor organizations, and by public decision-making bodies, such as school boards, planning commissions, city councils and the State Legislature. Another important measure will be the number of new participants that become involved in the work of one of the promising practices or one of the participating non-profit or community organizations as one way of moving from discussion to action.

We hope to at least double the number of participating community circles that successfully complete a dialogue in the second round from 25 circles to over 50 circles. We intend to have representation of Asian Americans and Pacific Islanders, Native Americans, and Latino/Chicanos and Mexican Americans as well as African Americans in the circles in numbers reflecting their percentage of the population of the metropolitan area. We are also striving through pairing of circles, cross-culturally competent recruiting and outreach practices, and partnerships with organizations reflecting diverse populations to achieve richly diverse community circle groups. If these circle discussions receive public attention, raise the level of public awareness, understanding and engagement in creatively addressing issues at the intersection of race, housing and schools, and prompt civically informed actions that lead to more integrated schools and communities through a "bubbling up" of informed discussion and action from the community circles and participants, then our project will have been successful.

Who will be involved in the evaluation

The EHEP board and staff and the organizations that participate in the Community Circle project will continue to be involved in evaluating the project. The Study Circles Resource Center, one of our national partners is already assisting us in the preparation of evaluation measures and criteria before we begin the second round of community dialogues.

How evaluations will be used

The results of the first round of community circle conversations are being used primarily to plan the second round of conversations and also to inform the agendas of participating partners (e.g., MICAH). As previously mentioned, they have also been used in the process of designing the process for mediation of the educational lawsuits.

The results of the second round of conversations will be used to define subsequent strategies for moving toward achievement of more inclusive, equitable and integrated schools and communities and to more specifically inform public policy action that moves to desegregate the Twin Cities metropolitan area.

Minnesota Common Grant Application Form

COVER SHEET

Date of Application: _____

ORGANIZATION INFORMATION

Legal Name of Organization

Address

City, State, Zip

Telephone

FAX

Individuals Responsible:

Name of top paid staff

Title

Direct dial Phone #

Contact person (if different from top paid staff)

Title

Direct dial Phone #

Organization Description: (2-3 sentences)

Is your organization an IRS 501(c)(3) not-for-profit? _____ YES _____ NO

If no, is your organization a public agency/unit of government or religious institution: _____ YES _____ NO

If no, name of fiscal agent (fiscal sponsor) _____

AMOUNT AND TYPE OF SUPPORT REQUESTED

The dollar amount being requested: _____ \$ _____

Funds are being requested for (make sure the funder provides the type of support you are requesting, then check the appropriate line)

_____ general operating support _____ capital _____ Other: _____
_____ project support _____ endowment
_____ start-up costs _____ technical assistance

If a project, give project duration _____ Month _____ Year to _____ Month _____ Year

If operating support, fiscal year: _____ Month _____ Year to _____ Month _____ Year

BUDGET

Total annual organization budget: _____ \$ _____

Total project budget (for support other than general operating): _____ \$ _____

PROPOSAL SUMMARY

(If operating or start-up support, relate to the organization. If project and other support, relate to the project.)

Project name (if applying for project support): _____

Please give a 2-3 sentence summary of the request:

Geographic area served:

Population Served:

AUTHORIZATION

Name of top paid staff and/or Board Chair (type): _____

Signature _____

Minnesota Common Grant Application Form

PROPOSAL NARRATIVE

Please provide the following information in narrative form in this order. Five to seven pages or less is recommended excluding attachments. (Be sure to include a cover letter which introduces your organization and proposal and makes a strategic link between your proposal and the mission and grantmaking interest of each funder to whom you apply.)

A. ORGANIZATIONAL INFORMATION

1. Brief summary of organization history.
2. Brief summary of organization mission and goals.
3. Description of current programs, activities, service statistics, and strengths/accomplishments.
4. Your organization's relationship with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
5. Number of board members, full time paid staff, part-time paid staff, and volunteers.

B. PURPOSE OF GRANT

1. Situation

- The *situation*---opportunity, problem, issue, need, and the community---that your proposal addresses.
- *How* that focus was determined.
- *Who* was involved in that decision-making process.

2. Specific activities

- *Specific activities* for which you seek funding.
- *Who* will carry out those activities. (If individuals are known, describe qualifications.)
- Your overall goal(s).
- Specific objectives or ways in which you will meet the goal(s).
- Actions that will accomplish your objectives.
- Time frame in which all this will take place.

3. Impact of activities

- How the proposed activities will benefit the community in which they will occur, being as clear as you can about the *impact* you expect to have.
- Long-term strategies (if applicable) for sustaining this effort.

C. EVALUATION

1. How will you measure the effectiveness of your activities.
2. Your criteria (measurable, if possible) for a successful program and the results you expect to have achieved by the end of the funding period.
3. Who will be involved in evaluating this work (staff, board, constituents, community, consultants).
4. How will evaluations be used.

ATTACHMENTS

Be sure to check each funders guidelines. Generally the following is required

1. Finances

- Financial statements from your most recently completed fiscal year, whether audited or unaudited.
- Organization and/or Project Budget (see attached form)
- List names of corporations and foundations that you are soliciting for funding, with dollar amounts, indicating which sources are committed, pending, or anticipated.

2. Other Supporting Materials

- List of board members and their affiliations.
- One-paragraph description of key staff, including qualifications relevant to the specific request.
- A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt status.

Impact on Policy

The Community Circle Collaborative provides an opportunity to remind the community of the urgency of the current issues of housing segregation and education achievement and opportunities. Although some would comment that these issues already possess significant urgency in the policy making arena, activities such as this collaboration provide an opportunity for policy makers to hear how community members view these issues. One outcome will be that community members will discover common ground on issues that are very divisive in the policy making arena. By bringing people together in a democratic exercise, we may be able to develop solutions that involve policy makers, community members, and suburban and urban neighborhoods.

C. Evaluation

1. How will you measure the effectiveness of your activities?

Evaluation will be conducted through the cooperation of both the collaborative partners and the community circle participants. To assure the success of the project, the following methods will be used to evaluate the project.

- Monitoring the attendance of community members in each study circle.
- A questionnaire survey of community circle participants and organizations involved.
- Documenting and analyzing the circle discussions.
- Interviewing the constituency base about how the community circle process gives voice to the community.
- Monitoring action that results from the community circle discussions and forums.

2. Your criteria (measures, if possible) for a successful program and the results you expect to achieve by the end of the funding period

- Successfully engaging at least 200 people from throughout the Twin Cities area in the community circles.
- Successfully engaging collaborative partners from a variety of organization and affiliations both inside and outside the cities of Minneapolis and St. Paul.
- Recruiting and training a core group of non-traditional facilitators.
- Recording the community constituency voice by developing video tapes of some of the circle discussions and testimonies of community members in written form to present to policy makers.

3. Who will be involved in evaluating this work

- The community constituents
- The community circle collaborative partners

4. How will evaluations be used.

- Presenting information obtained from the community circles and forums to both mainstream and community media and policy making bodies.
- Working with the non-traditional facilitators to develop a *Discussion Guide* and other material for future use.
- The information from the study circles may be used by school districts, municipalities, human service agencies, human rights commissions, governmental units, state departments (such as the Department of Children, Families and Learning), city housing authorities, advocacy groups, tenant unions, etc.

Community Circle Collaborative

Task 7.3 Assist community circles with recruitment for community forums

Time frame: September - December, 1996

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

Activity 8.0 Organize and convene community-wide Conference

Task 8.1 Arrange conference site with sponsors

Task 8.2 Recruit keynote speakers, presenters, and facilitators

Time frame: September - January, 1996

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

Activity 9.0 Project Report and Evaluation

Task 9.1 Collect and synthesize community circles recordings

Task 9.2 Evaluate and collate circle findings

Task 9.3 Put findings into written report and distribute to community, funders, interested organizations/agencies, and policy makers

Time frame: January - March 1997

Persons Responsible: Coordinating Partners, Resource Partners, and Sponsors

3. Impact of Activities

The activities of the Community Circle Collaborative have the potential to have a significant impact on many levels.

Impact in the Community

The opportunity for community members to learn about and engage others in a dialogue about the issue of housing segregation and its impact on educational achievement and life opportunities, to identify issues that they are concerned about, and to develop strategies at the local level that they can implement is an important step toward building stronger communities and empowering communities to address an issue that has, before now, been the responsibility of policy makers. At the very least, community members will gain knowledge about an important issue that will impact the success of their children and the health of their community.

In addition to engaging community members in active participation in these issues, the community circle provides an opportunity for community members to get answers to questions that will help them with everyday personal issues such as: finding a home, understanding how to connect with their children's teachers, learning about local community organizations that provide academic counseling and programming for children, etc.

**The Education & Housing Equity Project (EHEP)
St. Paul Companies Request: 1998-99**

GENERAL INFORMATION

Date of request: June 1, 1998

Organization Name: Education and Housing Equity Project (EHEP)

Address of organization: 122 West Franklin Avenue, Suite 310, Minneapolis, MN 55404-2452

Phone/Fax: (612) 871-2519 (612) 813-4501

Executive Director: Richard C. Little (Dick Little)

Contact person, title and phone number: Dick Little, Executive Director, 871-2519

Total organizational budget: \$0 – \$149,000

Population served: Multi-Cultural, Low Income

Type of funding: Annual Operating

ST. PAUL COMPANIES INVOLVEMENT

Do any St. Paul Companies employees currently volunteer with your organization?	No
If not, would you like to have St. Paul Companies volunteers?	Yes
Are there any St. Paul Companies employees on your Board of Directors?	No
Have you applied to The St. Paul Companies in the past?	No
If a progress report is due is it enclosed?	N/A

REQUEST SUMMARY

Purpose of the request: EHEP is seeking operating support to expand and strengthen its work in organizing and expanding the collaboration of partner organizations and engagement of citizens from all walks of life in community circle discussions and action forums to address the related challenges of residential, economic and racial segregation and access to quality education and life opportunities for all citizens, especially students of color.

Total amount being requested from the St. Paul Companies: \$15,000 for 1998

Total amount needed for above purpose: \$48,500 additional funds for 1998

Period of time grant monies needed: 7/98 – 1/99

Other major sources approached for support, amounts requested, and status of request:

Otto Bremer Foundation	\$50,000	Approved (1997 and 1998)
Bush Foundation	\$10,000	Approved (1997)
Cowles Media Foundation	\$20,000	Approved (1997 and 1998)
Minneapolis Foundation	\$5,000	Approved
Saint Paul Foundation	\$5,000	Approved

Requests will also be made to other sources of funding including the McKnight Foundation, the H.B. Fuller Foundation, the General Mills Foundation and the First Universalist Foundation and will include proposals for multi-year funding.

THE ST. PAUL COMPANIES GRANT APPLICATION NARRATIVE

DESCRIBE YOUR ORGANIZATION

Dates of Fiscal Year: 1/98 to 12/98

Mission, goals and objectives:

The mission of the Education and Housing Equity Project (EHEP) is to act as a catalyst to build broad-based coalitions and engage the Twin Cities metropolitan community in informed public conversations, analysis and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and ethnicities access to schools and housing throughout the metropolitan area. EHEP pursues its mission through a three-part strategy:

- Coalition building and advocacy;
- Community education and informed public conversation; and
- Assisting communities in becoming more inclusive and integrated.

Brief description of your organization's history and major accomplishments:

EHEP was created in 1995 to link the issue of school desegregation /integration with the broader issue of segregated housing and neighborhoods and to build an informed citizenry to advance public understanding and action on these issues.

In 1996, EHEP partnered with other organizations, including the Minnesota Minority Education Partnership, the Metropolitan Interfaith Council on Affordable Housing, the Minneapolis Initiative Against Racism, and the Minnesota Fair Housing Center, to create the Community Circle Collaborative (CCC). In 1997, the Collaborative launched a metro-wide dialogue project in which 500 citizens from different walks of life joined together, 5 to 15 at a time, in community circles throughout the metropolitan area to discuss two central questions:

- "What are the impacts of existing patterns of residential, economic and racial segregation on the educational achievement and life opportunities of Twin Cities area children and families?" and
- "What can or should we do, as individuals and as a community, to enhance educational success, and housing and economic opportunities for *all* children in the Twin Cities area?"

These community circles were convened by a variety of local sponsoring organizations. All were provided with discussion guides and were moderated by trained facilitators. The conversations culminated in a Metropolitan Citizens Forum held at Macalester College. A report that synthesized the findings, conclusions and action recommendations of the community circles has subsequently been prepared and will be shared with the community partners and various decision makers in the metropolitan area.

Current programs and activities:

Since the conclusion of the first round of community conversations, EHEP has been evaluating the first round, expanding the collaboration of partners, identifying promising practices that advance educational success and expand affordable housing choices, and revising and improving the discussion guide.

EHEP is also planning a second, expanded round of Community Circle conversations to be held in the fall of 1998. The second round will build upon the findings of the first round and will include additional groups not represented in the first round, such as the business community, outer suburban residents and a wider range of participants from communities of color. These conversations will be more clearly focused on systemic barriers to building inclusive communities and institutions. The discussions will also include an action component that will connect citizens with opportunities for involvement in their community and more directly connect the work of the community circles with key decision-makers and decision-making bodies. At the conclusion of Round Two, EHEP and the Community Circle Collaborative will co-sponsor a Citizens Summit with the Minnesota Meeting and Minnesota Public Radio. The Summit will use electronic key pad technology to elicit focused responses and discussion of specific issues and solutions from Community Circle participants on the best ways the metropolitan community can address issues of educational access and achievement, and housing and school desegregation. Round two will help inform the policy and action agendas of partners in the collaborative as well as public decision-making bodies in 1999.

Geographic area and population served:

The work of EHEP is intended to benefit the entire Twin Cities metropolitan area. The project intentionally emphasizes the involvement of citizens of many ethnic, racial, and socioeconomic backgrounds from both urban and suburban communities, institutions and organizations. We all are major stakeholders in the outcomes of this project. In 1997 over 500 citizens from 35 communities participated in the community circle dialogues. At least 25% of the participants were persons of color. For 1998, over 100 organizations will sign on and the community circles will engage over 1,000 citizens. Organizations that have or will use our work represent thousands of adults and young people.

ORGANIZATIONAL STRUCTURE/ADMINISTRATION

Briefly describe how your organization works: What are the responsibilities of the board, staff, volunteers and (if a membership organization) members.

The success of EHEP's efforts rests largely on an active and committed board of directors and the strong partnership of organizations and volunteers in the Community Circle Collaborative.

The board of directors has been expanded each year and now includes 15 members; all are key leaders in fields and institutions related to the mission of EHEP. The board has direct and extensive experience in addressing issues of housing, education and race. Board member's connections and contacts in the community facilitate EHEP's ability to accomplish its objectives. The board is responsible for setting policy direction for the organization; the board has also played an active role in preparing the discussion guide and the report on the first round conversations, and in bringing new partners into the collaborative.

The Community Circle Collaborative includes:

- organizing partners, who have helped design the process, frame the discussion issues, prepare the discussion guide, recruit and orient/train sponsors, facilitators, reporters/recorders and resource partners, and assist with reporting and evaluation and project follow-through;
- resource partners who supply expertise on the issues, written materials to help inform the discussions, media coverage, project documentation and/or financial backing of project activities;
- sponsors (typically organizations) that supply meeting spaces (and child care, transportation, translators, and other services as needed) for the conversations, recruit community circle participants, convene the community circles and provide recorders who prepare reports on the conversations;
- experienced facilitators, who moderate the community circle conversations;
- participants who commit to 3 to 6 sessions of up to two hours each and participate with 5 to 15 other citizens in informed and deliberative dialogue.

In-kind support from the organizing partners alone in 1997 amounted to more than \$15,000 in documented resources.

How representative are these groups of the communities with which you work? Please outline general demographics of the organization.

EHEP works through its partners in many diverse settings throughout the metropolitan area. Its board, staff, and project partners reflect to varying degrees this diversity.

Staff: 1 male, 1 female; 1 European American, 1 Asian American.

Board: Board members come from business, civic, legislative, academic, community service, housing advocacy, civil rights, media, education and law backgrounds. 5 of the 15 board members, including the president, are African Americans. Three additional African Americans and Asian Americans have served on the board. We plan to recruit American Indians, Latinos/Latinas and Southeast Asian Americans to the board in the near future.

Collaborative Partners: Nine of the twenty original organizing partners of the Community Circle Collaborative come from groups primarily representing interests of communities of color. A majority of the new groups recruited for the next round of community circles are culture specific or multicultural organizations. Partner and sponsor organizations include churches, non-profits, human rights commissions, neighborhood and block groups, youth groups, schools and school districts, housing organizations, child care and parent support groups, chambers of commerce, union locals, university groups, voter organizations, community centers and community councils, and Mayors offices. Although there is a reasonably good demographic and geographic balance of sponsors, the next round of conversations will include better representation of the outer suburbs, the business community, recent immigrants, students and Saint Paul area communities. Public officials will also be invited to participate in the circles.

Who will be involved in carrying out the plans outlined in this request? What are the qualifications of the key individuals involved?

Two individuals staff EHEP: a full-time executive director and a part-time student intern. EHEP has been resourceful in retaining interns and research assistants from the Center for Urban Affairs at the University of Minnesota, the University of St. Thomas and the Higher Education Consortium for Urban Affairs. Occasionally part-time and temporary staff has also been retained. Use of consultants and "pro bono" services has also augmented the ability of EHEP to carry out its mission. Most important are in-kind staff and volunteer resources that have been provided by partner organizations. EHEP also has a fiscal service agreement with MICAH to assure that all financial responsibilities are carried out.

Dick Little is the Executive Director, and is responsible for all aspects of the organization and project: organizing, coalition building, administration and community education. He has an extensive background in housing, education, race relations, and use of study circles. For 20 years he was a planning and housing official with the U.S. Department of Housing and Urban Development. More recently he has been a research associate with the International Institute for Interracial Action (INTER-RACE) at Augsburg College, a technical assistant with the Minnesota Community Policing Institute, a member of the planning team for the City of New Orleans Empowerment Zone and Enterprise Community program, and a consultant to the Minneapolis Public Schools. He has also been active as policy chair, parent representative on the site leadership council, and co-founder of the foundation at Ramsey International Fine Arts School in Minneapolis. He is in his tenth year serving as a mayoral appointee on the Minneapolis Planning Commission, and has a graduate degree in urban planning. He also serves on the boards of several non-profit organizations including the Metropolitan Interfaith Council for Affordable Housing and the Minneapolis Initiative Against Racism.

Kesha Tanabe is a senior in political science and sociology with a concentration in race and gender issues at the University of St. Thomas. She has significant experience in dealing with multicultural diversity issues. She is a board member of Asian Students in Action and an active member of a multi-racial student coalition (Hispanic-African American-Native American-Asian Pacific American Students at the University of St. Thomas) and the Japanese American Citizens League, Twin Cities Chapter. She is also involved in developing a new organization, the National Asian Pacific American Women's Forum.

DESCRIPTION OF REQUEST

EHEP is requesting \$15,000 operating support from the St. Paul Companies to help meet our 1998 organizational budget requirements essential to our ability to drive the community circle project and to carry out our commitment to promote the successful development of inclusive communities and schools.

How does it fit within The St. Paul's guidelines?

EHEP is committed to expanding access to quality education for students of all races, ethnicities and cultural and socio-economic backgrounds and to increasing low-income housing opportunities throughout the metropolitan area. Our method is a model of collaboration and information-sharing among multiple nonprofit and community-based groups. The grassroots sponsored and paired community circles can also serve to inform the agendas and build the capacities of their non-profit sponsors to become more inclusive and to achieve important diversity objectives for their organizations and for the larger community.

What are the goals, objectives, and activities/strategies involved in this request? What is your time-line?

We propose to continue and expand our current work on three fronts:

- Supporting and linking existing coalitions that are working on the related issues of housing, education and segregation,
- Solidifying a broad-based coalition that can advocate for racially, culturally, and economically inclusive/integrated schools and housing throughout the metropolitan area, and
- Sponsoring informed public conversations that will advance the understanding and promotion of inclusive communities.

Each of these elements reinforces the others.

The informed conversations are critical. The issues of residential and school segregation have become increasingly polarized and complex. There is a palpable sense of ambivalence about what to do about segregation, as both past and present strategies seem inadequate, flawed, or even misdirected. Our first two years of work have given us a deep appreciation of this confusion, and have convinced us of the necessity for widespread and well-informed public conversations – across racial and economic boundaries – about these issues. Without such conversations, we fear the silence and ambivalence – to say nothing of poor public policy and lack of leadership – will continue.

The partnership and coalition-building is also important. The discussions and research we have undertaken so far have convinced us that building a single coalition that can advocate for more integrated schools and communities in the Twin Cities will be challenging and slow-going. We have begun to lay the foundation for such a coalition, however – by working within existing coalitions, by listening closely to grassroots and mainstream community leaders and citizens, and by educating each other about the realities and options facing us and discovering shared ground – and will work to solidify this foundation over the next year.

During this next year we plan to move from conversation to action. As we have found already, once participants have the information and tools they need to delve into these issues, there is a desire to act. The challenge over the next year will be to develop action and service opportunities, connect citizens to partner organizations working for change, and “move the community” to make needed legislative and administrative changes.

Our time-line for accomplishing the second round of public conversations and, in the process, building a stronger link between housing, education and various community organizations runs through the end of 1998. It includes actions already taken as well as to be taken, including:

- completing the evaluation of the first round of discussions
- completing the report and sharing the results of the first round of discussions
- recruiting new partners
- conducting study circle training workshops for facilitators and organizers
- negotiating commitments and pledge agreements among partners
- updating research and completing the revised discussion guide
- holding a “kick off” event for round two
- conducting and supporting the community circle conversations
- holding an action forum to look at promising practices and connect citizens to action opportunities
- conducting a Citizens Summit with support from the Minnesota Meeting and Minnesota Public Radio
- using the results to set forth an agenda for 1999

Parallel and complementary activities in the Fall of 1998 will involve EHEP as a principal co-sponsor. Examples include the MICAH fair housing theatre performances, “Like Waters Rolling Down,” and the conference on “Building Inclusive Communities” for metro area municipal officials to be co-sponsored with the Minnesota Fair Housing Center.

There is a wide range of groups and individuals in the Twin Cities metro area with a potential stake in the cause of inclusive and integrated communities and schools. These groups all have different interests and different understandings of what inclusion/integration means for them. We have found that while many of them agree on the importance of linking school desegregation/integration with the broader issue of housing, few actively connect these two issues in their work or in their recruitment of additional coalition members. We have begun connecting and collaborating with many such groups in our first few years. We propose to expand the Community Circle Collaborative by focusing on faith communities, elected officials (legislators, school boards, city councils, mayors, county boards), neighborhood groups, youth and seniors, parent organizations, teacher and staff groups, professional education programs, fair housing and housing advocacy groups, labor unions, business organizations, civic groups, civil rights organizations, human rights commissions, libraries, the media, and others. A labor-intensive effort is required to attract the participation of these groups in ways that are appropriate to their interests and capacities. We will also expand the conversations to make connections to other important related issues, including jobs, economic development, transit, growth management and public safety.

How does your request help to achieve those objectives?

Your support of our request will help us to pay for staff and operating costs essential to advancing the activities described in this proposal and to securing and leveraging the support and participation of the numerous partners required to fulfill the goals and objectives described in our proposal.

Describe your community and how you work with others.

Noted in previous sections.

What is the systemic or social change you are trying to achieve?

The removal of systemic barriers to racial and economic integration in communities, schools and housing, and to equitable access to resources and opportunities in education, housing and jobs by all citizens regardless of race, ethnicity or income.

Problem statement: What problems, needs or issues does your request address?

It is apparent that we in this metropolitan community do not know how to talk about race and class and are fearful of honest discourse, thus making public conversation about the possibilities for inclusive and integrated communities rare. If and when conversations do occur, they are usually superficial, divisive, poorly informed, not conducted on a systematic or sustained basis or include too few individuals and groups. We believe these adverse conditions imperil the chances of building inclusive and integrated communities in the Twin Cities metropolitan area.

The principal danger is that public discourse is fast settling into simplistic, distorted polarities – neighborhood schools versus forced busing, quality education versus desegregation, core cities versus suburbs, “haves versus have-nots,” and, of course, whites versus people of color (especially African-Americans). A climate of public opinion poisoned by these divisions inevitably limits what policy makers (and, as we’ve found in our initial discussions, advocates and community leaders as well) feel they are able to do; we speculate that this climate even limits what judges feel they are able to do. In the current environment, the issues are captured by the most extreme and negative voices, which are then amplified by the media. The public sits and listens. Few want to get involved, because of the fear of getting burned in the heated controversy or because of the not-unreasonable judgment that little will be accomplished under these conditions.

There is a need to involve many groups and the broader public in civil, informed conversations about the possibilities for inclusive/integrated communities. There is also a need to expand the serious discussion of these issues beyond the courtrooms and the academic halls. As many people as possible in our community should be participating in the conversation about this issue. The discourse should not be limited to the invectives of “talk radio,” the well-intentioned opinions of newspaper editorials, the sociological jargon of academia or the legal technicalities of the court.

We have no illusions that all people will be persuaded, or that all will be willing to participate. There are, after all, real conflicts of interest and conflicts of values (integration has too often been framed in terms of assimilation). These conflicts will not be resolved by talk alone. But without a concerted effort to bring people together for informed and civil conversations, the most extreme voices will continue to frame the issue. Public-spirited conversation will be drowned out by shrill debate; our common interests and values will get lost in the sea of opposition and conflict.

EVALUATION

Our plan for evaluating the success of our project and organization’s work:

We intend to measure success in tangible ways. We have already used surveys and focus groups to evaluate the first round of community circle discussions. We are and will continue to track specific data about the process and results. Measures of success include the breadth and depth of participation in the study circles by local and regional citizens. Breadth and depth means diversity of participants in terms of perspectives and viewpoints, race and ethnicity, place of residence, age and generation, family status and economic status. It also includes locations and numbers of participants and conversations. The project’s impact will also be measured by the extent that our process and findings and recommendations are considered and incorporated by stakeholder and sponsor organizations and by public bodies, such as the State Legislature in its next legislative agenda. Another important measure will be the number of new participants who become involved in the work of one of the participating non-profit organizations as one way of moving from discussion to action.

Who will be involved in evaluating this work?

The EHEP board and staff and the organizations that participate in the Community Circle Collaborative will continue to be involved in evaluating this project.

How will the evaluation results be used?

The results of the first round of community circle conversations are being used to plan the second round of conversations. The results of the second round will be used to define the subsequent strategies for moving toward achievement of EHEP’s and the Collaborative’s goals and objectives.

Community Investment Fund Proposal to the United Way of the Saint Paul Area

October 30, 1998

Information about our Organization

Organization: Education & Housing Equity Project

Contact Person: Dick Little, Executive Director
(612) 330-1505

Volunteer Leaders:

EHEP Board Members: Those board members living or working in the East Metro Area who will be actively involved in our proposed project include Mathew Little (long-time civil rights leader in Minnesota and resident in Maplewood), Cris Toffolo (University of St. Thomas, co-founder of Teachers Against Racism, and resident of St. Paul), Jerry Timian (Director of First Call for Help of the United Way of the Saint Paul Area), Hope Melton (Ramsey County Prevention Coordinator), Keith Hardy (resident of New Brighton and manager with Supervalu, Inc.) and Joy Sorensen Navarre (resident in St. Paul's West Side neighborhood and Director of MICAHA, the Metropolitan Interfaith Council on Affordable Housing). A complete roster of EHEP board members is available upon request.

Project Partners: Groups in the Greater Saint Paul area that are committing to be sponsors and resource partners in our project so far include NEMCAH (the Northeast Metro Council for Affordable Housing), the East Metro Women's Consortium, RAP (Ramsey Action Program), the Saint Paul Area Council of Churches, and CommonBond Communities. The Society for Professionals in Dispute Resolution and the Minnesota Facilitators Network, either based in St. Paul or having members in the St. Paul area, are also project partners. The major housing and education partners we will be working with in identifying and reaching East Metro communities and "grassroots" groups include MICAHA (the Metropolitan Interfaith Council on Affordable Housing), MMEP (Minnesota Minority Education Partnership) and the Urban Coalition. School districts, district planning and neighborhood councils, human rights commissions local chapters of the League of Women Voters and various youth groups are examples of the kind of organizations that are joining this project. We are also an invited member of the planning group convened by the Wilder Foundation for the 1999 *Cities at Work* Forum series - our project may provide the parallel study circles track being considered as part of the forum planning (theme: *how can we build bridge differences in our communities as we work together to create healthy, vibrant communities*). We are continually recruiting additional organizations and volunteers, particularly communities of color and outer ring suburban residents, to serve as organizing partners, sponsors/convenors, facilitators, scribes, discussion participants and evaluators. Many of these will be United Way funded agencies, such as the Hmong American Partnership, the Neighborhood House (Jane Addams School) and CLUES. Full list of project partners is available upon request.

Organization Mission: EHEP's mission is to be a catalyst to build broad-based partnerships and coalitions to engage the community in public discussions, education and advocacy for promoting racially and economically inclusive communities that give families of all incomes, races and ethnic backgrounds access to quality education and affordable housing throughout the metropolitan area.

Annual Budget: The organization's overall budget is approximately \$61,000 for 1998, and \$95,000 for 1999. Financial support for 1998 is presently at \$56,000. Current operating support comes from the Otto Bremer Foundation, the Saint Paul Companies and the Star Tribune. We are seeking additional support from the Grotto Foundation in 1999. EHEP's detailed budget is available upon request.

Status of Organization: EHEP was incorporated and achieved status as a 501(c)3 non-profit organization in 1996.

Information about our proposed project

Purpose: To implement a community circles project that engages citizens from all walks of life in conversations focusing on the challenges of housing, education, segregation and equality of opportunity in the Twin Cities metropolitan area. Community Circles of 5 to 15 participants, meeting for 5 sessions of two hours each will address two principal questions:

1. What are the impacts of existing patterns of residential, economic and racial segregation on the educational achievement and life opportunities of Twin Cities area children and families?
2. What can or should we do, as individuals and as a community, to enhance the educational, housing and economic opportunities of *all* children and adults in the Twin Cities area?

Particular emphasis is given to the connection between fair and affordable housing opportunities and educational achievement in public schools.

Activities: The major activity in this project will be the community-based and community-paired circle discussions, supported by experienced facilitators, a well-researched discussion guide using a model discussion process, sponsor organizations convening the circles and/or supplying meeting spaces and supporting services, and scribes to record and report the major results of the discussions. To the extent possible, the community circle project will be connected to other related community activities, such as MICAH's fair housing theatre events and MMEP's issue forums. The community circles will be preceded by a "kick-off" event, and followed by a Citizens Summit that will bring participants together with community leaders, public officials and the media, and an Action Forum that will connect participants with promising practices and action opportunities. A report that synthesizes the findings, conclusions and recommendations of the circles will also be prepared.

We are requesting the Community Initiatives Fund to support strategies for securing the participation of communities of color and low income citizens in the community circles and action forums. The conversations will not be successful if they do not include diverse voices and participants from diverse backgrounds. We propose that funds be used to contract with and compensate culturally competent community consultants and organizers who are connected with organizations that include African Americans, Southeast Asian Americans, Latinos and American Indians as their principal constituencies in the Saint Paul and East Metro area. The community consultants/ organizers will assist the project in recruiting sponsors, facilitators, discussion participants and scribes from communities of color and low-income communities, communicating with the media and assuring that the project uses inclusive participation practices.

In-kind support will come from the many partners who sponsor or convene the community circles (our participation agreement will include such provisions as childcare and transportation). Interpretive services will be sought for the concluding action forum and citizens summit. These activities and others suggested by our consultants and partners will help reduce barriers to participation.

Project Budget:

Funds requested from CIF: \$5,000 to procure the services of several multi-cultural/culture-specific community consultants/organizers/recruiters for the community circles. Identification and selection of these individuals, as well as hours worked and rate of pay, will be determined with the assistance of our multicultural partners. The time period for their services will run from December 1998 through January, possibly through April 1999. CIF funding will be used to leverage additional financial and in-kind support.

In-kind contributions: Conservatively estimated to be \$15,000 in 1999 based on our documented in-kind support for the community circles held in 1997. Our national partner, the Study Circles Resource Center, the facilitator organizations and resource partners (30 groups) consulted in the development of the discussion guide have already contributed or committed an estimated \$15,000 of in-kind support in 1998.

Other revenues and funding services specific to this project: The First Universalist Foundation has expressed strong interest in supporting two major training events for sponsors and facilitators: an all-day workshop on institutional racism to be provided by the Minnesota Churches Anti-Racism Initiative (Jim and Nadine Addington) and a half-day workshop on cross-cultural communications provided by Intercultural Workshops, Inc. (Karima Bushnell). The Citizens Summit to be co-sponsored with the Minnesota Meeting and Minnesota Public Radio is funded by the Saint Paul and Minneapolis Foundations. Saint Paul based HECUA (the Higher Education Consortium for Urban Affairs) is providing intern support. We are presently looking for a funder or organization that will help print copies of the discussion guide, which was completed in October.

Time period of project: The community circles will begin with "kick-off" events scheduled for January 20 and 21, 1999. One of these will be held in the East Metro/St. Paul area. Community circle discussions will take place between the last week in January and the second week in March 1999. The action forum and Citizens Summit will take place in April. Partnership building and organizing activities are underway. Recruiting of the circle participants and an information workshop for committed and potential sponsors will take place in December 1998. We have at least one of

the diversity consultants tentatively lined up and are talking with our collaborating partners about identifying and securing additional consultant/organizers/recruiters, should our grant proposal be approved.

Location: Discussions will take place at sites and in communities throughout the metropolitan area, with at least half of the sites, sponsors and circle discussions located in Saint Paul and the East Metro area. Local volunteers and sponsors will determine the locations. **CIF funds will be targeted to St. Paul and East Metro participation.**

How the project was planned and who was involved in the planning: The community circles project has been developed by the Community Circles Collaborative, a partnership of multiculturally diverse organizations and individuals with EHEP serving as the lead partner. See lists of partners and contributors (available upon request).

How the project relates to CIF goals:

1. *Increase a sense of community among individuals participating in the project:* The community circles are designed to do just this – experience has shown from the 1997 round of conversations and from study circle experiences around the country that new relationships and connections between citizens get formed that carry into community activities and action projects after the community circle discussions have been completed.
2. *Help individuals or groups make more effective decisions or help them solve their problems:* Again, this is one of the principal reasons for the community circle discussion process. Community Circles model a process public discovery and deliberation of difficult and complicated issues facing the community and a means of seeking common ground on important public policy issues. Each discussion is tailored and “owned” by the participants.
3. *Expand individual involvement within their group or communities and between groups:* Circle discussions may be tailored to the specific communities participating in the discussion. The process promotes “Ownership” of the discussions and outcomes. The discussion guide and facilitator training are also designed to move the discussions to informed action. Participants will review and discuss promising practices and action opportunities in the final session or sessions of the community circles. The action forum, Citizens Summit and report to the community will also reinforce opportunities and commitments to further involvement.
4. *Increase leadership skills of individuals in the community:* Participation in civic dialogue through community circles has proven to be a valuable training ground for helping citizens find their voice and for developing democratic leadership skills and confidence and competence in exercising those skills. In our project, the Circles will also be a valuable tool and experience for increasing cross-cultural leadership and community skills essential to bridging differences and building inclusive communities.

Measures of Success:

The Community Circles Project has and will continue to measure success in tangible ways. Measures include:

- The breadth and depth of participation in the community circles in terms of geographic and jurisdictional coverage, numbers of participants and conversations, and in terms of diversity of participation/participants (faith perspectives, political viewpoints, race and ethnic/lingual heritage, age and generation, occupational and socio-economic status, household and family characteristics, and place of residence).
- The extent to which the findings, conclusions and ideas generated by the circle discussions are subsequently included in the agendas of state, metropolitan, local public, private and civic non-profit and community-based organizations and citizen initiatives, and publicly addressed by legislative arenas, such as the State Legislature (e.g., affordable housing legislation), and by the courts (e.g., the circle results could help to inform the mediation of the educational adequacy and equity lawsuits).
- Evidence that the community circle process is modeled in the way stakeholders and sponsor organizations engage in future problem-solving and community-building activities.
- Evidence of new cross-cultural collaborations, alliances and partnerships that result from the community conversations to develop a common vision and address issues of education, housing, racism and economic disparities in ways that recognize their importance to the health of the community as a whole.
- The number of community circle participants who subsequently become involved in an action organization or one of the promising initiatives identified by the circles as a way of moving from discussion to action.

Surveys, focus groups, and tracking of specific data about the process and results will be used to monitor and evaluate the project’s success. Partner organizations will be invited to participate in defining project success and shaping subsequent project initiatives.

**EDUCATION & HOUSING EQUITY PROJECT
'CHOICES FOR COMMUNITY'
COMMUNITY CIRCLES PROJECT
1997 REPORT**

During 1997, EHEP established the Community Circle Collaborative, a metro-wide dialogue project that engaged over 500 citizens from 35 different municipalities in informed public conversations focused on the challenges of school achievement, housing integration and racial/economic equity in the Twin Cities metropolitan area.

These discussions included:

- 1) Twenty-five 'community circles,' each composed of 5-20 participants meeting between three and six times (approximately two hours for each meeting) during the months of March through June. These circles were sponsored by a wide variety of organizations and were convened in central city, suburban and outlying communities. Approximately 25% of the 350 or so participants were people of color.
- 2) A Metropolitan Citizens Forum held at Macalester College Chapel in May moderated by George Latimer and Vivian Jenkins Nelsen, two noted facilitators and leaders on issues of race relations and segregation. Martha McCoy, director of the Study Circles Resource Center, offered a national commentary. 125 citizens and public community leaders, including representatives of community circles who shared the results of their circle deliberations attended the forum.
- 3) A set of town meetings in Minneapolis and St. Paul public schools in September held in conjunction with the National Summit on Race Relations and America's Public Schools and co-sponsored with the President's Commission on Race and the National Conference of Christians and Jews. Approximately 50 adults and youth participated in facilitated, nominal group discussions.

EHEP and its Community Circle Collaborative partners accomplished these dialogues through a sequence of organizing and supporting activities, including the following:

- 1) A sponsor kick-off event *Beyond Busing: A Metrowide Dialogue on the Challenges of Education and Housing Segregation* held in December 1996 at the St. Louis Park City Council Chambers. Over 100 citizens representing nearly as many organizations attended the forum, which introduced the project and provided an overview of the issues. The forum included presentations by 10 civic and government leaders. A sponsor's packet was provided to each participant. Following the forum, approximately 50 different groups (school districts, churches and synagogues, libraries, neighborhood councils, community-based non-profits, housing groups, human rights commissions, chambers of commerce and municipalities) signed pledges of participation, agreeing to sponsor or convene at least one community circle.

- 2) Publication of a newsletter "*Beyond Busing*" in January 1997 to draw attention to the project, announce upcoming activities, provide forms for sponsor, facilitator and participant sign-up, and to cover the "who, what, why, where, how and when" of the project. The newsletter was mailed out to approximately 500 interested individuals and organizations.
- 3) Facilitator training workshops held in February at Augsburg College. Approximately 85 people with backgrounds or experience in facilitating small groups were recruited and received training on the issues and process to be used in the community circles discussions. A team representing the lead partners of the Community Circle Collaborative delivered the training. A facilitator's packet was provided to each participant. Each volunteer moderator/facilitator signed a pledge of participation. Facilitators were subsequently matched with community circles convened by the sponsors. The Community Circle Collaborative worked with the Minnesota Facilitators Network to identify and recruit moderator/facilitators. In addition, many of the sponsor/conveners provided their own experienced facilitators. To facilitate communication between community circle study groups, e-mail services were offered to facilitators at no cost by the Twin Cities Free Net.
- 4) Research and preparation of an issues/discussion guide *Choices for Community: A Regional Conversation about the Challenges of Education, Housing and Segregation in the Twin Cities Metropolitan Area*. In the preparation of this document, the Education and Housing Equity Project was assisted by a review team representing the Collaborative; staff of the Study Circles Resource Center; a CURA-funded graduate intern from the Humphrey Institute of Public Affairs; and by noted journalist, editorial writer and playwright Syl Jones.
- 5) The Collaborative also produced a resource bibliography that includes over 125 publications and articles to help inform the public discussions. The Librarians for Social Responsibility offered to assist in making these resources available for community circle use at branch county libraries. In addition, the Collaborative supplied resource experts who were available to meet with community circles upon request. Community circle participants were also invited to local conferences and seminars, such as the Institute on Race and Poverty's Spring Conference on housing, education and persistent segregation, to augment their inquiry and knowledge of the issues they were discussing.
- 6) A concluding forum *Coming Together: A Regional Conversation on Schools, Housing and Segregation*, co-sponsored with the Macalester College Department of Urban Studies, the Study Circles Resource Center and the Minnesota Public Radio Civic Journalism Initiative (described above). This event brought together community circle representatives, interested citizens and invited community leaders to achieve a metro-wide conversation and share the results of the individual community conversations.

- 7) An evaluation survey of the community circle sponsors, facilitators, reporters and participants to learn what worked well and what needs to be changed before a second round of community conversations is held. All participating circles completed the survey, and a summary report of the results has been prepared. A focus group meeting with community circle representatives will be held in the near future.
- 8) A summary report of the community circles' findings, conclusions and recommendations to be made available for public distribution in early 1998. At the conclusion of their deliberations, the community circles submitted over 100 pages of reports. The substance of these reports, along with the results of the fall town meetings at Minneapolis and Saint Paul Schools, are being synthesized and integrated into a summary report. The final document will report on the substance of the conversations, but will also include a critique of the discussions and process recommendations for a second round of discussions and action steps in 1998.
- 9) Video and audio documentation of the project, which was provided by a community circle partner, the Minneapolis Neighborhood Revitalization Project.
- 10) The project network directory, which now includes over 1,000 participants and interested citizens.

The results of the community circle conversations are already being used and have had some impact on the Twin Cities civic community:

1. The Project was a major contributor to the winter 1997 edition of Wilder Foundation's *Community Matters*. The entire issue is devoted to "Race and Community." The Project has also received media coverage by:
 - The *Star Tribune of the Twin Cities*
 - The *U.S. News & World Report*
 - Minnesota Public Radio's Midday Program and (KNOW-FM) and National Public Radio's "All Things Considered."
 - Community Radio Station KFAI in Minneapolis
 - Minneapolis Community Television Network, Channel 34
 - A radio program of the Black Leadership Forum (Yvonne Scruggs) in Washington, D.C.
 - The National League of Cities in its Local Officials Guide *Governing Diverse Communities: A Focus on Race and Ethnic Relations*
 - The national newsletter of the Study Circles Resource Center
 - Several Twin Cities-based neighborhood and suburban newspapers

We have also received a request from NBC News for coverage of the second round of conversations in 1998. Our project will also be the subject of a major display at the Minneapolis Public Library in January and February 1998.

2. Project staff and participants were invited to be contributors to two other public conversations in September 1997: The Peoples Summit, broadcast by KTCA as part

of its Block by Block television series, and the Metropolitan Initiatives Forum, cosponsored by the Center for Neighborhood Technology, several Twin Cities foundations and the Citizens League.

3. Several new community-wide discussion initiatives have begun which are inspired by or modeled after the community circle discussions we initiated. One prominent example is the dialogue and action project begun by Interfaith Action, a social justice ministry of church congregations in the greater Minneapolis area. EHEP assisted them in convening metro interfaith forums on jobs, housing, sprawl, race and poverty. Their discussion guide and "issues map" are taken directly from the Community Circles project. The chief organizers, planners and resource speakers of the Interfaith Dialogues were participants, sponsors or facilitators in the Community Circles project. Partly in response to our initiative, education and segregation issues have been added to their agenda.
4. Following completion of the first round of community circle conversations, EHEP board members and staff, and community circle partners, were invited to:
 - Make presentations to the Minnesota Minority Education Partnership at its annual conference, and the West Metropolitan Education Program (consortium of nine suburban school districts and the Minneapolis school district) at one of its quarterly board/superintendent meetings;
 - Meet with and provide input to the mediation consulting team (CMI) for the NAACP v. State of Minnesota educational adequacy law suit;
 - Participate in updating the Minnesota Milestones measures for state and metropolitan outcomes in education, housing and multicultural diversity; and
 - Develop strategies at the Metropolitan Housing Summit cosponsored by the Metropolitan Interfaith Council on Affordable Housing.

EHEP staff and board members have also participated in and helped lead discussions at various conferences focusing on housing and education issues (e.g., the DFL Education Foundation's conference on closing the income gap and the Institute on Race and Poverty's conference on overcoming spatial barriers to welfare reform).

5. EHEP has been contacted by National Days of Dialogue to help promote conversations on race relations in the Twin Cities. The National Days of Dialogue on Race Relations is a coalition effort of national organizations to encourage and highlight dialogue on race relations during the week leading up to Martin Luther King Day. We have also been contacted by the St. Paul Pioneer Press to advise and assist them in establishing a series of community discussions that that would be tied to a newspaper series they will be running on welfare reform and poverty in the Twin Cities.

6. Some of the community circles continue to meet (e.g., the Golden Valley Circle sponsored by the Black History Month Committee of the Human Rights Commission, working with the Twin West Chamber of Commerce and Hopkins School District). EHEP is also monitoring action initiatives that spring from local community circles (e.g., churches getting involved in fair housing initiatives).
7. EHEP formally supported and helped develop MICAH's proposal to HUD for a Fair Housing Initiatives Grant. In the category of "education and outreach – reducing suburban tensions," MICAH was one of only five non-profits in the nation to receive funding. EHEP will be a collaborating partner in this project, which will use theatre as a vehicle for engaging the public in the issues we care about. Other community and congregational organizing groups (e.g., St. Paul Ecumenical Action Council) are approaching us about collaboration in 1998.
8. We have also received requests from local communities (e.g., Maplewood Human Rights Commission) and academic institutions (e.g., Twin Cities area seminaries' joint course on "Solving Urban Problems" and the Higher Education Consortium for Urban Affairs' Metro Urban Studies Term program) to use our discussion guide as part of their course curricula and community education and outreach initiatives.
9. Also as a result of our accomplishments in 1997, EHEP has been invited by the Minnesota Fair Housing Center to co-sponsor and provide technical assistance and policy direction in developing a comprehensive fair housing training conference for suburban planning officials in 1998.
10. The executive director of EHEP also met with the Chair of the Metropolitan Council, Curt Johnson, to discuss how the community circle project could be assisted by and infused into the work of the Council.

Our major thrust at the close of 1997 is to plan and organize a second round of community circle conversations and forums in 1998. This round will be built on the results of the first round. The circle discussions will culminate with a Citizens Summit co-sponsored with the Minnesota Meeting and the Minnesota Public Radio Civic Journalism Initiative, and a public action agenda for 1999.



H.B. Fuller Company
World Headquarters

1200 Willow Lake Boulevard
St. Paul, Minnesota 55110-5132
Office: (651) 236-5900
FAX: (651) 236-5898

Correspondence to:
P.O. Box 64683
St. Paul, Minnesota 55164-0683

Dear Friend:

As requested, enclosed is a copy of the H.B. Fuller Company Community Affairs annual report and guidelines.

Please review the materials carefully to see if your organization and programs fit within the Foundation's guidelines and contributions focus area. In order to have your proposal presented to the contributions committee, we must receive the information before the 1999 deadlines: **June 1 and October 15.**

A Minnesota Common Grant Application is enclosed for your convenience.

Thank you for your interest in the H.B. Fuller Company Foundation.

Cordially,

Karen P. Muller
Executive Director



H.B. Fuller Company Foundation

1200 Willow Lake Boulevard
St. Paul, Minnesota 55110-5132
(612) 236-5217
FAX: (612) 236-5165

Correspondence to:
P.O. Box 64683
St. Paul, Minnesota 55164-0683

H.B. FULLER COMPANY AND FOUNDATION GRANT GUIDELINES AND APPLICATION INFORMATION

H.B. Fuller Company through its contributions program is committed to building strong communities that create economic and educational opportunities for children and their families. Recognizing that healthy families and nurturing communities are necessary in order to create a healthy environment for young people, priorities within each contribution category include:

ARTS AND HUMANITIES
Organizations and programs which actively involve youth in the creative arts. Programs primarily directed at providing access for youth to performances will not be a high priority. H.B. Fuller contributions program does provide limited support to a number of the principal arts and humanities organizations in the company's corporate headquarters.
COMMUNITY DEVELOPMENT
Programs which help families and their community to provide economically for their children. Local leadership and democratic processes that empower people to act on their own behalf are important elements that will be given priority.
EDUCATION
Programs for economically disadvantaged youth that provide the basics in literacy and vocational training. Programs that include citizenship development and volunteer community service components will receive priority. The Foundation uses the Matching Gifts to Education Program as the principal means of addressing the financial needs of accredited educational institutions.
ENVIRONMENT
Local neighborhood-organized programs to improve the environment and preserve natural resources which involve youth.
HEALTH AND HUMAN SERVICES
Programs that provide activities for disadvantaged children and youth, engaging adults as active volunteer participants in the development of healthy, nurtured children and youth. Community-based health initiatives for disadvantaged youth that provide basic preventive health services not covered by third party reimbursement mechanisms.

GENERAL PRIORITIES WHICH GUIDE DECISION MAKING:

- Contributions will be made only to tax-exempt (501(c)3) organizations. Organizations incorporated in countries other than the United States must qualify for tax exempt status according to United States tax regulations and comply with national and/or state charity laws.
- Grants will be made to organizations serving the communities where H.B. Fuller Company has its operations. Since most Fuller operations are located in urban areas, urban programs will be given priority.
- Generally, the company will make contributions directly to organizations in the countries where services are provided rather than through multi-national or U.S.-based intermediaries.
- H.B. Fuller Company will not provide contributions to programs that appear to be the responsibility of governments unless the program is a community-based effort directed at improving the delivery of government funded services.

(CONTINUED)

- Currently requests for capital campaigns and endowments will not be considered.
- Only local Community Affairs Councils make contributions for fund-raisers and ticket purchases when there is employee involvement.

H.B. FULLER WILL NOT MAKE GRANTS TO SUPPORT:

- Individuals
- Religious, fraternal or veterans' organizations except for programs that offer direct benefit to the broader community.
- Political/Lobbying organizations
- Travel
- Basic or applied research
- Disease specific organizations
- Courtesy or public service advertisements

APPLICATION INFORMATION:

H.B. Fuller Company and its foundation use the Minnesota Common Grant Application that is attached or may be requested from the foundation office.

The H.B. Fuller Company Foundation is the central contact point for new grant applicants. Initial inquiries may be made by telephone or mail. The foundation currently makes grants primarily to projects and organizations providing services in the United States. Nonprofit organizations incorporated in the United States to provide services in other countries should contact the foundation office directly.

H.B. Fuller has employee-managed community affairs councils at most locations in Canada, the United States, Europe, Latin America and Asia. These councils make decisions for all requests from local organizations providing services in their plant communities and encourage employee volunteer service. Employees are encouraged to convey needs of such organizations to the community affairs councils at their location. Additionally, councils welcome suggestions from organizations for potential service projects that will expand the company's participation in community issues.

Applications for support from the H.B. Fuller Company Foundation are reviewed three times a year. Proposals must be postmarked by the deadline dates of February 13, June 3 and October 15 for 1998. Community affairs councils meet monthly and review proposals as they are received. Contribution requests are not accepted over the phone. All requests must be in writing. **Do not send videos.** It is important to note that the invitation to submit an application does not guarantee that a grant will be made.

Application forms are available upon request from:

H.B. Fuller Company Foundation
1200 Willow Lake Blvd.
P.O. Box 64683
St. Paul, MN 55164-0683
(612)236-5217

Note for Minnesota Grant Applicants:

The H.B. Fuller Company and Foundation guidelines attached attempt to describe our grants priorities **worldwide**. By necessity they must be broad enough to accommodate the realities of many of our international operations communities.

However, for Minnesota, the Foundation will only consider grant applications for organizations or programs which are **directly** serving children and youth, or grant applications from previous grantees.

If your program is family focused, or the clients you serve in your program are adults, we will not be able to consider your proposal this year.

G:FDN\GUIDE

Minnesota Common Grant Application Form

COVER SHEET

(You may reproduce this form on your computer)

Date of Application: _____

ORGANIZATION INFORMATION

Legal Name of Organization

Address

City, State, Zip

Telephone

FAX

Individuals Responsible:

Name of top paid staff

Title

Direct dial Phone #

Contact person (if different from top paid staff)

Title

Direct dial Phone #

Organization Description: (2-3 sentences)

Is your organization an IRS 501(c)(3) not-for-profit? _____ YES _____ NO

If no, is your organization a public agency/unit of government
or religious institution: _____ YES _____ NO

If no, name of fiscal agent (fiscal sponsor) _____

AMOUNT AND TYPE OF SUPPORT REQUESTED

The dollar amount being requested: _____ \$ _____

Funds are being requested for (make sure the funder provides the type of support you are requesting, then check the appropriate line)

_____ general operating support

_____ capital

_____ Other: _____

_____ project support

_____ endowment

_____ start-up costs

_____ technical assistance

If a project, give project duration

_____ Month _____ Year

to _____ Month _____ Year

If operating support, fiscal year:

_____ Month _____ Year

to _____ Month _____ Year

BUDGET

Total annual organization budget: _____ \$ _____

Total project budget (for support other than general operating). _____ \$ _____

PROPOSAL SUMMARY

(If operating or start-up support, relate to the organization. If project and other support, relate to the project.)

Project name(if applying for project support): _____

Please give a 2-3 sentence summary of the request:

Geographic area served:

Population Served:

AUTHORIZATION

Name of top paid staff and/or Board Chair (type): _____

Signature _____

Minnesota Common Grant Application Form

PROPOSAL NARRATIVE

Please provide the following information in narrative form in this order. Five to seven pages or less is recommended excluding attachments. (Be sure to include a cover letter which introduces your organization and proposal and makes a strategic link between your proposal and the mission and grantmaking interest of each funder to whom you apply.)

A. ORGANIZATIONAL INFORMATION

1. Brief summary of organization history.
2. Brief summary of organization mission and goals.
3. Description of current programs, activities, service statistics, and strengths/accomplishments.
4. Your organization's relationship with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.
5. Number of board members, full time paid staff, part-time paid staff, and volunteers.

B. PURPOSE OF GRANT

1. Situation

- The *situation*---opportunity, problem, issue, need, and the community---that your proposal addresses.
- *How* that focus was determined.
- *Who* was involved in that decision-making process.

2. Specific activities

- *Specific activities* for which you seek funding.
- *Who* will carry out those activities. (If individuals are known, describe qualifications.)
- Your overall goal(s).
- Specific objectives or ways in which you will meet the goal(s).
- Actions that will accomplish your objectives.
- Time frame in which all this will take place.

3. Impact of activities

- How the proposed activities will benefit the community in which they will occur, being as clear as you can about the *impact* you expect to have.
- Long-term strategies (if applicable) for sustaining this effort.

C. EVALUATION

1. How will you measure the effectiveness of your activities.
2. Your criteria (measurable, if possible) for a successful program and the results you expect to have achieved by the end of the funding period.
3. Who will be involved in evaluating this work (staff, board, constituents, community, consultants).
4. How will evaluations be used.

ATTACHMENTS

Be sure to check each funders guidelines. Generally the following is required

1. Finances

- Financial statements from your most recently completed fiscal year, whether audited or unaudited.
- Organization and/or Project Budget (see attached form)
- List names of corporations and foundations that you are soliciting for funding, with dollar amounts, indicating which sources are committed, pending, or anticipated.

2. Other Supporting Materials

- List of board members and their affiliations.
- One-paragraph description of key staff, including qualifications relevant to the specific request.
- A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt status.

Minnesota Common Grant Application Form

BUDGET

(You may reproduce this form on your computer.)

If you already prepare organization and project budgets that contain this information, please feel free to submit them in their original forms. For project proposals, most grantmakers will request both organization and project budgets.

Check which budget(s) are included: _____ Organization Budget _____ Project Budget

Budget for the period: _____ to _____

INCOME		EXPENSE		
<u>Source</u>	<u>Amount</u>	<u>Item</u>	<u>Amount</u>	<u>% FT/PT</u>
<u>Support</u>				
Government grants & contracts	\$	Salaries & wages (for project budgets breakdown by individual position and indicate full or part time)	\$	
Foundations	\$		\$	
Corporations	\$		\$	
United Way or other federated campaigns	\$		\$	
Individual contributions	\$		\$	
Fundraising events & products	\$	Subtotal	\$	%
Membership income	\$	Insurance benefits & other related taxes	\$	
In-kind support	\$	Consultants & professional fees	\$	
		Travel	\$	
<u>Revenue</u>		Equipment	\$	
Earned Income	\$	Supplies	\$	
Other (specify)	\$	Printing & copying	\$	
	\$	Telephone & fax	\$	
	\$	Postage & delivery	\$	
	\$	Rent & utilities	\$	
	\$	In-kind expenses	\$	
	\$	Other (specify)	\$	
	\$		\$	
	\$		\$	
Total Income	\$	Total Expense	\$	
		Difference (Income less expense)	\$	

EDUCATION & HOUSING EQUITY PROJECT

August 25, 1998

Ms. Carol Berde
The McKnight Foundation
600 TCF Tower
121 South Eighth Street
Minneapolis MN 55402

Dear Ms. Berde:

Please accept this letter of inquiry on behalf of the Education & Housing Equity Project. Our proposal to The McKnight Foundation requests support to continue and expand our current work on three fronts: (1) supporting and linking existing coalitions that are working on the related issues of housing & education, particularly as they relate to residential and school segregation; (2) solidifying a broad-based coalition that can advocate for racially and economically integrated schools and housing throughout the metropolitan area; and (3) sponsoring informed public conversations and education about these issues. We would like to request \$50,000 over a two-year period.

History & Mission

The Education & Housing Equity Project (EHEP) was created in early 1995 by a group of education and housing advocates who shared a belief in the pressing need to link the issue of school desegregation/integration with the broader issue of segregated housing and neighborhoods. The organization's mission is to act as a catalyst to build broad-based coalitions and engage the community in public discussions and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and ethnicities access to schools and housing throughout the metropolitan area.

EHEP pursues its mission through a three-part strategy:

- (1) Coalition building and advocacy;
- (2) Community education and public dialogue; and
- (3) Assisting communities in becoming more inclusive and integrated.

Activities & Accomplishments

In its first year, EHEP was awarded a start-up grant to develop the organization and hired part-time staff in late 1995. Since that time, EHEP has worked to develop itself as an organization (including obtaining 501(c)(3) status and beginning a process of strategic planning) and collaborated with other organizations and individuals to determine the best strategies for making progress on these issues that are as complex and daunting as they are immediate.

With staff time limited to a part-time Coordinator's position, EHEP has been involved in the following activities and accomplished the following over the past eight months:

Coalition building. EHEP has spent its first year in numerous dialogues and collaborations. These have led to several specific coalition projects as well as a fuller understanding of the need for an organization that can link these two issues - housing and education - and help develop the desperately needed consensus and leadership to move forward. After two months of one-on-one

interviews with a broad range of community leaders and experts in the fields of housing, education, anti-racism, and metropolitan stability, EHEP brought together over 30 organizations to begin the process of building a broad-based coalition that can work on these combined issues. EHEP has also helped expand the base and scope of existing coalitions by connecting the coalitions with related organizations and encouraging the linkage of housing and schools issues in their work. It has worked with a coalition focused on the re-drafting of the State Board of Education's desegregation rule, for example, and linked that school issue with broader issues of housing segregation and metropolitan stability. Similarly, it has encouraged a coalition working on a fair housing testing campaign in suburban Hennepin to frame this issue in the context of schools and broader life opportunities, too.

Community education & dialogue. In February 1996, EHEP partnered with the Minneapolis Initiative Against Racism, the Minnesota Minority Education Partnership, and the Minnesota Fair Housing Center to create the Community Circle Collaborative (CCC), a metro-wide dialogue project in which at least 200 people from all walks of life will join together - 5-15 at a time - in study circles held throughout the metro area to discuss the question: "How does racial and economic segregation of housing affect educational achievement and life opportunities?" The CCC is now a broad-based collaboration of community-based organizations, public staff and officials, and individuals working in a variety of fields, including anti-racism, housing, education, social justice, religion, law, and social research. The growing list of partners includes: the Minneapolis Initiative Against Racism; Mayor Sharon Sayles Belton; Toward Tomorrow Together (a St. Paul area anti-racism coalition); the Wilder Foundation; the St. Paul Dept. of Human Rights; the MN Churches Anti-Racism Initiative (of the MN Council of Churches, the Greater Minneapolis Council of Churches, and St. Paul Area Council of Churches); the Metropolitan Interfaith Council on Affordable Housing (MICAH); the Suburban Hennepin Anti-Racism Coalition; and the Institute on Race & Poverty. The Collaboration is chaired by Dr. Josie R. Johnson.

Need

Public discussion about the possibilities for inclusive and integrated communities is rare, usually divisive and poorly informed, not conducted on a systematic or sustained basis, and with too few groups and individuals involved. We believe these adverse conditions imperil the chances of building inclusive and integrated communities in the Twin Cities metropolitan area.

The principal danger is that public discourse is fast settling into simplistic, distorted polarities - neighborhood schools versus forced busing, quality education versus desegregation, core cities versus suburbs, rich versus poor and, of course, whites versus people of color (especially African-Americans). A climate of public opinion poisoned by these divisions inevitably limits what policy makers (and, as we've found in our initial discussions, advocates and community leaders as well) feel they are able to do; we speculate that this climate even limits what judges feel *they* are able to do. In the current environment, the issues are captured by the most extreme and negative voices, which are then amplified by the media. The public sits and listens. Few want to get involved, because of the fear of getting burned in the heated controversy and because of the not-unreasonable judgment that little will be accomplished under these conditions.

There is a need to involve many groups and the broader public in civil, informed conversations about the possibilities for integrated communities. There is a need to expand the serious discussion of these issues beyond the courtrooms and the academic halls. As many people as possible in our community should be participating in the conversation about this issue. The

discourse should not be limited to the invectives of "talk radio," the well-intentioned opinions of newspaper editorials, the sociological jargon of academia or the legal technicalities of the court.

The issue is developing rapidly. The question is who will be involved in the public discourse, and how will that discourse be framed. Unfortunately, past experience shows that these issues are easily polarized - and stay polarized. We believe that this familiar yet unfortunate outcome can be averted by organizing a wide range of groups that have a potential stake in integration, by engaging broad-based public participation in informed conversations about what segregation and integration involves and by offering assistance to communities as they seek to become better integrated.

Our Project

In response to this need and based on the experience and information we have gathered over the past year, we propose to continue and expand our work in coalition building and public education. We want to take the public discussion about racial and economic segregation and integration to neighborhood centers, public libraries, school buildings, places of business, living rooms, and backyards - the places where ordinary people live their lives and where the real task of building inclusive communities is going to take place. We wish to encourage and inform public conversations that will help lead people to support the principle of integrated communities and to support efforts to move toward that goal. This organization seeks to educate the public - that is, to lead people to a more informed, effective understanding of the effects of segregation, why integration is important, and how it can be accomplished. Through this process, we hope that people can understand the value of integration for themselves and other people, as well as society as a whole.

We have no illusions that all people will be persuaded, or that all will be willing to participate. There are, after all, real conflicts of interest and conflicts of values. These will not be dissolved by a little talk. But without the effort to bring people together for informed and civil conversations, the most extreme voices will be free to frame the issue. Public-spirited conversation will be drowned out by shrill debate; our common interests and values will get lost in the sea of opposition and conflict.

We propose to continue and expand our current work on three fronts: (1) supporting and linking existing coalitions that are working on these related issues, (2) solidifying a broad-based coalition that can advocate for racially and economically integrated schools and housing throughout the metropolitan area, and (3) sponsoring informed public conversations that will advance the understanding and promotion of inclusive communities. Each of these elements reinforces the others.

(1) Supporting and linking existing coalitions and organizations. There are a wide range of groups and individuals in the Twin Cities metro area with a potential stake in the cause of inclusive and integrated communities and schools. We have begun connecting and collaborating with many such groups in our first year, and believe much can be accomplished simply by helping to support and expand existing coalitions that already focus on housing and school issues, but do not necessarily link those two issues together in their work. We propose to continue our coalition-building efforts by focusing on faith communities, elected officials (legislators, school boards, city councils, mayors, county boards), neighborhood groups, parent organizations, teacher and staff groups, professional education programs, labor unions, business

organizations, civic groups, civil rights organizations, human rights commissions, libraries, the media, and others.

These groups all have different interests and different understandings of what integration means for them. Moreover, although we have found that many of them agree in the importance of linking school desegregation/integration with the broader issue of housing, few actively combine those two issues in their work, or in their recruitment of additional coalition members.

Over the past year we have seen - and begun to build on - a great potential for such broad coalition development and support, but also appreciate that it will require a labor-intensive effort to attract the participation of these groups in these combined issues of housing and education in ways that are appropriate to their interests and capacities. Such an effort is critically needed, however, and these groups constitute the essential infrastructure through which we can develop the broader public understanding and support for integrated communities, and a broader response to the socioeconomic and racial segregation deepening in the Twin Cities area.

(2) Solidifying a broad-based housing/education coalition. The discussions and research we have undertaken over our first year have convinced us that the building of a single coalition that can advocate for more integrated schools and neighborhoods in the Twin Cities will be challenging and slow-going. We have begun to lay the foundation for such a coalition, however - by working within existing coalitions, by listening closely to both mainstream and community leaders and citizens, and by educating them about the realities and options facing us - and will work to solidify it over the next year. We plan to move from the dialogue phase to the issue-identification and action stage, working with the same broad range of organizations and individuals we have identified over the past year, as well as others. As we have found already, once groups have the information and tools to delve into these issues and see how must be linked and pursued in coalition, there is a powerful movement to work together. The challenge over the next year will be to support these groups and individuals in figuring out *how* to further these issues in a way that is equitable, manageable, and capable of attracting widespread support.

(3) Creating informed public dialogue and analysis. The issues of residential and school segregation have become increasingly polarized and complex. There is a palpable sense of ambivalence about what to do about segregation, as both past and present strategies seem inadequate, flawed, or even misdirected. This is true even in those communities most affected by segregation, at every level: citizens, educators, housing advocates, community leaders, and policy makers. Our first year of work has given us a deep appreciation of this confusion, even as it has frustrated and worried us, and convinced us of the necessity of widespread and well-informed public conversations about these issues. Without such conversations, we fear the silence and ambivalence - to say nothing of poor public policy and lack of leadership - will continue. We propose, therefore, to create such opportunities for education and dialogue at several levels:

(a) The Community Circle Collaborative and the "Beyond Busing" study circle project. As noted above, EHEP has been a leading partner in this metro-wide collaboration. The CCC will organize at least 20 diverse "community circles" throughout the metropolitan region, book-ended by a kick-off event and a community-wide conference. The "Beyond Busing" community circles will address - through the prepared *Discussion Guide* and their own dialogue -- the question: "How does racial and economic segregation of housing affect educational achievement and life opportunities?" This project will require:

(1) building the Collaborative to include a broad a group as possible, including organizations, public institutions, and individuals from throughout the metropolitan region, (2) promoting and publicizing the project, (3) preparing a *Discussion Guide*, (4) providing research support to the community circles, (5) organizing the Kick-off Event and later Conference, (6) fundraising, (7) recruiting and training facilitators, and (8) evaluating and reporting on the outcomes of the community circles, the forums, and subsequent action.

EHEP has provided the lion's share of staff support for this project and will continue to do so through the first round of study circles in late Fall 1996 - particularly by helping to build the number of collaborators involved in the project; coordinating its activities and communication; and preparing the *Discussion Guide* - and in the follow-up conference in early 1997. We also hope to use the *Discussion Guide* in additional study circles later in 1997 and 1998.

(b) EHEP will also organize additional public forums, smaller conversation circles, media contacts, and workshops around these issues. EHEP will compile information and produce materials - both text and video - that can be used in support of these conversations and forums. EHEP will also organize a speaker's bureau of experts and community leaders available to speak with the media, attend meetings, and brief organizations and policy makers.

Our work over the past year has only strengthened our belief that an organization such as the Education & Housing Equity Project is desperately needed in the Twin Cities today. The year has also confirmed for us that coalition building and community education are the most effective and promising strategies for accomplishing our ambitious mission. We hope The McKnight Foundation will agree with us and support EHEP's work at this critical stage of its development.

Thank you very much for your consideration. If you have any questions or comments or require additional information, please contact me or Board member Mike Anderson at 871-8980.

Sincerely,

Darcy Seaver
Co-Coordinator

Justice Fund Policy

St. Joan of Arc

STATEMENT OF PURPOSE

To help bring the peace and justice promoted in the gospel to the world around us by encouraging and facilitating the direct involvement of the St. Joan of Arc community in peace and justice work.

RATIONALE

Charitable contributions without personal involvement can become impersonal and ineffective. Justice activities without grass-roots involvement can become bureaucratic and ineffective. St. Joan of Arc seeks to increase the benefits of funds contributed to peace and justice causes by using these funds to encourage and facilitate the direct involvement of St. Joan of Arc people in these causes. Contributed funds combined with direct involvement are more effective than contributed funds alone.

The Justice Fund will be derived from St. Joan of Arc funds formerly budgeted for charitable contributions to outside agencies. Instead of acting as a clearing house for charitable contributions, St. Joan of Arc wishes to challenge its people to create worthy projects to use these funds. These projects should be fueled by the energies of St. Joan people as well as the money from the Justice Fund.

In addition to the efficacy of combining money and action for peace and justice causes, there is additional rationale for promoting direct participation by St. Joan of Arc people. Such group participation helps build community at St. Joan and furthermore it helps strengthen the St. Joan community's self-concept as a community of action dedicated to the causes of peace and justice.

USE OF THE FUND

The fund will be used to support worthy projects dedicated to peace, justice and charitable causes.

OUTSIDE ORGANIZATIONS

Though the fund will be used primarily to support groups from within the St. Joan community, these groups may work in partnership with other organizations outside of the St. Joan community. In fact such partnerships can be very effective and are encouraged.

However, it is critical that there be an active St. Joan of Arc group within the partnership (not just a subset of people from the outside organization who are members of St. Joan's). The St. Joan of Arc group must fulfill the criteria listed in the "Fund Allocation" section below.

FUND ALLOCATION CRITERIA

Anyone within St. Joan of Arc community who contemplates a project requiring fund money should first establish an active group within St. Joan. Such projects will be evaluated according to the following criteria:

- * The project group seeks to build community within St. Joan of Arc and expand the participation of St. Joan's people in the project.
- * The project group is established and active and is part of the St. Joan of Arc community.
- * The project promotes a peace, justice or charitable cause in keeping with the mission statement, goals, and philosophies of St. Joan of Arc.
- * The project seeks money to begin or expand its functions. Greater emphasis will be placed on developing projects rather than on long-term sustenance of projects.

Greater consideration will be given to groups where the money and the voluntary activities of St. Joan of Arc people will have the most positive effect.

FUND ALLOCATION COMMITTEE

Fund allocation decisions will be made by a committee from St. Joan's. Initially this committee will be comprised of five people: the pastor; the parish administrator; pastoral council chair; budget committee chair; and the peace and justice committee chair.

BUDGET POLICY

The annual budget will allocate from 2% - 5% of the budget to the Justice Fund. This will remain as a budget item and will accrue even if there is no immediate use for the money.

HOW TO APPLY FOR FUNDS

Any interested St. Joan of Arc group may apply for funds by submitting a request in writing to the parish administrator.

All requests for funds need to satisfy the criteria listed above.

Requests originating from outside agencies will not be reviewed by the allocations committee.

SJA GROUP

A St. Joan of Arc group is any group of four (4) or more people who demonstrate: 1) an ability and a desire to work together effectively on their chosen project, and 2) a commitment to be part of the St. Joan of Arc community.

JUSTICE FUND

ST. JOAN OF ARC CHURCH

1. Organization seeking funds:
2. What is the Mission Statement of the organization?
3. For what specific purpose or project are funds being sought?
4. How much money are you requesting?
5. How are St. Joan of Arc parishioners involved in this organization?
6. List the names of St. Joan of Arc parishioners involved in this organization/project:
7. Contact person among St. Joan of Arc parishioners:
Name: _____ Telephone: _____
Address: _____
8. Contact person from the organization:
Name: _____ Telephone: _____
Address: _____
Signed: _____ Date: _____
Title: _____

Supporting materials demonstrating the mission and purpose of the organization and its current budget/financial status are helpful.

Submit applications to Peter Eichten, St. Joan of Arc Church
4537 3rd Ave. So. Minneapolis, MN 55409

NP

4426

12-943



MINNESOTA SECRETARY OF STATE
AMENDMENT OF ARTICLES OF INCORPORATION

READ INSTRUCTIONS LISTED BELOW, BEFORE COMPLETING THIS FORM.

1. Only complete the "Amendment of Articles of Incorporation" form if you are making changes to items 2-4 of the "Annual Registration" form (reverse side).
 2. Type or print in black ink.
 3. There is a \$35.00 fee payable to the Secretary of State for filing this "Amendment of Articles of Incorporation".
 4. Return Completed Amendment Form and Fee to the address listed on the bottom of the form.
- PERSONAL CHECK, # 1585

CORPORATE NAME: (List the name of the company prior to any desired name change)

EDUCATION AND HOUSING EQUITY PROJECT

This amendment is effective on the day it is filed with the Secretary of State, unless you indicate another date, no later than 30 days after filing with the Secretary of State.

The following amendment(s) of articles regulating the above corporation were adopted: (Insert full text of newly amended article(s) indicating which article(s) is (are) being amended or added.) If the full text of the amendment will not fit in the space provided, attach additional numbered pages. (Total number of pages including this form ____)

ARTICLE _____

Registered address stated as:

122 WEST FRANKLIN AVE., SUITE 310
MINNEAPOLIS, MN 55404

Is now to be stated as:

2211 RIVERSIDE AVE., CB 185
MINNEAPOLIS, MN 55454

This amendment has been approved pursuant to Minnesota Statutes chapter 302A or 317A. I certify that I am authorized to execute this amendment and I further certify that I understand that by signing this amendment, I am subject to the penalties of perjury as set forth in section 609.48 as if I had signed this amendment under oath.

x Richard C. Lize
(Signature of Authorized Person)

If you have any questions please contact the Secretary of State's office at (612)296-2803.

RETURN TO:

Secretary of State/Records Processing Section
180 State Office Bldg., 100 Constitution Ave.
St. Paul, MN 55155-1299

FOR OFFICE USE ONLY
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

DEC 14 1998

Jean Anderson Howe
Secretary of State

08921340a 3/97
592207

1L-943

Dick Little

NP
14-943



**MINNESOTA SECRETARY OF STATE
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180 State Office Bldg., 100 Constitution Ave.
St. Paul, MN 55155-1299

FOR OFFICE USE ONLY
STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

DEC 14 1998

Jon Andrew Stone
Secretary of State

BUDGET

Project Budget

Budget for period: 5/1/96 to 4/30/97

*Proposal
attachments*

INCOME	
Source	Amount
<u>Support</u>	
Government grants & contracts	\$ 2,200
Foundations	\$ 53,000
Corporations	\$ 2,000
United Way or other federated campaigns	
Religious organizations	\$ 2,200
Individual contributions	
Fundraising events & products	
Membership income	
<u>In-kind support</u>	
Project Coordinator organizations	\$ 1,000
Resource Partner organizations	\$ 1,000
Sponsor organizations	\$ 3,500
CURA internship program	\$ 5,000
<u>Revenue</u>	
Earned Income	
Other (specify)	

EXPENSE		
Item	Amount	% FT/PT
<u>Salaries & wages</u>		
Coordinators	\$ 20,000	1 FTE/8 mos
Subtotal	\$ 20,000	
<u>Insurance benefits & other related taxes</u>		
	\$ 3,750	
<u>Consultants & professional fees</u>		
Translators	\$ 3,000	(10 groups x 10 hrs x \$30/hr)
Travel (group transportation)	\$ 4,000	
Equipment (rental)	\$ 500	
Supplies (general office)	\$ 500	
<u>Printing & copying</u>		
Brochures	\$ 1,000	
Discussion Guides	\$ 2,500	
Community Forums	\$ 1,000	
General	\$ 500	
Telephone & fax	\$ -	
Postage & delivery	\$ 1,500	
Rent & utilities	\$ -	
<u>In-kind expenses</u>		
Researcher	\$ 5,000	1 FTE/10 wks
Facilitators	\$ 2,400	(20 groups x 10 hrs x \$12/hr)
Recorders	\$ 1,000	

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P O BOX A-3290 OFN 22-2
CHICAGO, IL 60690

DEPARTMENT OF THE TREASURY

Date: JUN 3 1992

METROPOLITAN INTERFAITH COUNCIL ON
AFFORDABLE HOUSING
122 WEST FRANKLIN ROOM 320
MINNEAPOLIS, MN 55404

Employer Identification Number:
41-1715777
Contact Person:
MRS. D. ARMSTRONG-RICHARDSON
Contact Telephone Number:
(312) 886-1278

Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
January 21, 1992
Advance Ruling Period Ends:
December 31, 1996
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

Letter 1045(DO/CG)

METROPOLITAN INTERFAITH COUNCIL ON

If we publish a notice in the Internal Revenue Bulletin stating that we will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operations, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of

METROPOLITAN INTERFAITH COUNCIL ON

the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



R. S. Wintrode, Jr.
District Director

Enclosure(s):
Form 872-C

Form **872-C**

(Revised 9-90)

Department of the Treasury
Internal Revenue Service

Consent Fixing Period of Limitation Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

(See instructions on reverse side.)

OMB No. 1545-0056

To be used with Form
1023. Submit in
duplicate.

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

Metropolitan Interfaith Council on Affordable Housing
(Exact legal name of organization as shown in organizing document)

122 West Franklin, Room 320, Mpls, MN 55404
(Number, street, city or town, state, and ZIP code)

and the
District Director of
Internal Revenue, or
Assistant Commissioner
(Employee Plans and
Exempt Organizations)

Consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year 12-31-1992
(Month, day, and year)

Metropolitan Interfaith Council on Affordable Housing

Name of organization (as shown in organizing document)

Date

Rev. Mark Hanson

1-7-1992

Officer or trustee having authority to sign

Signature ▶ [Signature]

For IRS use only

District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)

Date

[Signature]
[Signature]

6-3-1992

By ▶ [Signature]

For Paperwork Reduction Act Notice, see page 1 of the Form 1023 Instructions.

MICAH BOARD OF DIRECTORS

*President

Rabbi Harold Kravitz
Adath Jeshurun Congregation
10500 Hillside Ln. W.
Minnetonka, MN 55305
545-2424 (w) 545-2913 (f)
540-0658 (h)

*Vice President

Rev. Lois Vetvick
United Church of Christ
4040 15th Ave. So., #16H
Minneapolis, MN 55407
822-4106 (h)

*Treasurer

Sue Watlov-Phillips
Elim Transitional Housing
3989 Central Ave. N.E.
Suite 565, Box 42
Columbia Heights, MN 55421
788-1546 (w) 781-9247 (f)
781-9123 (Ans. Svc.)
571-0711 (h)

Joseph Errigo
Commonbond Communities
328 Kellogg Blvd.
St. Paul, MN 55102
291-1750 (w) 291-1003 (f)

Thomas Fulton
Mpls/St. Paul Family Housing Fund
801 Nicollet Mall, Suite 1515
Minneapolis, MN 55402
375-9644 (w) 375-9648 (f)

Cindy Jones
Marsh-West
5640 Elliot Ave. S.
Minneapolis, MN 55417
824-8233 (h) call first for fax

Dick Little
InterRace
600 21st Ave. S., Box 212
Minneapolis, MN 55454
339-0820 (w) 339-3288 (f)
724-5662 (h)

*Rev. Dick Lundy - Retired
5525 Timber Ln.
Excelsior, MN 55331
470-0093 (h)

Rev. David McCauley
MN Catholic Conference
475 University Ave.
St. Paul, MN 55103
227-8777 (w) 227-2675 (f)

Carolyn Olson
Greater Mpls. Metropolitan Housing
Corporation
514 Nicollet Mall, Suite 500
Minneapolis, MN 55402
339-8703 (w) 339-0608 (f)

Rev. Don Rudrud
ELCA - Minneapolis Synod
122 W. Franklin Ave. #600
Minneapolis, MN 55404
870-3610 (w) 870-0170 (f)
822-3285 (h)

Judy Traub
Adath Jeshurun Congregation
3605 Oakton Ridge
Minnetonka, MN 55305
939-0199 (h) 939-0298 (f)
Snowbird Address (12/1-4/10)
2512 Coco Plum Blvd. #1304
Boca Raton, FL 33496
407-998-4645

Rev. Arthur Tredwell
Exodus Development Company
2414 Park Ave.
Minneapolis, MN 55404
871-6195 (w) 871-6197 (f)
521-8327 (h)

Joanne Tromiczak-Neid
Sisters of St. Joseph of Carondelet
1884 Randolph Ave.
St. Paul, MN 55105
690-6968 (w) 690-7039 (f)

Rev. Steve Van Kuiken
Presbyterian Church of the Apostles
701 E. 130th St.
Burnsville, MN 55337
890-7877 (w)

Carol Wirtschafter
Jewish Community Relations Council
1111 Third Ave. S., #112
Minneapolis, MN 55404
338-7816 (w) 349-6569 (f)

Rabbi Martin Zinkow
Mount Zion Temple
1300 Summit Ave.
St. Paul, MN 55105
698-3881 (w) 698-1263 (f)

*Executive Committee

STAFF

Mike Anderson
Executive Director

Tim Sullivan
Administrative Director

John Ruffin
Program Associate

Joyce Beasley
Case Advocate

OFFICE ADDRESS

122 W. FRANKLIN AVE., STE 320
MINNEAPOLIS, MN 55404
612/871-8980
871-8980 (FAX)



MICAHA'S RESPONSE TO THE HOUSING CRISIS

MICAHA's mission is to *mobilize congregations and people of all faiths* to ensure decent, safe, and affordable housing for everyone in the metropolitan community. MICAHA seeks to overcome the root causes of inadequate housing, homelessness and poverty by moving people from awareness to action and from charity to justice.

To accomplish this MICAHA believes we must *think regionally, act locally, live faithfully.*

MICAHA uses a threefold strategy for mobilizing and organizing congregations:

AWARENESS - MICAHA, through its educational programs, fosters dialogue between congregations and those most affected by the affordable housing crisis, explores root causes of poverty and homelessness, and educates congregations about housing issues.

*** The goal of MICAHA's Education Program is to stimulate concrete actions by individuals and congregations by raising awareness of the housing crisis.**

MICAHA educates congregations through congregational workshops and forums, conferences, urban dialogues, its City and Suburbs - Creating Common Ground initiative, MICAHA Forums, study circles, newsletters, and updates.

ACTION- MICAHA acts as a catalyst for involvement in housing production and human service projects by consulting with and advising congregations interested in doing "hands on" projects: renovating a home, working at an emergency shelter, developing a transitional housing program, working with a neighborhood community development corporation.

*** The goal of MICAHA's Service/Development Program is to provide opportunities for congregations to take action to meet the housing needs of homeless and low-income people.**

Opportunities for involvement include the African American Housing Initiative, Suburban Initiative, Family Shelter Network, the Homeless Family Support Program, Jubilee Projects and the Revolving Loan Fund.

ADVOCACY - MICAHA's advocacy work brings the religious community's concern for justice to bear on public policy decisions related to homelessness, affordable housing, and neighborhood revitalization.

*** The goal of MICAHA's Advocacy Program is to mobilize the religious community to advocate for policy changes that increase the availability of decent, safe, and affordable housing for people throughout the metropolitan region.**

MICAHA helps congregations understand public policy and become active in the political process at the local, metro, state, and federal level through MICAHA Forums, action alerts, and advocacy training. MICAHA works with housing advocates and elected officials to expand housing choices and increase the supply of affordable housing.

MICAH MEMBERSHIP

July 1995

SUSTAINING MEMBERS

Annunciation Catholic Church
Bethlehem Lutheran
Community Action for Suburban Hennepin
House of Hope Presbyterian
Mpls./St. Paul Family Housing Fund
Presbyterian Church of the Way, Shoreview
Presbytery of the Twin Cities Area
St. Luke Presbyterian, Wayzata
Westminster Presbyterian
Westwood Lutheran, St. Louis Park

CONTRIBUTING MEMBERS

Adath Jeshurun Congregation
Calvary Lutheran of Golden Valley
Catholic Charities
Colonial Church of Edina
Commonbond Communities
First Presbyterian of Stillwater
First United Presbyterian, Hastings
Franciscan Sisters of St. Paul
Grace University Lutheran
Greater Minneapolis Metropolitan
Housing Corporation
Habitat for Humanity
Hazel Park Congregational
Holy Name of Jesus Catholic Church
Jewish Community Relations Council/
Anti-Defamation League
Mayflower United Church of Christ
Minnetonka Lutheran
Office for Social Justice
Parish Community of St. Joseph
Plymouth Congregational
Presbyterian Church of the Apostles
St. Albert the Great Catholic
St. Alphonsus Catholic
St. Anthony Park UCC
St. Hubert Catholic
St. John Neumann Catholic
St. Olaf Catholic
Sisters of St. Joseph of Carondelet
University Lutheran Church of Hope

MEMBERS

All Saints Catholic
Ascension Catholic
Bet Shalom Synagogue
Beth El Synagogue
Cathedral of St. Paul
Central Community Housing Trust
Central Park United Methodist
Church of the Risen Saviour
Church of St. Jude of the Lake
Church of St. Stephen
Community Action Council, Apple Valley
Community for Affordable Senior Housing
Community United Church of Christ
Dayton Avenue Presbyterian
Edgumbe Presbyterian
Edgewater Emmanuel United Methodist
Edina Community Lutheran
Faith Mennonite
First Presbyterian Church, South St. Paul
First Universalist
Gloria Dei Lutheran
Grace Lutheran, St. Paul

Greater Minneapolis Council of Churches
Gustavus Adolphus Lutheran
Jewish Family and Children's Service
Holy Rosary Catholic
Holy Trinity Lutheran
House of Prayer Lutheran Church
Joint Religious Legislative Coalition
Lake of the Isles Lutheran
Lutheran Coalition for Public Policy
Lutheran Social Services of Minnesota
Macalester-Plymouth United Church
Minnehaha United Church of Christ
Minnesota Catholic Conference
Minnesota Coalition for the Homeless
Minnesota Rabbinical Association
Minnesota United Methodist Annual Conference
Minnesota Valley Unitarian Universalist
Mount Zion Temple
Oak Grove Lutheran, Richfield
Project for Pride in Living
Shelter at Our Saviour's
Shir Tikvah Congregation
St. Anne's Episcopal, Sunfish Lake
St. Joan of Arc Catholic
St. Joseph the Worker Catholic
St. Paul Area Council of Churches
St. Paul's United Church of Christ
St. Thomas Aquinas Catholic
St. Timothy's Catholic
Temple Israel
Temple of Aaron
Trinity Lutheran
Union Congregational, St. Louis Park
UTS Peace and Justice Network
Valley Community Presbyterian
Watson-Forsberg Company
Wayzata Community Church
White Bear Unitarian
Zion Evangelical Lutheran Church

**MICAH
PROGRAM BASED BUDGET - 1996**

	<u>Admin</u>	<u>Fundraising</u>	<u>Education</u>	<u>Advocacy</u>	<u>Service</u>	<u>HFSP</u>	<u>FSN</u>	<u>HEEP</u>	<u>Total</u>
<u>Support and Revenue</u>									
Congregations	\$ 3,375.00	\$ 1,125.00	\$ 6,750.00	\$ 5,625.00	\$ 5,625.00	\$ 7,500.00	\$ -	\$ -	\$ 30,000.00
Individuals	\$ 750.00	\$ 250.00	\$ 1,500.00	\$ 1,250.00	\$ 1,250.00	\$ -	\$ -	\$ -	\$ 5,000.00
Foundations/Corp.	\$ 13,500.00	\$ 4,500.00	\$ 27,000.00	\$ 22,500.00	\$ 22,500.00	\$ -	\$ -	\$ -	\$ 90,000.00
Denominations	\$ 3,750.00	\$ 1,250.00	\$ 7,500.00	\$ 6,250.00	\$ 6,250.00	\$ -	\$ -	\$ -	\$ 25,000.00
Government	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,000.00	\$ 36,000.00	\$ -	\$ 77,000.00
Interest	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Publications/Regist.	\$ -	\$ -	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00
Miscellaneous	\$ 75.00	\$ 25.00	\$ 150.00	\$ 125.00	\$ 125.00	\$ -	\$ -	\$ -	\$ 500.00
TOTAL REVENUE	\$ 22,050.00	\$ 7,150.00	\$ 44,900.00	\$ 35,750.00	\$ 35,750.00	\$ 48,500.00	\$ 36,000.00	\$ -	\$ 230,100.00
<u>Expenses</u>									
Wages	\$ 11,700.00	\$ 3,900.00	\$ 23,400.00	\$ 19,500.00	\$ 19,500.00	\$ 25,000.00	\$ 13,000.00	\$ 10,550.00	\$ 126,550.00
Payroll Taxes	\$ 1,755.00	\$ 351.00	\$ 2,106.00	\$ 1,755.00	\$ 1,755.00	\$ 2,250.00	\$ 1,170.00	\$ 950.00	\$ 12,092.00
Fringe Benefits	\$ 2,325.00	\$ 775.00	\$ 4,650.00	\$ 3,875.00	\$ 3,875.00	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 18,500.00
Professional Services	\$ 3,200.00	\$ -	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00
Local Auto	\$ 175.00	\$ 55.00	\$ 350.00	\$ 285.00	\$ 285.00	\$ 1,575.00	\$ 1,270.00	\$ -	\$ 3,995.00
Staff Expense	\$ 150.00	\$ 50.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 1,000.00
Training & Conference	\$ 75.00	\$ 25.00	\$ 150.00	\$ 125.00	\$ 125.00	\$ -	\$ -	\$ -	\$ 500.00
Memberships/Subspts	\$ 110.00	\$ 40.00	\$ 225.00	\$ 185.00	\$ 185.00	\$ -	\$ -	\$ -	\$ 745.00
Office Supplies	\$ 180.00	\$ 60.00	\$ 360.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,200.00
Equipment	\$ 1,350.00	\$ 450.00	\$ 2,700.00	\$ 2,250.00	\$ 2,250.00	\$ -	\$ -	\$ -	\$ 9,000.00
Printing-Non-program	\$ 180.00	\$ 300.00	\$ 360.00	\$ 300.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 1,440.00
Rent	\$ 685.00	\$ 225.00	\$ 1,365.00	\$ 1,140.00	\$ 1,140.00	\$ -	\$ 220.00	\$ -	\$ 4,775.00
Telephone	\$ 405.00	\$ 135.00	\$ 810.00	\$ 675.00	\$ 675.00	\$ 200.00	\$ 100.00	\$ -	\$ 3,000.00
Postage	\$ 395.00	\$ 130.00	\$ 790.00	\$ 655.00	\$ 655.00	\$ 375.00	\$ -	\$ -	\$ 3,000.00
Conferences/Meetings	\$ 100.00	\$ 100.00	\$ 2,875.00	\$ 400.00	\$ 400.00	\$ 1,125.00	\$ -	\$ -	\$ 5,000.00
Program Printing	\$ -	\$ -	\$ 1,300.00	\$ 625.00	\$ 700.00	\$ 375.00	\$ -	\$ -	\$ 3,000.00
Shelter Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 2,000.00
Shelter Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,400.00	\$ -	\$ 13,400.00
Shelter Laundry	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Rent Subsidies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
Insurance	\$ 150.00	\$ 50.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ 1,000.00	\$ 1,680.00	\$ -	\$ 3,680.00
Miscellaneous	\$ 150.00	\$ 50.00	\$ 300.00	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 1,000.00
TOTAL EXPENSES	\$ 23,085.00	\$ 6,696.00	\$ 44,141.00	\$ 32,820.00	\$ 32,895.00	\$ 43,900.00	\$ 33,840.00	\$ 11,500.00	\$ 228,877.00

CERTIFIED PUBLIC ACCOUNTANT

Steven N. Sorensen
126 North Third Street - Suite B-1
Minneapolis, Minnesota 55401
(612) 339-9800
Fax (612) 339-9810

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Metropolitan Interfaith Council on Affordable Housing
122 W. Franklin Ave - Suite 320
Minneapolis, Minnesota 55404

I have audited the accompanying Statement of Net Assets of Metropolitan Interfaith Council on Affordable Housing as of December 31, 1995 and 1994 and the related Statements of changes in Net Assets and Cash Flows for the years then ended. These financial statements are the responsibility of the Organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Metropolitan Interfaith Council on Affordable Housing as of December 31, 1995 and 1994, and the results of its operations and cash flows for the years in conformity with generally accepted accounting principles.

Steven N. Sorensen

February 5, 1996
Minneapolis, Minnesota

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING
Statement of Net Assets
As of December 31, 1995 and 1994

	Unrestricted	Restricted (Jubilee)	1995 Total	1994 Total
Assets:				
Cash	\$55,880		\$55,880	\$69,757
Cash - Restricted		\$100,290	\$100,290	\$85,092
Accounts receivable	\$17,468		\$17,468	\$14,284
Prepaid insurance	\$700		\$700	\$949
Office equipment	\$4,385		\$4,385	\$0
Accumulated depreciation	(\$526)		(\$526)	\$0
	<u>\$77,907</u>	<u>\$100,290</u>	<u>\$178,197</u>	<u>\$170,082</u>
Liabilities:				
Accounts payable	\$0		\$0	\$7,417
Accrued expenses	\$4,001		\$4,001	\$2,562
Payroll taxes	\$3,218		\$3,218	\$3,310
Grants payable	\$0		\$0	\$10,000
Deferred income	\$35,000		\$35,000	\$56,316
Held for others	\$19,492		\$19,492	\$0
	<u>\$61,710</u>	<u>\$0</u>	<u>\$61,710</u>	<u>\$79,605</u>
Fund Balances:				
Unrestricted	\$16,197		\$16,197	\$5,385
Restricted		\$100,290	\$100,290	\$85,092
Total fund balance	<u>\$16,197</u>	<u>\$100,290</u>	<u>\$116,487</u>	<u>\$90,477</u>
	<u>\$77,907</u>	<u>\$100,290</u>	<u>\$178,197</u>	<u>\$170,082</u>

The accompanying notes are an integral part
of the financial statements

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING
Statement of Changes in Net Assets
For the Years ended December 31, 1995 and 1994

	Unrestricted	Restricted (Jubilee)	1995 Total	1994 Total
Revenue:				
Contributions:				
Congregations	\$28,847	\$10,000	\$38,847	\$56,789
Individuals	\$434	\$0	\$434	\$4,540
Foundations	\$95,320	\$6,250	\$101,570	\$50,765
Demoninations	\$7,700	\$0	\$7,700	\$6,350
Gov't Contracts	\$73,979	\$0	\$73,979	\$39,217
Misc and Interest	\$3,988	\$1,948	\$5,936	\$3,177
Total Revenue	\$210,268	\$18,198	\$228,466	\$160,838
Expenses:				
Grants		\$3,000	\$3,000	\$2,300
Salaries	\$102,514		\$102,514	\$84,044
Payroll taxes	\$9,853		\$9,853	\$7,978
Fringe benefits	\$14,792		\$14,792	\$11,220
Professional services	\$2,476		\$2,476	\$2,814
Temporary services	\$0		\$0	\$2,403
Local auto exp	\$4,249		\$4,249	\$2,460
Staff expenses	\$1,431		\$1,431	\$950
Office supplies	\$1,089		\$1,089	\$776
Postage	\$3,059		\$3,059	\$4,233
Equipment	\$4,337		\$4,337	\$70
Programming, Misc	\$3,919		\$3,919	\$1,042
Conferences	\$3,003		\$3,003	\$4,384
Program supplies and printing	\$2,600		\$2,600	\$8,931
Printing: non-program	\$1,107		\$1,107	\$896
Rent	\$4,487		\$4,487	\$3,705
Telephone	\$2,169		\$2,169	\$1,983
Audit and evaluation	\$8,250		\$8,250	\$900
Insurance	\$3,016		\$3,016	\$2,674
Rent subsidy	\$10,804		\$10,804	\$3,325
Contract services	\$8,833		\$8,833	\$12,518
Shelter expense	\$9,578		\$9,578	\$2,856
Depreciation	\$526		\$526	\$0
Total Expenses	\$202,091	\$3,000	\$205,091	\$162,462
Excess (Deficit)	\$8,177	\$15,198	\$23,375	(\$1,624)
Addition to fixed assets	\$2,635		\$2,635	\$0
Change in fund balance	\$10,812	\$15,198	\$26,010	(\$1,624)
Fund balance, beg	\$5,385	\$85,092	\$90,477	\$92,099
Fund balance, end of year	\$16,197	\$100,290	\$116,487	\$90,475

The accompanying notes are an integral part
of the financial statements

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING
Statement of Cash Flows
For the Year ended December 31, 1995 and 1994

	Unrestricted	Restricted (Jubilee)	1995 Total	1994 Total
Cash flow from Operations				
Change in fund balance	\$10,812	\$15,198	\$26,010	(\$1,624)
plus depreciation	\$526		\$526	\$0
less non-cash contributions	(\$1,750)		(\$1,750)	\$0
				0
Changes in Working Capital				
Dec in accts rec.	(\$3,184)		(\$3,184)	(\$12,674)
Dec in Prepaid Ins	\$249		\$249	(\$948)
Inc in Accts pay	(\$7,417)		(\$7,417)	\$7,417
Inc in accrued exp	\$1,439		\$1,439	\$899
Inc in payroll tax	(\$92)		(\$92)	\$1,152
Inc in Grants pay	(\$10,000)		(\$10,000)	\$10,000
Inc in Defered Inc	(\$21,316)		(\$21,316)	\$56,316
Inc in Held for Others	\$19,492		\$19,492	\$0
Cash flow from Operations	(\$11,241)	\$15,198	\$3,957	\$60,538
Cash flow from Investing				
Purchase of office equipment	(\$2,635)		(\$2,635)	\$0
Cash change for year	(\$13,876)	\$15,198	\$1,322	\$60,538
Cash, Beginning	\$69,757	\$85,092	\$154,849	\$94,310
Cash, End of Year	\$55,881	\$100,290	\$156,171	\$154,848

The accompanying notes are an integral part
of the financial statements

METROPOLITAN COUNCIL ON AFFORDABLE HOUSING
Notes to Financial Statements
December 31, 1995

1. Organization and significant accounting policies

Metropolitan Council on Affordable Housing (MICAHA) was incorporated as a Minnesota nonprofit charitable organization to increase the involvement of the religious community in meeting the housing needs of low-income families and individuals through education, service and advocacy.

The Internal Revenue Service has determined that the Organization is exempt from taxes under IRC 501(c)3.

Contributions:

All contributions are considered available for unrestricted use unless specifically restricted by the donor.

Donated services:

No amounts have been reflected in the statements for donated services since no objective basis is available to measure the value of such services. Nevertheless, a large number of volunteers have given significant amounts of their time to the Organization's operations.

Expense allocation:

The cost of providing various programs and other activities have been summarized on a functional basis in the Schedule of Functional Revenue and Expenses. The allocations are based upon estimates of the Organization's management.

Property and Equipment:

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using the straight-line method with a useful life of five years.

Revenue Recognition:

Revenue and expenses are recorded on the accrual basis. Grant revenue for periods beyond the end of the year is deferred and recognized in the over the period covered by the grant.

2. Restricted fund

The Organization began a capital campaign (Jubilee Housing) during 1993. The beginning balance in the fund was transferred from the Greater Minneapolis Council of Churches MICAHA 2000 fund. The funds received will be used by other organizations for Affordable housing within the Twin Cities metropolitan area, and will be distributed by MICAHA in the form of grants to these other tax-exempt organizations.

3. Pension

The Organization maintains a pension plan for all full-time employees with more than six months of service. The pension expense for 1995 and 1994 was \$ 8,190 and \$ 6,397 respectively.

4. Rent

The organization has rent office space on an annual lease. The lease was renewed as of January 1, 1996 for 1996.

5. Reclassifications

Certain accounts in the prior-year financial statements have been reclassified for comparative purposes to conform with the presentation in the current-year financial statements.