

South Bend

Neighborhood Toolkit



A Gift
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nos
Your Friends at KeyBank

Welcome from Mayor James Mueller

Dear Neighbor,

Thank you for your continued support, dedication and service to South Bend and your neighborhood. It is because of neighbors like you that our city thrives.

The South Bend community wouldn't be the same without our neighborhood groups, which not only work to bring residents together, but also have a mission to revitalize, develop and create more opportunities for residents. Your work is essential to our community, and we recognize that it isn't always easy. We appreciate your hard work and commitment to making South Bend a place where everyone feels like they can thrive. The City will continue to support your efforts in promoting, building, and beautifying your neighborhood and South Bend.

To further support your work, we are excited to present South Bend's New Neighborhood Toolkit, which is a guide and resource for neighborhood groups. Within you will find advice on organizing your neighborhood, ideas on getting more of your neighborhood engaged, and a catalog of services the City provides to neighborhood associations. We welcome your ongoing input and feedback on this toolkit to know how we can better serve neighborhoods.

Thank you again for your commitment to your neighborhood and community. I look forward to continue our work together.

Sincerely,

A handwritten signature in black ink that reads "James Mueller". The signature is written in a cursive, flowing style.

Mayor James Mueller



Welcome from Mayor James Mueller

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ABOUT THE NEIGHBORHOOD TOOLKIT

The past few years have presented many challenges yet offered opportunities to grow stronger as a community. Now more than ever, connections with our neighbors are crucial to the health and well-being of our community. Neighborhood volunteers continue to play an essential role in promoting and strengthening community engagement, organizing neighborhood projects, and ensuring continued partnerships between residents, businesses, and city government.

In early 2020 the City of South Bend launched its Service Catalog and Acts of Kindness grants as resources for neighborhood associations. In 2021 we held our first Neighborhood Consortium meeting. Since then, new groups have formed, and existing groups celebrate successes. New programs and initiatives are paving the way for neighborhood capacity building.

The 2022 Neighborhood Toolkit is an updated informational guide to inspire, encourage engagement, and support neighborhood groups of all sizes and demographics. Included are helpful resources, grant opportunities, and tips



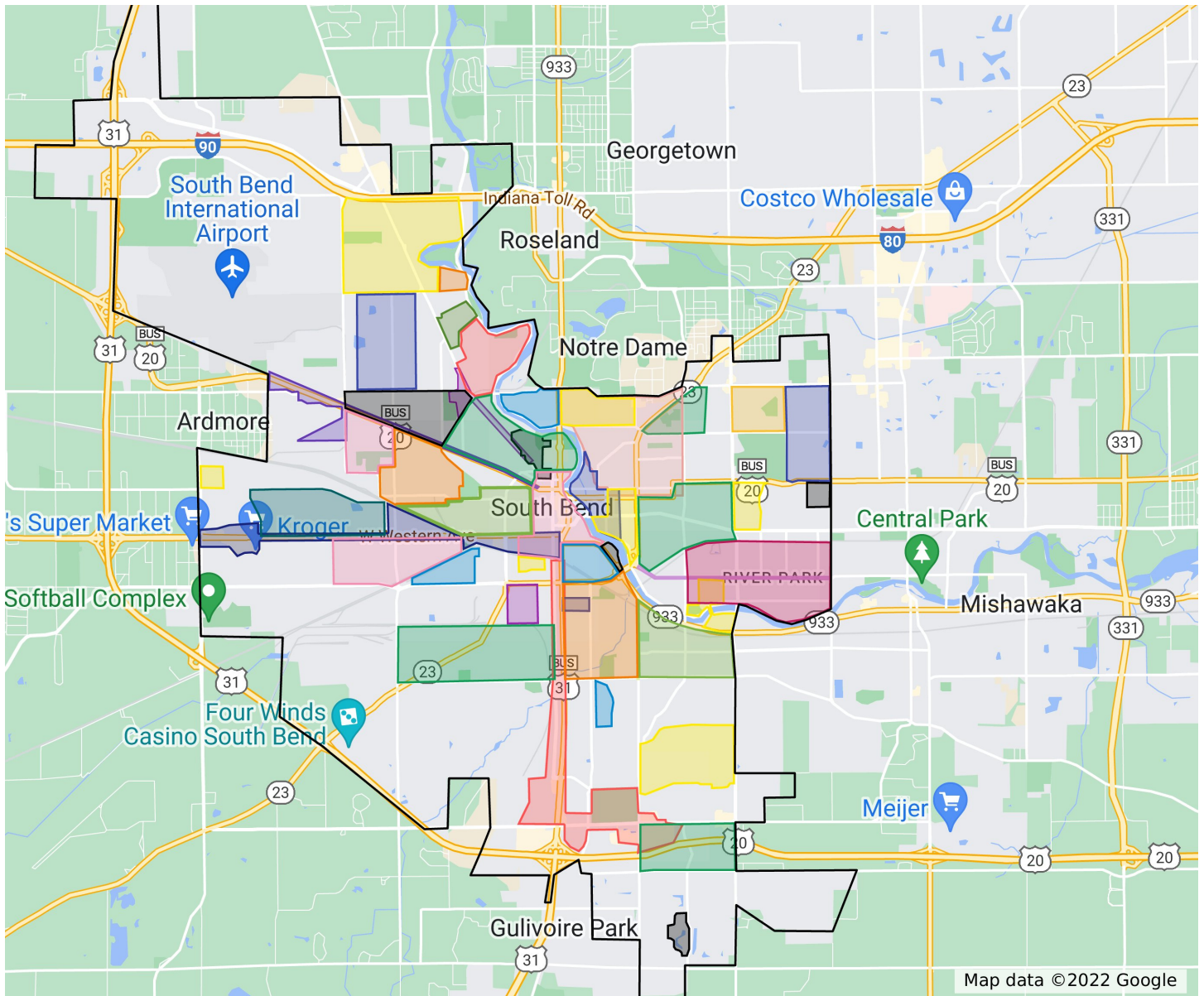
for developing and organizing effective meetings. New services and programs offer additional support- including quarterly Neighborhood Consortium meetings and online newsletters.

The City of South Bend's Engagement and Economic Empowerment Team (EEE or E3 Team) will regularly update the Neighborhood Toolkit and act as additional support for neighborhood projects and initiatives. It is our mission to broaden neighborhood connections, advance inclusivity, and help neighborhoods thrive.

Congratulations on taking the first steps in starting a neighborhood association! A neighborhood association is a group of homeowners, renters, apartment dwellers, and representatives from neighborhood businesses, churches, and schools who organized to improve conditions in the neighborhood.

For more information contact:
City of South Bend Engagement and Economic Empowerment Team
eee@southbendin.gov

SOUTH BEND NEIGHBORHOOD MAP



- | | | |
|---|---|--|
| ■ Near West Side | ■ Renaissance Business District | ■ Pinhook |
| ■ Lincoln Bendix | ■ The Lake/Lasalle Park | ■ Northshore Triangle |
| ■ St. Casimir National Register District | ■ Mayflower East-Airport Association | ■ Erskine Park West |
| ■ Downtown | ■ Westside | ■ Miami Village |
| ■ Monroe Park | ■ Far Northwest | ■ River Park |
| ■ SOAR | ■ Keller Park | ■ Edison Park |
| ■ Rum Village | | |

Map data ©2022 Google

SOUTH BEND'S NEIGHBORHOOD DIRECTORY

South Bend's Neighborhood Directory provides a list of existing neighborhood groups within city limits. The Directory provides contact and boundary information for groups at work throughout the city. This list can help support new residents that are looking to get engaged as well as allow for increased communication and peer to peer learning opportunities among neighborhoods. Most neighborhood associations are open to members who reside, own property or a business within its boundaries.

The neighborhood groups listed below are the groups that are active in the City or have been active in the past. Contact E3 at eee@southbendin.gov to add your neighborhood group to the Directory.

Neighborhood	Contact
Bercliff Estates	<u>Facebook Group</u>
Chapin Park	<u>Facebook Group</u>
Far Northwest Side Neighborhood Association	<u>Facebook Group</u>
Howard Park Neighborhood Association	<u>Facebook Group</u>
Kennedy Park Neighborhood Association	<u>Facebook Group</u>
LaSalle Park Neighborhood Association	<u>Facebook Group</u>
Lincoln-Bendix Park	<u>Facebook Group</u>
Lincolnway Neighbors for Change	Coming soon!
McKinley Terrace Neighborhood Association	<u>NextDoor</u>
Miami Village	<u>Facebook Group</u>
Monroe Park Neighborhood Association	<u>Facebook Group</u>
Near West Side Neighborhood Association	<u>Facebook Group</u>
Near North Side Neighborhood (NNN)	<u>Facebook Group</u>
Northeast Neighborhood Council	<u>Facebook Group</u>
North Shore Triangle Neighborhood Association	<u>Facebook Group</u>
River Park Neighborhood Association	<u>Facebook Group</u>
Rum Village Neighborhood Association	<u>Facebook Group</u>
Southeast Organized Area Residents (SOAR)	<u>Website</u>
Sunnymede Neighborhood	<u>Facebook Group</u>

CREATING A NEIGHBORHOOD ASSOCIATION



What is a neighborhood association?

A neighborhood association is a volunteer-led group within a city with a shared geography and common mission. Neighborhood associations offer a place to meet friends, exchange information, create projects, propose solutions and have fun. Strong neighborhood associations have a clear, organized way to speak to stakeholders and city government so that their voices can be heard as a united message. Membership dues may or may not be required and they often involve nearby businesses and non-profits.

Why create a neighborhood association?

Neighborhoods come together for a variety of reasons. Some neighbors may want a more close-knit social feel and envision friendly cookouts, activities for youth in their neighborhood park and book clubs. Others may see a need to be more service-oriented and seek ways to help vulnerable members in the neighborhood, plan for clean-up projects or build a community garden. Some South Bend neighborhoods want to see a former or existing association re-energized and engaged. Often neighbors come together because of a shared concern – assembling a collective voice to seek positive change.



Knowing why your group is coming together is key to understanding what you want a neighborhood association to look like and what you think it will do for your community in terms of setting realistic goals and action plans. Long-term success depends on seeing the strengths of your neighborhood and understanding how you contribute to the overall health and quality of life in South Bend.



Please note that building an organization is a process. It can't be done overnight. Identify your priorities and build them step by step. Start small and build upward with people who are willing to step up and get involved.

FIRST STEPS TOWARD ORGANIZING YOUR NEIGHBORHOOD

No one can form a successful association on their own. The first step is to identify a handful of neighbors interested enough to help start an association with you and form a planning committee. You may want to rely on a small group of volunteers to think through some key questions and to help get the word out. Think about reaching out to well-connected neighbors or long-time residents who can fill you in on any group history.

Next, decide how you're going to define your neighborhood. That means setting physical boundaries for what it means to live a neighborhood like Rum Village, the Near West Side, or River Park. This toolkit has a helpful map of some South Bend neighborhood boundaries. Check out our neighborhood directory (also in here!) to see if any of your surrounding neighborhoods have already taken the steps to organize. They could be a great resource to share stories of success and best practices to consider.

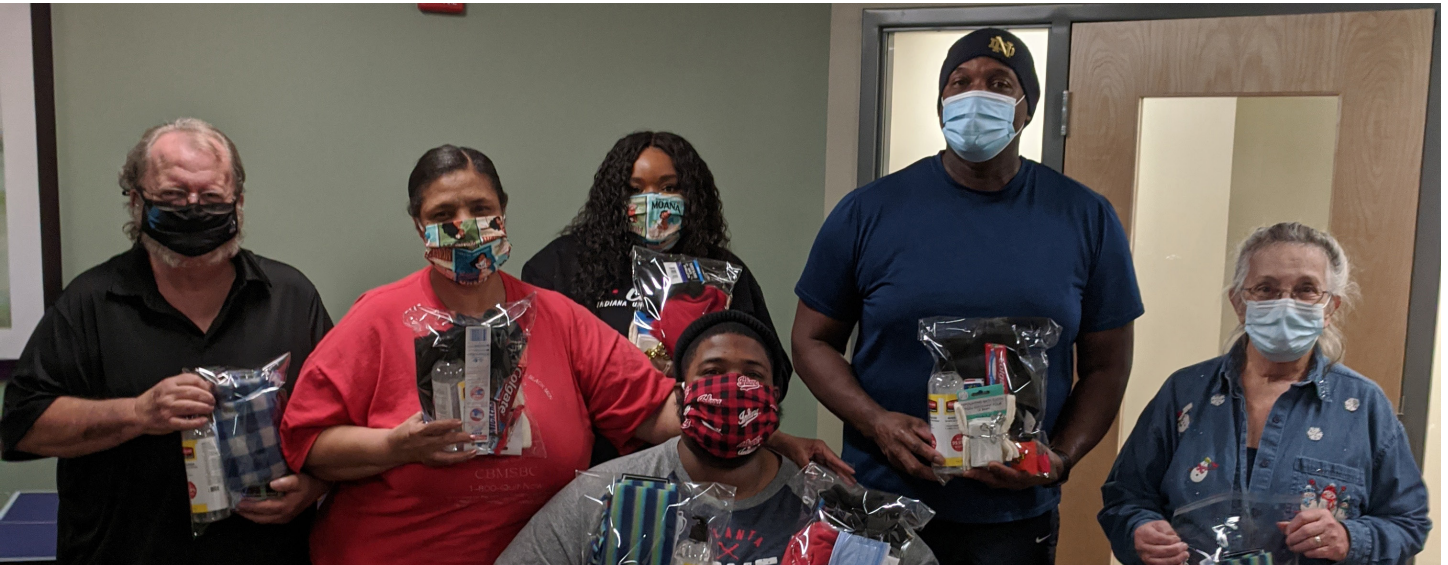


Once you have decided on what neighborhood boundaries make sense, it's time to spread the word that a group is forming. There are several ways to reach out to your neighbors. The most effective is simply talking to people and getting to know them and what they think of the neighborhood. You might also consider delivering flyers door-to-door, creating a Facebook or other social media group, promoting through yard signs and building an email contact list to keep people you meet in the loop. See other sections of this toolkit to learn how the City will support your efforts to print flyers, build a website, and more.



**Meeting locations:
Consider outdoor common
area spaces during the
warmer months like a
local neighborhood park.
Common indoor locations
are library branches,
community centers,
churches, museums, and
other public facilities.**

Schedule a meeting at a nearby, accessible location. For example, the River Park Neighborhood Association meets at a public library branch and the Monroe Park Neighborhood Association gathers at a local church hall. Encourage your volunteers to promote the meeting by taking to the streets to meet people, offering information and, if possible, a simple printed flyer with the meeting time and location (sample included in the toolkit). Include contact information for someone in your volunteer group who can field any questions. When COVID-19 restrictions were a concern, many neighborhoods hosted meetings outdoors where people could bring their own chairs and spread out or online via Zoom. See the Service Catalog pages below if you need access to a Zoom account to host your neighborhood meetings.



BEFORE MEETING AS A NEIGHBORHOOD ASSOCIATION

Before the first meeting, you will want to work together to create some common ground rules for the group. Examples include being inclusive and welcoming, tracking meeting attendance and contact information and accepting consensus when the group's decision is not the same as your own. Many neighborhoods use Roberts Rules of Order as an organizing principle. Keep in mind that the people stepping up to improve the neighborhood are volunteering their time to lend a hand, so you want to make sure that everyone in the group feels respected and welcomed. View our Guide for Planning your First Neighborhood Meeting in the Templates section of this Toolkit for more considerations to keep in mind.

It can be helpful to consult an attorney in these areas – perhaps one of your neighbors has this expertise!

You may decide that it is best for your association to become an incorporated nonprofit and tax-exempt. A corporation is simply an intangible entity that is recognized by Indiana law. An advantage of incorporating is that the corporation provides liability protections to its members and the State will issue you a Tax Identification Number (TIN), which allows you to open a bank account. The corporation, not the individuals, is the legal entity responsible for its actions. To become a corporation in Indiana, you must file an Articles of Incorporation form with the Secretary of State's Office. Find an application online or call 317-232-6531. You must be incorporated before you can become tax-exempt.

Tax-exempt status is determined by the Internal Revenue Service and must be applied for with specific forms, depending on which status is best suited for your association. Make sure you understand the ongoing legal and fiscal requirements before becoming an incorporated, tax-exempt nonprofit organization.

When determining the organizational structure of your neighborhood group, you have two important decisions to make: whether you wish to incorporate and what tax-exempt status you will apply for if you choose to become exempt.




Developing a mission statement is another important decision for your group to make early on. While it seems simple, creating a mission statement for the neighborhood association can unify and clarify the goals of the community.

For example:

“The mission of the ABC Neighborhood Association is to enhance the quality of life in the neighborhood by providing a forum for sharing information, connecting neighbors, promoting activities and fostering civic involvement. We affirm our intent to build active consensus, broaden participation, act collectively, capitalize on opportunities and manage problems.”



 **Bylaws are desirable because they define the internal structure of an organization and will serve as a guideline for board procedures long after the group’s founders have moved on.**



The mission statement should clearly state the aims and values of your association. A mission statement is usually supported by written objectives and goals.

Nonprofit organizations and associations usually keep written records in the form of bylaws to guide the organization and provide authorization for its existence. Bylaws are desirable because they define the internal structure of an organization and will serve as a guideline for board procedures long after the group’s founders have moved on. Well-constructed bylaws are a useful tool in building the organization and attracting new members, because they reflect an organization that is professional, well-managed and aware of its legal responsibilities.



The following are matters typically covered in association bylaws: membership categories and qualifications, application and resignation procedures, membership privileges, board size, qualifications of officers, duties and terms of office, description of standing committees, nomination and election procedures, methods of filling vacancies, methods for amending bylaws, and procedures for dissolution. Bylaws usually include the method of electing the first board of directors, which may or may not be slightly different from subsequent elections. The terms of the initial board members are often staggered so there will never be complete board turnover in future elections. A sample set of bylaws is in our templates section at the end of this toolkit.



KEY INGREDIENTS FOR A SUCCESSFUL NEIGHBORHOOD ASSOCIATION

Neighborhood associations typically come together after a core group of volunteers help convene and outline the first few meetings. As more neighbors continue to get involved, your volunteer capacity will grow, and your neighborhood will be able to take on more events and celebrate larger success.

1

Volunteers

Leadership

2

To keep a neighborhood association running smoothly, there needs to be a system of leadership roles and responsibilities. With input from association members, a leader may be elected and can help streamline communication with other members and public officials.

It is very difficult for a neighborhood association to work together when there is not a clear objective in mind. Defining goals and initiatives will help keep the group on task and moving forward. See the mission statement section on the previous page.

3

Clear Goals

Public Input

4

Possibly the most important part of any neighborhood association is receiving public input. It is critical to keep a pulse of neighbors' interests and make sure that everyone feels they are being heard.

A neighborhood association can receive additional help from organizations within their community to help strengthen itself. The organizations could be the city, universities, religious institutions or other businesses in the area.

5

Partnership

Funding

6

Many neighborhood projects and events may have a financial component. There are grants that may be available to your neighborhood or you may find someone who has experience in fundraising to assist you. See the Service Catalog pages below for ideas and access to funds. Visit www.southbendin.gov/eee to learn more about the City's Neighborhood IGNITE Grant opportunities.

RUNNING AN EFFECTIVE NEIGHBORHOOD MEETING

Regular meetings are important to keep members informed and to discuss neighborhood goals and concerns. Here are some key things to keep in mind to make your meetings as effective as possible.

- Publicize the event about three weeks in advance and try to schedule for a repeated date (i.e. 2nd Tuesday of every month) and communicate the meeting through flyers, social media, email or other ways that your neighbors communicate.
- Make an agenda and stick to it. Have copies of the agenda available when members arrive so they can familiarize themselves with the topics and structure while waiting to begin. Encourage participants to speak their minds freely but stay on schedule.
- Sometimes a regular meeting will be scheduled without pressing issues to discuss. Do not cancel! It is important for groups to have consistent contact. This is an opportunity to bring in a guest speaker, have a neighborhood roundtable discussion, organize a neighborhood tour or have a potluck. Get creative!
- Choose a central location that is familiar to the neighbors. Try to estimate the number of attendees so you can choose a space that is comfortable but not so big that people feel lost. Keep in mind venues like your neighborhood park, the local library (free!) and nearby businesses and organizations.
- The space should be arranged to encourage participation. Avoid having all the chairs face the speaker and go for a more engaging set up by placing chairs in a semi- or full circle.
- Meetings should be orderly, democratic and efficient. Your association should set some ground rules so meetings run smoothly. These could be included in the bylaws, so all members are aware of them, such as one person speaks at a time and avoid all derogatory remarks. Many groups choose to use Robert's Rules of Order but use whatever method works best for your group. Remember that after the meeting you'll want to communicate clearly with your neighbors, so they know what happened and who's involved. Take formal minutes or notes to share with others and keep a record of decisions and plans.
- Ideally meetings should not be longer than an hour.
- Make everyone feel welcome and keep the meeting upbeat. Consider encouraging everyone to fill out and wear nametags.
- Offering cookies, coffee or other snacks is a friendly way to have a more enjoyable meeting. Neighbors can take turns bringing in goodies, or if your budget allows, consider purchasing refreshments.
- It is not always necessary to gather the full group for minor decisions. In these cases, the executive committee or board is better. A scheduled, monthly board meeting is a great way to address these types of issues.



MANAGING GROUP DYNAMICS

Organizers of neighborhood groups must thoughtfully balance group dynamics to remain effective. It's important for organizers to maintain a "we" before "me" attitude when it comes to setting goals and visions. Practicing this attitude and promoting the goals of group builds an environment in which people are included and empowered. Each person is a meaningful part of the group and its success.

When a group of people come together, research shows that they go through four stages as the members get to know and work with one another. These stages are gathering, chaos, unity and performance (also known as forming, storming, norming and performing). While each stage is distinct, a group may move in and out of them in no particular order. The chart below illustrates how a group becomes an effective team by learning to work together, and strategies for an organizer to help a group move effectively through them.

Stage	Gathering	Chaos	Unity	Performance
Feeling	Why am I here? How will I fit in?	What are we trying to do? What can I contribute?	How will we do it?	We can do it! We did it! What's next?
Description	Feelings and questions drive behavior. The group makes little progress, if any. This is normal. The group work is about the relationship.	The group begins to generate energy. The energy will spark creativity and/or be wasted in conflict. The group works to get through chaos and identify shared goals. The focus is on relationship and task.	As the group settles down, it turns energy into a plan. It can see progress and feel synergy. Team members focus on the task and are aware of the relationship.	Task and relationship have emerged. Work gets done easily. The group is now an effective team – confident and ready for new challenges.
Organizing Strategy	<ul style="list-style-type: none"> Welcome Comfort Structure Introductions Nametags Acknowledge individuals, new and old Clear expectations and directions Invite questions Allow all to be heard Level the playing field 	<ul style="list-style-type: none"> Build common ground/meaning Model active listening Personal stories and perspectives Clarify purpose, goals Identify gifts and talents of group members Accept/manage conflict Communicate often 	<ul style="list-style-type: none"> Shared action plan Focus on task/agenda Teach value and conflict management Celebrate diversity Seek Consensus Debrief 	<ul style="list-style-type: none"> Coach, validate Roving leadership Pass on wisdom Celebrate future challenge

All groups must balance goals and relationships in order to be successful. Keeping the vision clear and outlining steps to reach your goals is important, along with balancing the way the group works together to accomplish them. This includes not only how people in a group feel about one another, but how they work together. The organizer must monitor these dynamics and step in as necessary to keep healthy goals and relationships moving forward.

It's important to create an inclusive neighborhood group. An inclusive neighborhood is one that knows and builds upon its assets, capacities, skills and points of difference. It seeks participation from all of its stakeholders including youth, seniors, homeless people, people with disabilities, immigrants and people of different races or religions. It values collaboration, encourages civic pride and builds a diverse group of community leaders. Neighbors must be willing to reach across their differences and get to know one another. While bringing different perspectives to the table may create some interesting dynamics, it's an important way to ensure the group is truly serving the needs of all neighbors involved.

Neighborhood Association "Health Check"

Neighborhood Resources Connection, South Bend, IN
Adapted from Indianapolis Resource Center's Community Assessment Matrix

Leadership

Aim here!



1. Who are the leader(s), and how are roles defined?
 - A diversified team of active leaders. Roles are well-defined and written.
 - A team of relatively active leaders. Roles are loosely defined, and may not be written.
 - Dependence on one or a few charismatic leader(s) who do most of the work. Roles are undefined.
2. How are leaders chosen?
 - Succession is formal (leaders are nominated and elected)
 - Succession is informal (leaders are affirmed or simply assume roles)
 - No succession process or plan.
3. Who is in control?
 - Residents/members are in full control.
 - Residents/members have some control.
 - Leader(s) essentially retain control.

Membership & Organization

1. Who gets a say?
 - All neighborhood residents are stakeholders, and are considered in neighborhood planning process.
 - Members are stakeholders. Only members (or engaged neighbors) are considered in neighborhood planning process.
 - Only leaders or members who show up are considered in neighborhood planning process.
2. Is neighborhood diversity reflected?
 - Yes. Membership reflects demographic diversity of neighborhood.
 - Somewhat. Members of all demographics feel equally welcome, even if not present.
 - No. Association does not reflect neighborhood. Some demographics feel unwelcome or unserved.
3. How do you engage constituents?
 - Solid recruiting strategy is developed and maintained. Regular outreach is conducted.
 - Some outreach for stakeholder participation is conducted.
 - Little or no recruiting or outreach.
4. How do you retain new members?
 - New member retention is actively pursued. Opportunities are intentionally presented to new members.
 - New member retention happens passively. Members find opportunities as they can.
 - Newly-engaged stakeholders do not remain engaged. New members do not find opportunities.
5. How is the organization structured?
 - Defined organizational structure. Bylaws and policies are written and shared. Meetings are regular, and business is well-facilitated.
 - Some organizational structure. Bylaws and policies may be written but not widely shared, and may not be followed. Meetings are irregular, business is conducted loosely.
 - Organizational structure is loose or irregular. No written bylaws or policies. Meetings are called as issues arise.
6. Who makes decisions, and how?
 - Voting process is formal. Decisions are made by broad consensus where possible. Community is polled for greatest input.
 - Voting process is informal, or written but not consistently followed. Decisions are made by a small group.
 - Decisions are made conversationally by a few. Residents aren't engaged.

Shared Mission, Vision, & Goals

1. Is there shared commitment to issues and ideas?
 - Association's mission is written and made clear to all stakeholders. Issues/ideas are identified by members and presented to association for decision making.
 - Association has loose idea of mission. Members may "pitch" issues/ideas to other members for buy-in and help, but commitment is not shared association-wide.
 - Members may identify issues or complaints, but they are rarely converted into actions. When they are, actions are usually individuals taking on personal, pet projects.

Effective Action

1. Which best describes your association's actions?
 - Association has demonstrated success by setting goals, forming teams, and completing projects.
 - Association has members who are capable of acting individually to convert association's issues and ideas into results.
 - Ideas are rarely converted into completed actions. Members feel unempowered or don't know where to begin.
2. Which best describes your internal collaboration?
 - Team members have well-defined roles and work well together.
 - Team members have loosely defined roles, and work together fairly well. Occasional conflict is manageable and resolved.
 - Internal collaboration does not exist. Teams don't form, or break down due to unresolved conflict.
3. Which best describes your external collaboration?
 - Association has successfully worked with local government and/or local institutions to reach goals. Partnerships are formal, ongoing.
 - Informal, project-specific support from a few neighborhood institutions or partners.
 - No outreach to institutions or partners.



FOSTERING DIVERSITY AND INCLUSIVENESS

A healthy neighborhood association serves the interests and concerns of all people within the neighborhood. An association that embraces and represents people of many different cultures and backgrounds will likely prove more successful in identifying problems and finding solutions, building support, and creating a strong community. A diverse organization may include individuals of different gender identities, education-level, sexuality, religion, age, upbringing, nationality, socio-economic status, occupation, personality, customs, beliefs and values. Working in a diverse group provides an opportunity for growth and learning for individual members and the community as a whole.

Key Questions

Does your association demonstrate effective teamwork, recognizing the needs, interests and skills of all its residents? Are individuals from diverse backgrounds welcome at all stages of the planning process?

Is the neighborhood association representative of the area? Are you involving individuals across barriers of race, religion, age and socio-economic status?

What common ground do all neighborhood residents identify with?

Tips for Your Neighborhood Group

- Listen to all of your residents. Find out their interests, talents and needs.
- Offer a diverse set of activities. Don't expect everyone to attend activities all the time. Some residents may not be able to, or want to come to monthly meetings.
- Offer interpretation services upon request so that people who do not speak English as their first language will feel welcome and engaged, and they will be more likely to stay involved.
- Make sure that facilities for events and activities are accessible to people with mobility limitations.
- Value diversity. By capitalizing on the skills and experiences of all people in your neighborhood, the association will benefit from the rich diversity of the population.
- Trust is essential. Trust doesn't come until you have the chance to interact with one another. Sponsor activities that bring neighbors together.
- There are as many differences within ethnic and racial groups, as there are between them.
- Make the time to actively learn more about the different cultures in your organization.
- Examine your own biases.
- Be Inclusive: Too narrow of a focus and extreme positions can often alienate the very people you'd like to include.
- Practice active listening. Turn up your listening dial across cultural differences.
- Listen for clear expressions of values or outlooks that are different from your own. Seek to understand by listening carefully to what they say (or do not say).
- Consider "icebreakers" help to create a comfortable environment.

IDEAS FOR YOUR NEIGHBORHOOD

Neighborhoods are the building blocks of our community and neighbors who work together are stronger and healthier. The City of South Bend encourages neighbors to work together to increase neighborhood engagement. The activities outlined below will allow your group to build neighborhood pride and increase your engagement with the South Bend community. If your neighborhood has stories of success or new ideas to share after trying one of the activities listed below please share with us at eee@southbendin.gov. Many of these ideas are supported in the Service Catalog section of this toolkit.

Neighborhood Directory

Sign up to add your neighborhood group to the city-wide neighborhood directory.

Communications

Consider opening up more communication channels with your neighbors. Using social media, paper materials, e-newsletters, websites or yard signs can be affordable, easy ways to reach more people about activities, plans or events. Browse different online “app” options like Next Door.

New Neighbor Welcome Program

Organize a “Welcome Committee” with some neighbors to greet new neighbors as they move in. You may bring information about your neighborhood, a South Bend Chamber Newcomer’s Packet, information about community organizations and more – or simply introduce yourselves so they can meet some friendly faces in town!

IGNITE Grant

Organize an improvement project in your neighborhood. The project could range from volunteers to help with common area landscaping to submitting a grant application up to \$10,000 through our Neighborhood Improvement Grant program.

Block Party

This toolkit provides tips on hosting a fabulous block party in your neighborhood.





Neighborhood Cleanup

During the spring and fall months consider organizing a group of volunteers to help clean up the neighborhood. Projects can be supported by South Bend's Neighborhood Services and Enforcement team, and the Tend the Bend trailer is available to assist. Email Angelo Logrande alogrand@southbendin.gov. This could be a good project to get youth and teens engaged in your neighborhood for a great cause.

Outdoor Movie Night

Plan an outdoor movie night for your neighbors to come together on a summer night. Consider a family-friendly movie for all to enjoy. Review this blog post for more tips and check out these fun ideas.

Scavenger Hunt

There are many creative ways to organize a neighborhood scavenger hunt! You could make this an activity at a block party or a separate endeavor. Consider having people use cameras on their phones to take pictures of items on the scavenger hunt list. The list could highlight neighborhood assets, noteworthy houses or common neighborhood items like a sports ball, bicycle or fire hydrant.

T-shirt Contest

Consider organizing a neighborhood T-shirt contest and spark the interest of local artists and designers. It's also a great way to show pride in your neighborhood.

Community Garden

Use your green thumb to develop a neighborhood garden. There are different ways to organize – you may want to use common space in your own neighborhood, or a local church or simply have a gardener's club where you can share best practices or split plants among your neighbors. Reach out to Unity Gardens in South Bend at www.theunitygardens.org for more information.





South Bend Markets

Get a group of neighbors to go to one of South Bend's summer markets to shop for fresh local produce, handmade products and beautiful plants and flowers.

Yard Sale

One man's trash is another man's treasure. Organize a neighborhood yard sale event or use your neighborhood communication channels to offer goods that you may be ready to pass on.

South Bend Police Department Citizens' Police Academy

The Citizens' Police Academy (CPA) provides an opportunity to participate and learn about police procedures and become familiar with the officers that work to protect and serve our community.

Activities for All Ages

Neighborhood parks or common areas might be a good place to organize regular programs for children, teens, adults and seniors to get active. Maybe one of your neighbors knows karate or yoga and can volunteer time to host the activity.




Healthy Recipe Sharing

If your block party is held "potluck" style, encourage neighbors to bring healthy food options and a recipe card. An organizer could compile all the recipes into a document to share with the neighborhood.

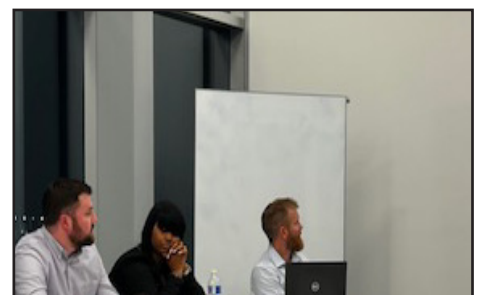
THE NEIGHBORHOODS CONSORTIUM



To encourage inclusive civic voice and participation citywide, South Bend community leaders have formed the Neighborhoods Consortium (NC). The NC is composed of one representative and one alternate from the City's active neighborhood associations. The purpose of the NC is for these representatives to:

-  exchange valuable ideas, experience, and knowledge, as well as collaborate on projects.
-  communicate their interests and concerns directly to City administration.
-  serve as a conduit for timely, accurate information about NC activities and City programs.

To get your neighborhood involved in the Neighborhoods Consortium, please email eee@southbendin.gov



CITY PROGRAMS AVAILABLE TO NEIGHBORHOOD GROUPS

There are a number of resources available to neighborhoods within the City of South Bend that can help your group enhance the quality of life for your neighbors and strengthen your neighborhood association. The Engagement and Economic Empowerment team is your partner to connect you with these resources. Contact us at eee@southbendin.gov to learn more or discuss your ideas.



Neighborhood Toolkit

The Neighborhood Toolkit is a resource for your neighborhood group that may be just forming or has been established for some time. This toolkit offers a variety of information on how to organize your neighborhood, run an effective meeting, host a block party, navigate your local government and more.

Neighborhood Directory (Coming Soon!)

Determine a key contact to sign up your neighborhood group to be listed on our city-wide Neighborhood Directory. The city can also use this information to send you updates on neighborhood programs, services and opportunities! Learn more and sign up online.



Neighborhood Service Catalog

Included in this Neighborhood Toolkit....See the pages below for a list of exciting services (including funding) available to neighborhood organizations.

Neighborhoods Consortium

Representatives from neighborhood groups are invited to attend a quarterly Neighborhood Consortium to connect, meet the Mayor, learn from each other and become more familiar with available neighborhood services. Topics in the past have included updates on City planning, public works projects, and police and safety. Previous Neighborhood Consortium summaries are available [online](#).



The Neighborhood IGNITE Grant Program

This grant program, also outlined below in the Toolkit, gives neighborhood groups an opportunity to have direct input and influence into the improvement of South Bend's neighborhoods. Grants are available to neighborhood associations within the city limits with the goal of creating a place making project to bringing neighborhoods together, encouraging partnerships between the city and neighborhoods and funding projects that provide community-wide benefit.

This annual program kicks off in 2022, with grants of up to \$10,000 available. See the description below in the Service Catalog section. Have an idea you want to discuss for a neighborhood grant? Contact us!

RESOURCES



QUESTIONS REGARDING CIVIL LAW



This is **NOT** for criminal cases. If you plan to use these services, please be aware that these programs are for civil law assistance. They are not designed to deal with criminal cases.

- 1) Family Law
- 2) Housing and Foreclosure Cases
- 3) Consumer Issues
- 4) Employment and Income Maintenance

Legal assistance is sometimes necessary to address issues that affect neighborhoods, individuals and families. The three main places that provide assistance are located on the bottom. The City does not provide legal assistance directly to residents.

A neighborhood organization may want to provide these resource links to a neighbor in need or seek assistance for themselves in answering legal questions about an activity or plan.



Notre Dame Legal Aid Clinic



Volunteer Lawyer Network



Indiana Legal Services

BECOMING A 501c3



In addition to your own attorney or accountant, the EEE team will advise the neighborhood association on the creation of a 501c3. What are the benefits to having your neighborhood organization a 501c3? You would have an enhanced ability to apply for certain grants, have the ability to own property, and other features provided to non-profit organizations.

The most daunting part of the process is the fact that the paperwork is long and complicated. This is not a “one and done” situation and the 501c3 status will need to be updated every year around tax season.

CLICK HERE
for the step by step process
of becoming a 501c3

Is This Necessary?

Making your neighborhood organization a 501c3 is not required to be a fully functioning organization. However, the federal status may help in some situations.

Is Your Home At Risk For Lead?

If you live in an older home, your family may be at risk for lead poisoning from paint. Many homes in South Bend were built prior to the 1978 ban on lead paint and are at risk. Funding to reduce the risk of lead paint is now available for home owners and renters who live in the City of South Bend. Children under the age of six are most at risk for lead poisoning and home interventions can help your family live lead safe. If your home was built before the year 1978 and you believe that there may be lead in your home, please contact the city's lead program at leadgrants@southbendin.gov or (574) 235-5826. There are a few more conditions but the service can help prevent young children from getting lead poisoning.

Qualifications

Your housing unit was built before 1978 and is located within South Bend city limits,

Annual household income, for all adults 18 and older, is below 80% of the Area Median Income (AMI) as determined by the Department of Housing and Urban Development – see the table below, and

A child under 6 lives in or frequently visits the house, or a pregnant woman lives in the house.*

One Person Household	Two Person Household	Three Person Household	Four Person Household	Five Person Household	Six Person Household	Seven Person Household	Eight Person Household
\$43,700	\$49,950	\$43,700	\$56,200	\$67,400	\$72,400	\$77,400	\$82,400

*If you have children or if a child spends time in your home, you may qualify. This includes 60 days over the entire year or 3 hours/2 days a week.

[**CLICK HERE TO APPLY**](#)

Other Ways to Keep Your Family Safe from Lead



Get your children tested

[**Click Here for More Information**](#)



Clean up around your home

[**Click Here for More Information**](#)



Have your home inspected

[**Click Here for More Information**](#)

BUILDING NEIGHBORHOOD BUSINESSES



The City of South Bend provides coaching, advice, seminars, and nonfinancial assistance to small scale developers and small businesses throughout the city, with particular focus on women, minorities, and projects in historically disinvested neighborhoods. Incremental Development will focus on small developers who live in these neighborhoods. We want these business and developers to become focal points to revitalize their neighborhoods. If you're interested or want to find out more email eee@southbendin.gov.

Temper Expectations

Development takes time, vision, money and tenacity. But from small brick storefronts to pop-up retail, the opportunity for growth and improvement in our neighborhoods is real.



GRAFFITI REMOVAL

If there is any graffiti in your neighborhood and you wish for it to be removed, there is a joint team to help clean it up! South Bend Police, Neighborhood Code Services and Enforcement and South Bend Venues Parks & Arts have teamed up to remove unwanted graffiti in your neighborhoods. If you see graffiti or someone in the act of spraying graffiti, contact the South Bend Police Department at 574-235-9201 or Crime Stoppers at 574-288-STOP. Once graffiti is reported to the police department, all abatement concerns pertaining to graffiti on abandoned, public, private, and commercial property can be addressed by contacting

**Director of Graffiti Abatement
South Bend Venues Parks & Arts
Maintenance Building
1020 High Street, South Bend, Indiana 46601
574-235-9414**

Instead of paying to remove the graffiti you can always paint over it. Community murals can be a constructive way to remove harmful graffiti. Look into the IGNITE Grant to help fund a mural.

■ SERVICE CATALOG



I NEED TO MEET UP VIRTUALLY?

The Service

The City of South Bend will pay for a professional Zoom Account for neighborhood associations to use for meetings. We will also keep the information on file, so it will not be lost over time.

What You Need to Have

An email and password for the Zoom Account. Note: We will not make accounts under personal emails.

A time when you can be in front of your email and on the phone with your neighborhood liaison for the two-factor authentication (which is a security measure to protect your account!)

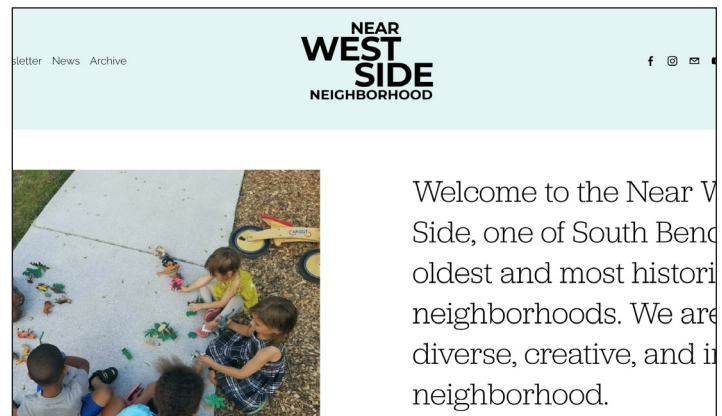
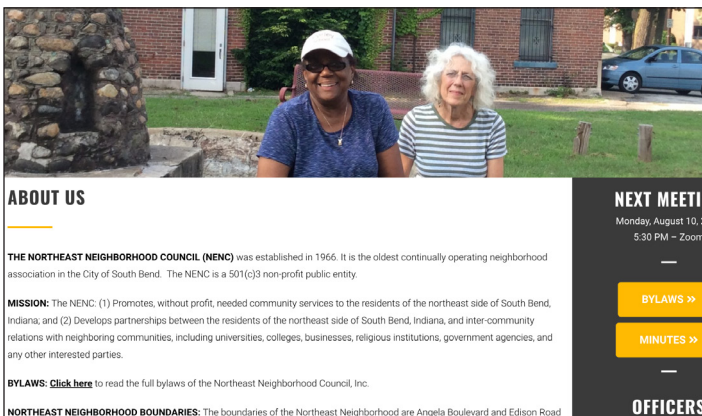
I WANT A WEBSITE?

The Service

The City of South Bend will provide up to \$150 to host your website. We will also keep the information on file, so it will not be lost over time. We **do not** provide website building or maintenance.

What You Need to Have

A plan for your website, **a brief narrative** regarding how you will use it, and the **preferred domain name**. You may have to work out the logistics of meeting your liaison to get everything up and running.



A sample of South Bend Neighborhood Websites

NEED SOMETHING PRINTED?

The Service

The City of South Bend will help any organized neighborhood association by providing up to \$200 in printing services. **You must provide what is to be printed in the application, we do not offer design services.**

What You Need to Have

The piece to be printed. We recommend making sure you have someone edit and look over this piece!

To submit the application and art at least two weeks ahead of the day you need it printed. Printing can take time, so we cannot offer immediate turn around. Please plan your needs accordingly.



Door Hangers



Flyers



1/2 Page Flyers

GET YARD SIGNS

The Service

The City of South Bend will **reimburse** \$150 for neighborhoods who purchase yard signs.

What You Need to Have

The receipt from printing. After we receive this, we will be in contact with you regarding the reimbursement check.

A photo of the signs. The City will not reimburse political signage.



GET THE MESSAGE OUT, DOOR TO DOOR

The Service

If you need help with outreach for a particular initiative (or for participation in general), we will provide up to two teammates to go door-to-door with you in your neighborhood. Canvassing is a great way to meet your neighbors and build capacity within your organization. All canvassing must be done within the safety guidelines of the City (ie, only during the day, two people per home, etc.)

Limits

This is a **match service**, two E3 members will only be provided if you have two neighborhood members also canvassing.

Only **three hours** total of canvassing time **per year**.

We have the right to refuse providing this service.

What You Need to Have

Two neighbors ready to get their boots on the ground!

A map of where the canvassing is to take place. This can be streets, a map, etc.

Coordinating the canvassing time up to **six weeks in advance**. We do not have capacity to canvas last minute.



NEIGHBORHOOD T-SHIRTS



The Service

The City of South Bend will **reimburse** \$150 for neighborhoods who purchase t-shirts..

What You Need to Have

The receipt from printing. After we receive this, we will be in contact with you regarding the reimbursement check.

RENT THE PARTY TRAILER



The Party Trailer has all of the necessary material to turn your small neighborhood hangout into a smash neighborhood party. The Party Trailer has tables, chair, tents, games, and coolers. This trailer will enable your neighborhood to safely host a party that your neighbors will be talking about for months to come. Free for all South Bend neighborhood associations, the trailer will need to be reserved in advance. The Trailer will help you with infrastructure - all the neighborhood needs to do is provide people and food! If you're interested or want to find out more email eee@southbendin.gov or visit our web site with more complete instructions, including how to get the proper permits for a neighborhood block party.

Borrowing the Party Trailer

In order to borrow the trailer, you must apply at our (COMING SOON!) website.

The Trailer needs responsible care, so when borrowed the neighborhood must have at least 6 volunteers available, 4 of whom must be over the age of 18.

City Paperwork and Locations

In order to close a block for a party, the proper paperwork must be filed with the City. If you have any questions about how to fill out the paperwork the E3 team can help.

Other locations could be parking lots, parks or other neighborhood open spaces. Make sure to get permission first!

Ask us about linking with the Tend the Bend trailer, Boomer, and other programing.

**THIS SERVICE IS
COMING SOON! THE
MORE INTEREST
WE HAVE IN IT, THE
SOONER WE CAN
MAKE IT HAPPEN!**

IDEAS TO HOST A BLOCK PARTY

There's no better way for neighbors to start building a better neighborhood than to just get together and have fun. Block parties bring people together and allow neighbors to connect with each other and their neighborhood organization to get involved in what's next.

Getting started

The idea of a neighborhood block party is to bring neighbors together. It's a good idea to find one or two neighbors to help you with the event. The first step is to create an Organizing Committee that can help coordinate the details.

Time and Location

A weekend date mid-May to end of September is a good time to host a block party. It's a good idea to have alternate rainout day plans. Keep in mind who lives in the neighborhood when setting the hours for the party. If young children or seniors are living near the party area, plan to finish by 8 or 9 p.m.

Which location works best may vary depending on your neighborhood. Options may include: a neighbor's backyard, house, garage, common room in an apartment/ condo unit, alley, street or park. Safety and accessibility are important factors when planning!

If you want to close down a street or re-direct traffic, you will need to submit your request to the City of South Bend. Call City Hall a few weeks in advance to learn more or learn more at www.southbendin.gov/board/special-event-committee. To host the party at your neighborhood park, be sure to check in advance with South Bend VPA online or call their office phone number at 574.299.4765. Remember that at the end of the function, public sites need to be cleaned and left in good condition.

Neighborhood Outreach

Promoting the event to your neighbors is a critical step and should be done at least a couple weeks in advance. Be creative with flyers, social media and word of mouth to spread the news of the block party! A casual approach can be used to inform neighbors as you see them out working in their yards. Using yard signs similar to garage sale signs might be a good way to grab the attention of folks as they are driving in and out of the neighborhood. To reach neighbors in townhouses, apartments and condos, it is best to approach the manager. They will let you know how to get in touch with the residents. You may also want to invite your city councilperson to the event to help build the relationship.





Food

Having food at the Block Party is probably the most essential element of a successful event. There are many different options you could use to provide food. Some ideas include: organizing a pot luck where everyone brings a dish; having a barbeque or chili cook-off contest; picnic style where everyone brings their own food; cater the food and have everyone pitch-in for the expense; or see if a neighborhood restaurant or grocery store will donate. Try to keep it simple.



Entertainment and Activities

Plan ways to keep children of all ages and adults entertained and engaged throughout the party. Chalk, finger painting, bubbles and hula hoops are all easy activities to keep kids happy. Ask around to see if any neighbors have corn hole or other backyard games that they would be willing to set out for the day. Perhaps a neighbor knows a few good magic tricks, plays an instrument, or has a karaoke machine to lend their talents.



Details

The final event planning details can often go overlooked. Be sure that you have tables to set out food, coolers for drinks and plenty of trash bags ready to go. Nametags can also be a great help where guests can write their names and house number. Institute a bathroom policy "everyone to use his or her own," so that home security is maintained. Decide if pets and alcohol are going to be allowed. Establish a clean-up crew to help make sure the space is picked up before leaving.



While the purpose of the block party will be to bring neighbors together for fun, you may also want to take advantage of having your neighbors convened in one place. Set up a sign-in sheet to collect names and contact information to keep the conversation moving forward.





IGNITE

Welcome to the City of South Bend

IGNITE Grant! South Bend is proud of its historic and vibrant neighborhoods and the connections that they offer for residents. To support that vibrancy and connection, the City of South Bend's Department of Community Investment and Engagement and Economic Empowerment (EEE) team is offering grants of up to \$10,000 to neighborhood associations and groups to create and expand ways for neighborhoods to engage, connect, and grow. The funds provide for small neighborhood-based projects with community-wide benefit.



Please know that the grant requires applicants to involve as many residents as possible and it is important to start that community involvement early, including with the application process! The EEE team is here to help applicants apply but we cannot coordinate neighborhood residents or do the work of the project itself. These grants are for neighborhood associations to take ownership of their communities in order to build a better future for all.

Please find key information points below. **Applicants must review the materials carefully before beginning as there are items that require outreach and planning.** Chief among those is making sure your neighborhood association has developed a team (including possible partnerships), gotten feedback from neighborhood residents about your project, and put a budget together. To help you plan, we've also created a checklist for the grant and a list of sample projects.

We could not be more excited to work with you on your project! Thank you for helping make South Bend a better place for residents to live, grow, and thrive.

WHAT IS THE IGNITE GRANT?



The goal of the Neighborhood IGNITE Grant program is to improve South Bend neighborhoods through innovative projects that spark community engagement and development and are led by neighborhood residents themselves. The City of South Bend is offering grants of up to \$10,000 to support projects that fall into the following general categories:

Beautification

wildflower gardens, tree planting

Public Art

murals, sculptures, street painting

Food Security/Access

community garden

Public Safety

sidewalk connections, lighting, informal signage

Health & Wellness

walking paths, outdoor exercise equipment, compost, bike racks, bike repair station

Public Space Enhancement

picnic areas, seating, shared spaces, large capacity grills, park benches

Neighborhood Signage

neighborhood identification signs, information

Capacity Building and Training

Neighbor Works training, strategic plans, technical assistance

Other

We are open to other creative project ideas generated by neighborhoods!



The following expenses will not be considered for funding:

Expenses incurred prior to application date

Tree removal or pruning or general maintenance (including watering), unless part of a larger beautification project

Events, activities, programs, and services usually included in the organization's regular budget; unless the new funding is for significant improvements

Operating expenses, including salaries and stipends

Expenses that can be covered through the City of South Bend's Service Catalog

WHO CAN APPLY?

Who? The program is administered by the City of South Bend's Engagement and Economic Empowerment (EEE) team. The grant program is exclusively for neighborhood associations and the residents within the neighborhood. A neighborhood association must identify neighborhood boundaries and develop a committee of at least 5 neighborhood residents (with contact information). To learn more about organizing your neighborhood, see our Neighborhood Toolkit.



WHERE CAN I HOST A PROJECT?

Where? The project must be carried out within the declared boundaries of the neighborhood. Applicants are welcome and encouraged to partner with local organizations and businesses but the project itself must be for the residents of the applying neighborhood association and provide a clear community benefit.



HOW DOES THE FUNDING WORK?

How? As these grants offer funding up to \$10,000, the applying neighborhood must have a tax identification number and a bank account, which requires that the association is at least recognized as a nonprofit by the State of Indiana. Organizations do not have to have 501c3 certification. Depending on the project, the City may pay vendors or suppliers directly.



WHY IS THIS BEING OFFERED?

Why? South Bend has a rich and proud history of neighborhoods. Investments in our neighborhoods and neighborhood associations are one of the best ways to facilitate community connection and provide the opportunity for residents to organize and advocate for themselves. The COVID-19 pandemic has made especially clear the importance of local action and we want to do everything we can to make South Bend neighborhoods places for every resident to live, grow, and thrive.

Informational Meeting and Open House

An official informational meeting will take via Zoom. If a neighborhood representative cannot attend this meeting, a Zoom recording will be made available after. After this informational meeting, it is advised to attend the Open House at the Technology Resource Center (TRC) on Franklin Street

1

Informal Meeting with EEE Team

A neighborhood representative will be required to contact a member of the Engagement and Economic Empowerment team to discuss the proposed idea(s) and the application process. The EEE team wants to ensure that neighborhoods understand the process and the requirements of the grant. If the project requires approval from other departments of the City of South Bend, neighborhood representatives may be required to speak with other city representatives to get approval of the project as part of the application process.

2

Grant Approval Process

The Neighborhood IGNITE Grant will be reviewed and approved by the Engagement and Economic Empowerment team as well as representatives from other City departments and the Neighborhood Consortium

3

REQUIREMENTS

Neighborhood Consortium Participation: The neighborhood association has successfully participated in the quarterly Neighborhoods Consortium meetings. Additionally, each neighborhood association must:

- Have a primary and secondary contact
- Identify at least 5 neighborhood residents who participate in meetings and can provide contact information
- Identify the boundaries of your neighborhood

RATING CRITERIA



Neighborhood Involvement

20 points

The neighborhood association has involved neighborhood residents in the planning and future implementation of the project, e.g., meetings regarding the project and promotion in newsletters, flyers, petitions, etc.

Provides Neighborhood Benefit

20 points

The proposed project provides benefit to the whole neighborhood by improving the health, safety, or quality of life of residents; benefiting a significant number of residents; reducing potential property damage; or providing a facility commonly found in other neighborhoods.

Feasibility

15 points

The neighborhood association has considered design and environmental concerns, especially whether the project can be completed within one calendar year.

Longevity

15 points

The neighborhood association has identified any long-term maintenance responsibilities and has considered the project's consistency with the neighborhood's own plan and/or **plans and policies** put forth by the City of South Bend.

Partnerships and Collaborations

10 points

The neighborhood association has involved partners or other City departments with experience in completing similar projects. If partners are not involved in this project, the neighborhood association has explained why.

Equity

20 points

Priority will be given to applications from neighborhood associations that have not received a Neighborhood IGNITE Grant within the past few years and that have demonstrated the most significant need for their neighborhood.



FREQUENTLY ASKED QUESTIONS

Where should I begin if I want to organize and mobilize my neighborhood to submit a grant application this year?

Start out by reviewing our [Neighborhood Toolkit](#) that offers tips for neighborhood groups looking to form. The Engagement and Economic Empowerment Team can also be a great resource to you! We can support you by printing materials to promote a neighborhood meeting, facilitating a conversation with your neighbors to determine the best improvement project and more!

Can one neighborhood apply for multiple projects?

Neighborhoods that apply can only request up to \$10,000 total. Neighborhood groups are highly encouraged to reach consensus on a single project. If you apply for multiple projects, note that the review group may choose to fund one project while denying funding to another, so prioritizing them in your application is very important.

If the neighborhood contributes funds toward the project, will those dollars be considered part of the \$10,000 cap or would it be able to expand the project beyond \$10,000?

Donated dollars would allow the total project cost to go beyond \$10,000. Proof of your donations or pledges should be submitted with your application.

If we received funding in 2022 through this program, can we apply again in 2023?

Yes, all neighborhoods are eligible to apply again in 2023. However, priority may be given for neighborhoods that have not yet received a grant. Neighborhoods that received funding in the past are encouraged to propose a project that is different than the project previously funded. For example, if you did a park project in 2022, we would encourage you to apply for something other than a park improvement in 2023.

Will the funds go towards completing full projects only or could partial funding be awarded?

The review committee will determine this based on the demand and size of projects that are submitted. If there is a need to do partial funding, the review committee will contact the applicant(s) before the final recommendation is submitted for approval. We want as many high-quality applications to succeed as the budget allows.

Can projects be done on private or vacant spaces within the city?

A goal of the program is to fund neighborhood-based projects that provide community-wide benefit. While we prefer to see projects completed in public, city-owned spaces, we are open to exploring projects on private property on a case-by-case basis. Any project completed on private property may require the neighborhood to pay 51% of the total project costs. The match may be waived if the project is adjacent to a public amenity or feature or is accessible to the public (neighborhood signage on private property as an example). Additionally, permission from the owner and a detailed maintenance plan will need to be submitted with your application to ensure that the neighborhood can manage any upkeep successfully.

Where can we find plans and/or codes to make sure we are staying compliant with the city?

Helpful resources may plans and policies put forth by the City of South Bend, or *simply send us an email to discuss at eee@southbendin.gov!*



Innovation Grants for Neighborhood
Inspiration, Transformation and Enhancement

SAMPLE PROJECTS & COSTS

Below are a few sample projects with associated real-world pricing. These samples are by no means comprehensive, but can help neighborhood associations get some ideas and a feel for how much various project types cost. All projects will be discussed prior to application submission with the Engagement and Economic Empowerment team and associated City departments, such as Venues Parks and Arts or Public Works. In some cases, items must be purchased from specific vendors.



Memorial Benches

Color: Location Specific
Wabash Valley: Courtyard 6'
Cost: \$3,000
Installation: \$900



Bike Repair Station

Color: Location Specific
Brand: Dero
Cost \$1,200
Installation: \$900



Tree Planting

2"-4" caliper.
Cost: \$250.00 (Installation included)



Public Art

Various local artists
\$5,000-\$7,500

NEIGHBORHOOD ADVOCACY

Navigating Your Local Government

Since a large part of a neighborhood association's time may be spent advocating for change at the local level, it is important to know how to work with local government. The points below give ideas for how groups like neighborhood associations can effectively work with local government to influence decision making. Neighbors who work together along with local government can effectively solve short- and long-term neighborhood problems.

Please be sure to call or email us at City Hall for any question, concern, red flag or issue you have so that we are aware. Contacting us directly is the best way to get an accurate answer about your concern. Again, the Engagement and Economic Empowerment team is here to be a resource to you and your neighbors.

For a long-term initiative or goal, here are some strategies to consider.

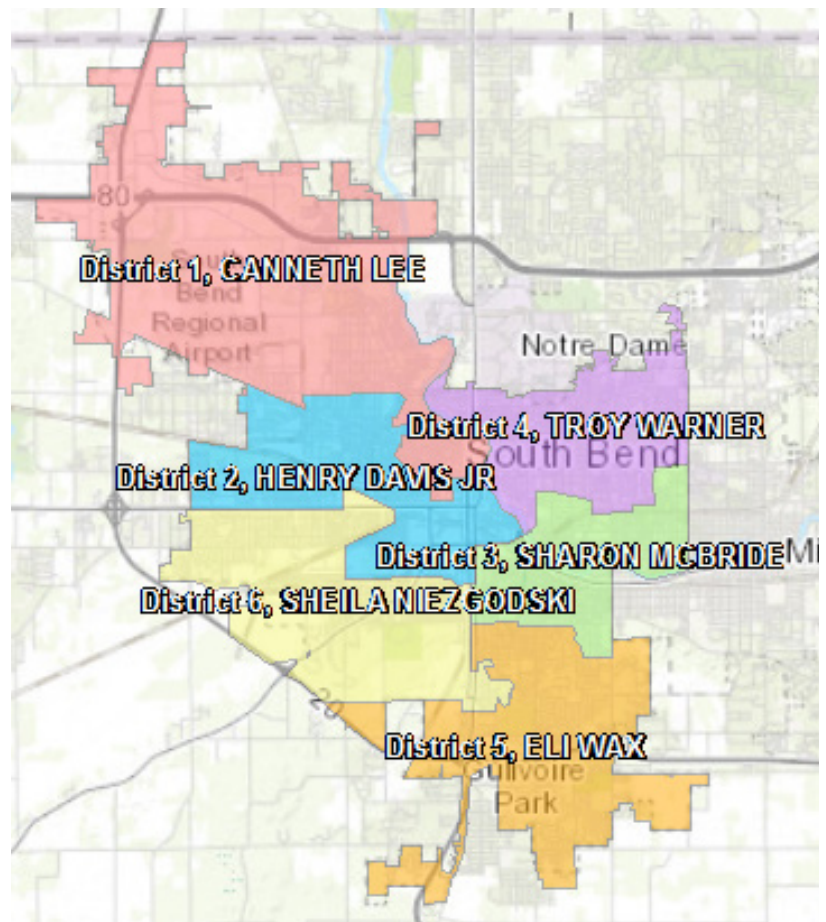
Keep Your Public Officials Informed

Maintain an ongoing relationship where you are able to communicate areas of concern or success with City staff and elected officials. The City's doors are always open for you to come by or call City Hall to discuss what's on your mind, and your local councilperson is a great resource.

View the City Council district map and get to know the City Councilperson who represents your neighborhood. Invite them to a meeting to share your goals or concerns. As the saying goes-"don't wait to ask a stranger for a favor"-meaning that it's best to have the relationship established before you ask your Councilperson to vote your way on an issue.

Know the Structure and Purpose of City Government

View the City's website at www.southbendin.gov and learn more about what we do. Visit or stream a few public meetings to understand how different Boards and Commissions may operate, discover the guidelines they follow and become familiar with their capabilities and restrictions.



CLICK HERE
FOR ONLINE CONTACT INFORMATION

Have Set Goals in Mind

Know what your neighborhood is trying to accomplish and what its priorities are. Consider how your existing goals align with City plans and departments.

Know Your Issues

Do your homework. Find out who is affected, to what degree and the consequences of no action. Determine which issues will need to be addressed by the City and which will need to be addressed by the neighborhood itself.

Make it Clear You Represent a Group

Identify the name of your neighborhood group and its purpose or mission. Determine a point person to represent the neighborhood to help establish continuity and identity. Ensure that you have the group's approval/authorization before acting or speaking publicly on its behalf.

South Bend Neighborhood	Councilperson
Bercliff Estates	Sharon McBride
Chapin Park	
Common Council Meeting	Karen White
Council Oak	Canneth Lee
East Wayne Street Historic	
Edgewater	Henry Davis Jr
Edison Park	
Erskine Park	Jake Teshka
Far Northwest Side Neighborhood Association	Canneth Lee
Far Westside	Shelia Neizgodski
Harter Heights	Troy Warner
Howard Park Neighborhood Association	Troy Warner
Keller Park	Canneth Lee
Kennedy Park Neighborhood Association	Henry Davis Jr
Lasalle Neighbors for Change (NFC)	Henry Davis Jr
LaSalle Park Neighborhood Alliance Meeting	Henry Davis Jr
Lincoln-Bendix Park	Henry Davis Jr
McKinley Terrace	Troy Warner
Miami Village	Sharon McBride
Monroe Park Neighborhood Association	Henry Davis Jr
Near West Side Neighborhood Organization	Henry Davis Jr
NNN	Canneth Lee
Northeast Neighborhood Council	Troy Warner
Northshore Triangle	Troy Warner
Pinhook Area	Canneth Lee
Ridgedale	Jake Teshka
River Park	Sharon McBride
Rum Village	Shelia Neizgodski
Southeast Organized Area Residents (SOAR)	Sharon McBride
Southside Scottsdale	Jake Teshka
Sunnymede Neighborhood Association	Sharon McBride
Swanson Park	
Twyckenham Hills	Jake Teshka
Wooded Estates	Troy Warner

Advocating with your neighbors as an association or group allows you to speak with a unified voice on specific issues. A unified voice speaks to a broader constituency that is impacted by the issue and may carry more weight with elected officials.

Follow Up

As you're meeting with City staff and elected officials, follow up on the discussion with a memo summarizing the discussion and its outcome. Check back to see if whatever has been agreed to is being done or to see if decisions are being made. After the decision has been made, check back with the appropriate staff or official to be certain it is carried out.

Keep the Neighborhood Informed

Use your neighborhood association's meetings and communications to keep everyone informed of progress. Contact the neighbors and friends about what is happening.

Advocating with your neighbors as an association or group allows you to speak with a unified voice on specific issues. A unified voice speaks to a broader constituency that is impacted by the issue and may carry more weight with elected officials.



Mayor James Mueller
mayormueller@southbendin.gov
311 (Within city limits)
574.233.0311 (Outside city limits)

South Bend Elected Officials

227 W. Jefferson Blvd.
South Bend, IN 46601

Mayor's Office: Suite 1400 N
Council: Suite 455



Dawn M. Jones
City Clerk
sbcityclerk@southbendin.gov
574.235.9221



Canneth Lee
1st District
clee@southbendin.gov
574.235.5980 Office
574-235-5567 TDD



Henry Davis, Jr.
2nd District
hdavis@southbendin.gov
574.235.5567 TDD
574.235.5983 Office



Sharon McBride
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574.235.5981 Office
574.235.5567 TDD



Troy D. Warner
4th District

twarner@southbendin.gov

574.235.5567 TDD

574.235.5978 Office



Eli Wax
5th District

ewax@southbendin.gov

574.235.5984 Office

574.235.5567 TDD



Sheila Niezgodski
6th District

sniezgod@southbendin.gov

574.235.5567 TDD



Karen L. White
At Large

kwhite@southbendin.gov

574.235.5985 Office

574-235-5567 TDD



Lori K. Hamann
At Large

lkhamann@southbendin.gov

574.235.5567 TDD

574.235.5979 Office



Rachel Tomas Morgan
At Large

rtomasmo@southbendin.gov

574.235.5567 TDD

574.235.5982 Office

■ **SAMPLE SECTION**



GUIDE FOR PLANNING A NEIGHBORHOOD MEETING

Gather 2-4 other neighbors to help you organize the first meeting.

1 GATHER

2 BOUNDARIES

Determine the boundaries of your neighborhood:

DATE & TIME

3

Decide on a date and time for your Neighborhood Meeting. Keep in mind regular business hours and typical commuter times for your neighbors.

Decide on a meeting place and make arrangements necessary to reserve it. Some possibilities include:

- Neighborhood Park
- Neighborhood School
- Library
- Local Business or Restaurant
- Church/Temple
- Neighbors Home/Yard

4 AGENDA

Decide on an agenda and any guest speakers desired for the meeting.

5 NEIGHBORHOOD NEEDS

Identify any special needs for your neighborhood. Do your best to ensure all are comfortable but know that things can be adjusted for future meetings once you have a better feel for the group's needs.

- Language translation
- Accessibility
- Child care
- Walking distance
- Hearing impaired

6 MEETING PLACES

7 CONTACT GUESTS

Contact any guest speakers and arrange for them to attend.



8 FLYERS

Prepare a flyer announcing the meeting (see below).

9 SPREAD THE WORD!

Distribute flyers and spread the word throughout your neighborhood boundaries. Word of mouth, door knocking, signage and social media are all good resources to spread the word!

NEIGHBORHOOD MEETING!

Join us for a Neighborhood Meeting!

Every Second Tuesday

7 pm

@ Local Spot!

**For questions, contact us
through our Facebook Group!**





Sign In

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SAMPLE ASSOCIATION OUTLINE

Article I. Purpose

Section 1. Name

The name of the neighborhood association shall be _____.

Section 2. Purpose

The purpose of the neighborhood association shall be to promote a better neighborhood and community through group action.

Article II. Membership

Any person residing on _____ between _____ and _____ is eligible for membership.

Article III. Voluntary Dues

Voluntary dues shall be \$4 per person per year.

Article IV. Meetings

Section 1. General Membership Meetings

Regular meetings will be held on the _____ of each month, or more or less often as deemed necessary.

Section 2. Quorum

At least ten percent of the membership must be present to conduct official business.

Article V. Officers

Section I. Number and Election of Positions

The officers shall be a President, Vice President, Secretary, and Treasurer, who shall be elected in _____ of each year. The term of office shall be one year.

Article VI. Committees

The membership may establish necessary committees at any meeting. The President may also establish such committees. The President shall appoint committee chairpersons.

Article VII. Amendments

The bylaws may be amended at any regular meeting. Two-thirds (2/3) of those members in attendance must approve the amendment.

SAMPLE BYLAW OUTLINE

Article I. Purpose

- Section 1. Name of Organization
- Section 2. Purpose of Neighborhood Association

Article II. Membership

- Section 1. Membership Qualifications
- Section 2. Membership Voting

Article III. Voluntary Dues

Article IV. Meetings

- Section 1. General Membership Meetings
- Section 2. Special Membership Meetings
- Section 3. Agenda
- Section 4. Quorum
- Section 5. Participation
- Section 6. Procedures

Article V. Board of Directors

- Section 1. Number of Board Members
- Section 2. Terms of Office
- Section 3. Eligibility for Board Service
- Section 4. Duties of Board Members
- Section 5. Election of Board Members
- Section 6. Board Vacancies
- Section 7. Duties of Board Officers
- Section 8. Board Meetings
- Section 9. Emergency Powers
- Section 10. Termination for Non-Attendance

Article VI. Committees

Article VII. Conflict of Interest Procedures

- Section 1. Definition
- Section 2. Declaring the Conflict of Interest
- Section 3. Abstention from Voting

Article VIII. Grievance Procedures

- Section 1. Eligibility to Grieve
- Section 2. Complaint Receipt
- Section 3. Final Resolution

Article IX. Procedure for Consideration of Proposals

- Section 1. Submission of Proposals
- Section 2. Notification
- Section 3. Attendance
- Section 4. Dissemination

Article X. Public Meetings/ Public Records Requirements

Article XI. Boundaries

Article XII. Non-Discrimination

This section should describe the association's commitment to include all members of their neighborhood as defined under the "Boundaries" section of the bylaws. Be as inclusive as possible.

Article XIII. Adoption and Amendment of Bylaws

SAMPLE

(Your organization Name) Minutes

I. MEETING DETAILS

Chairperson: [Andria Harding](#) Secretary:
[Rudy Alexander](#)
Date: [March 1, 2021](#)
Time: [7:00 pm](#)

Location: [South Bend Neighborhood](#)

ATTENDEES

- [Andria Harding](#) (Chairperson)
- [Ruby Alexander](#) (Secretary)
- [Shawna Tyler](#) (Treasurer)
- [Morgan Bryant](#) (Business Manager)
- [Vanessa Waterman](#) (Resident Committee)
- [Bri Mendez](#) (Municipal Committee)
- [Kim Taylor](#) (Legal Committee)
- [Various Residents](#)

II. CALL TO ORDER

Welcome – [Speaker Andria Harding](#) – [7:00 pm](#)

[Andria](#) welcomed all attendees to the meeting, introduced Neighborhood board and new members.

Previous Meeting Minutes – [Speaker Andria Harding](#) – [7:02 pm](#)

[Ruby](#) distributed the February meeting minutes and [Andria](#) led the attendees in a vote of approval. The attendees voted unanimously to approve the minutes.

Current Meeting Agenda – [Speaker Andria Harding](#) – [7:09 pm](#)

[Ruby](#) distributed the current meeting agenda and [Andria](#) led the attendees in a vote of approval. The attendees voted to unanimously approve the minutes.

III. REPORTS

Treasury Report – [Speaker Shawna Tyler](#) – [7:16 pm](#)

[Shawna](#) reported the fiscal impact of the community bake sale held on February 14' 2021.

Resident Committee Report – Speaker Vanessa Waterman – 7:26 pm Vanessa presented a request from association residents to expand the types and breeds of pets that are allowed in association homes.

Municipal Committee Report – Speaker Bri Mendez – 7:35 pm
Bri updated the association about the permit acquisition process for the association’s Memorial Day block party.

IV. OLD BUSINESS

Old Business – Speaker Morgan Bryant – 7:42 pm There was no old business to address for this meeting.

V. NEW BUSINESS

Community Center Remodel – Speaker Morgan Bryant – 7:43 pm
Morgan gives a presentation on the proposed remodel to the community center.

VI. OPEN COMMENT

Lawns – Speaker Anthony Alpert (Resident) – 7:55 pm
Anthony asked the board if it would be possible to advance the lawn-seeding period from March 15th to March 8th due to the rain that is expected March 11. The board voted unanimously to approve the request.

VII. ADJOURNMENT

End of Meeting – Speaker Andria Harding – 8:00 pm

Meeting Minutes – Speaker Ruby Alexander – 8:00 pm
Ruby completed the meeting minutes and Andria approved them.

Minutes submitted by: Ruby Alexander Print Name: Ruby Alexander

Approved by: Andria Harding Print Name: Andria Harding

**For more
information,
please contact
eee@southbendin.gov**

