

Neighborhood organization engagement program template

# Template

## Program title

Title name

## Purpose

What are the goals of the program? Why is your organization doing this?

## Eligibility

Who is eligible to participate in this program?

## Program details

What are the program components? What are the expectations for participants? What can participants expect from the organization?

## Administration

How is the program managed? Are there deadlines? Do participants meet monthly, bimonthly, weekly? What is the process and the method for getting paid? Are roles and responsibilities clearly defined?

## Selection

Is there a schedule for when participants can apply/be accepted? How will those opportunities be advertised? What is the selection process?

## Funding source

Which neighborhood funds are you accessing for this program? A plan modification or plan adjustment may be necessary.

# Example

This example comes from Beltrami Neighborhood Organization’s renter education and engagement program.

## Purpose

* Increase livability and community connection for people who rent homes in the neighborhood.
* Build relationships between BNC and the Beltrami renter population. BNC will offer tenant rights and homeownership education training, and also leadership training to encourage participants to eventually run for and serve on the Board of Directors and committees.
* Provide meaningful neighborhood service opportunities to build commitments to the neighborhood, foster connections between residents and improve the safety and physical environment of the neighborhood.

## Eligibility

* Program is open to anyone currently renting or signing a lease in Beltrami.

## Program details

* Participants in the program will engage in neighborhood service opportunities including graffiti removal, community garden volunteer support, neighborhood walk patrols, volunteering at events and neighborhood committees, office administration, etc.
* In addition to these service opportunities, BNC will offer and require tenant rights education and homeownership training, leadership training, and education on neighborhood organizations, their history and their role in community engagement.
* Participants will sign a contract committing to participating in five hours of service projects, training/education and civic participation per month.
* Participants can earn up to $100 per month, and up to $1,200 per year, providing these neighborhood services and participating in these training sessions. Once a participant fulfills the required service in a given month they will be awarded the $100 stipend. Limit of one stipend per household.

## Administration

* BNC Staff will coordinate this program and provide participants with monthly service opportunities. Participants will log monthly activities and submit a summary of hours on the last day of each month. In the event a participant misrepresents their hours, they will be disqualified from the program.

## Selection

* BNC will hold open a two-month application period. A lottery will then be held to select at random the residents to participate in the program for one year.
* BNC will run this as a pilot program for one year with a cap of eight renters participating. If successful, BNC will explore additional funding sources in following years.

## Funding Source

* NEW Neighborhood Priority - Renter Education and Engagement Program
* $10,000 (NRP Phase II rollover)