

Note from ShaMecha:

We had a total of 6 responses to this call for questions to ask/criteria that should be considered for an NIA to apply for additional funding.

Response 1

What is the expected outcome for the expenditure being requested and what measurements are in place to determine the effectiveness of the desired outcome?

Response 2

1. What category will these funds be used for? Select from a drop down list matching the budget categories.
2. What is the specific dollar amount for this request?
3. If the funds are used for newsletters, please provide the month and dollar amount for each newsletter.
4. If the funds are for something besides newsletters, please give a brief description of how the funds will be used. Please include any dates or partnerships that are applicable.
5. What is the desired outcome and impact of the funds?
6. When do you need these funds?

Response 3

Are funds available?

Are there other funding sources in the City's budget that could fulfill the NIA's need?

Is there another NIA that isn't spending down their funds (better use of available funds)?

Is the request based on an identified need in the NIA's long range plan?

Does the request complete a current or ongoing project?

How can we make the paperwork for the request simple and direct? Will we accept digital signatures for requests like this from NIAs? (I think I need more context to answer these questions more specifically.)

Response 4

Do you plan to request additional funds this year?

What is the maximum amount a NIA can request per year? What are the minimum and maximum amounts a NIA can request per application?

Response 5

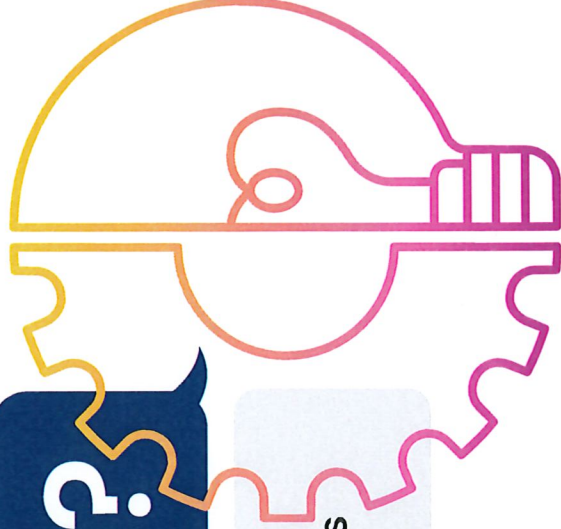
For what will the funds be used and how important is that use for the NIA?

Response

What is the expected benefit to the NIA from these funds?

# How Might We?

Create An Empowered Support Fund Process



## Workflow

- 1 Current Template & Potential Impacts
- 2 Essential Questions To Answer
- 3 Individual, Pairs & Groups, Collective
- 4 Summary and Action Items

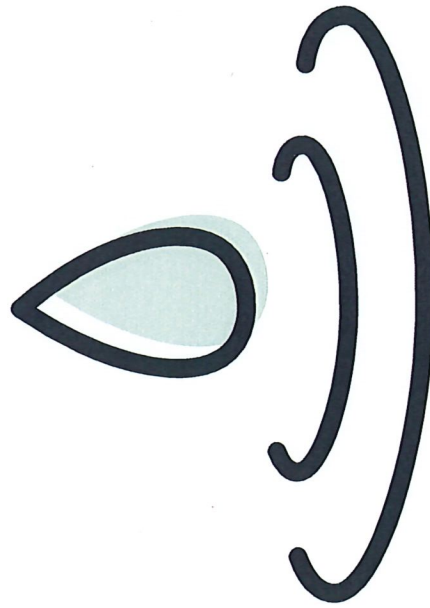
## Starting Point

The goal of our workshop is to create an application for requesting support funds that is efficient and simple; promotes equity; collectivism, as much as possible; and self-determinism of unique needs and goals for NIAs.

*We can  
do tough  
things*

TOGETHER!

# BREATHE



## Things to Remember

1 Discussing money can bring up a range of feelings and intense responses - do what you must to self-regulate while supporting the group's process.

2 This process, and the solutions we come up with, will not solve for all needs or situations. We focus on progress over perfection.

3 Fundamentally we are all the same and want the same basic outcome.

Money is a tool. This is but one point of access.

# RULES

- Fears, protest, and rhetorical questions ONLY
- If you hear something you agree with, you may say: "Yes! And..."
- No counterpoints
- Be self-aware of time and others
- Get it all out



## The Spiral!

An Exercise To Move Past  
Fears & Presuppositions

**<10 MINUTES**

# Let's begin!

YEAR 2022

## NIA BUDGET SUMMARY REPORT

City of Topeka - City Manager's Office  
Community Engagement Division

2022 NIA SUPPORT FUND

Report Date 12/9/2022

	CD2020.3537		CD2021.3610		CD2022.3671	
	2020		2021		2022	
	Budget	Actual	Budget	Actual	Budget	Actual
NIA Support	\$ 57,500.00	\$44,171.14	\$ 57,500.00	\$38,463.76	\$ 57,500.00	\$33,871.52
Contingency	\$ 5,000.00	\$4,303.45	\$ 5,000.00	\$6,317.96	\$ 5,000.00	\$12,924.23
Citizen Advisory Council	\$ 2,500.00	\$2,349.95	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$971.00
Total NIA Support Annual Budget	\$ 65,000.00	\$ 50,824.54	\$ 65,000.00	\$ 47,281.72	\$ 65,000.00	\$ 47,766.75

Activity #	NEIGHBORHOOD	2020 Budget	2020 Actual	2021 Budget	2021 Actual	2022 Budget	2022 Actual	2022 Remaining	2022 % Remaining	# of NIA Households	% of Total NIA Households
CD2022.0001	Central Highland Park	\$ 7,219.64	\$7,134.74	\$ 7,219.64	\$6,824.49	\$ 7,219.64	\$6,109.41	\$ 1,110.23	15%	2218	12.56%
CD2022.0002	Central Park	\$ 2,688.65	\$637.32	\$ 2,688.65	\$925.40	\$ 2,688.65	\$40.00	\$ 2,648.65	99%	826	4.68%
CD2022.0003	Cherney Park	\$ 2,363.15	\$2,345.05	\$ 2,363.15	\$1,069.54	\$ 2,363.15	\$1,016.16	\$ 1,346.99	57%	726	4.11%
CD2022.0004	Downtown	\$ 1,236.91	\$40.00	\$ 1,236.91	\$40.00	\$ 1,236.91	\$40.00	\$ 1,196.91	97%	380	2.15%
CD2022.0005	East End	\$ 1,383.39	\$1,516.90	\$ 1,383.39	\$855.92	\$ 1,383.39	\$797.04	\$ 586.35	42%	425	2.41%
CD2022.0006	East Topeka North	\$ 2,698.41	\$1,767.08	\$ 2,698.41	\$2,025.38	\$ 2,698.41	\$40.00	\$ 2,658.41	99%	829	4.69%
CD2022.0007	East Topeka South	\$ 956.98	\$1,187.84	\$ 956.98	\$1,818.04	\$ 956.98	\$1,320.00	\$ (363.02)	-38%	294	1.66%
CD2022.0008	Hf-Crest	\$ 6,718.37	\$5,328.61	\$ 6,718.37	\$3,747.96	\$ 6,718.37	\$5,234.72	\$ 1,483.65	22%	2064	11.68%
CD2022.0009	Highland Acres	\$ 1,871.64	\$1,814.32	\$ 1,871.64	\$1,681.71	\$ 1,871.64	\$1,321.77	\$ 549.87	29%	575	3.26%
CD2022.0010	Historic Holiday Park	\$ 1,702.38	\$40.00	\$ 1,702.38	\$40.00	\$ 1,702.38	\$640.44	\$ 1,061.94	62%	523	2.96%
CD2022.0011	Historic North Topeka East	\$ 3,990.66	\$3,391.24	\$ 3,990.66	\$994.93	\$ 3,990.66	\$2,324.64	\$ 1,666.02	42%	1226	6.94%
CD2022.0012	Historic Old Town	\$ 2,584.49	\$2,580.83	\$ 2,584.49	\$2,315.58	\$ 2,584.49	\$1,991.88	\$ 592.61	23%	794	4.49%
CD2022.0013	Jefferson Square	\$ 904.90	\$901.90	\$ 904.90	\$627.12	\$ 904.90	\$812.40	\$ 92.50	10%	278	1.57%
CD2022.0014	Lilins-Foster	\$ 1,621.00	\$1,612.12	\$ 1,621.00	\$703.06	\$ 1,621.00	\$40.00	\$ 1,581.00	98%	498	2.82%
CD2022.0015	Monroe	\$ 1,370.37	\$40.00	\$ 1,370.37	\$815.00	\$ 1,370.37	\$40.00	\$ 1,330.37	97%	421	2.38%
CD2022.0016	North Topeka West	\$ 3,066.23	\$3,062.47	\$ 3,066.23	\$2,861.17	\$ 3,066.23	\$2,480.60	\$ 585.63	19%	942	5.33%
CD2022.0017	Oakland	\$ 8,290.55	\$8,109.60	\$ 8,290.55	\$7,917.94	\$ 8,290.55	\$7,100.00	\$ 1,190.55	14%	2547	14.42%
CD2022.0018	Quinton Heights-Steele	\$ 735.64	\$734.57	\$ 735.64	\$40.00	\$ 735.64	\$290.90	\$ 444.74	60%	226	1.28%
CD2022.0019	Tennessee Town	\$ 983.02	\$891.72	\$ 983.02	\$779.76	\$ 983.02	\$289.20	\$ 693.82	71%	302	1.71%
CD2022.0020	Valley Park	\$ 1,995.33	\$858.85	\$ 1,995.33	\$1,995.88	\$ 1,995.33	\$1,902.36	\$ 92.97	5%	613	3.47%
CD2022.0021	Ward Meade	\$ 3,118.31	\$176.00	\$ 3,118.31	\$384.88	\$ 3,118.31	\$40.00	\$ 3,078.31	99%	958	5.42%
CD2022.0022	Citizen Advisory Council (CAC)	\$ 2,500.00	\$2,349.95	\$ 2,500.00	\$2,500.00	\$ 2,500.00	\$971.00	\$ 1,529.00	61%		
CD2022.3672	Contingency	\$ 5,000.00	\$4,303.45	\$ 5,000.00	\$6,317.96	\$ 5,000.00	\$12,924.23	\$ (7,924.23)	-158%		
	TOTALS	\$ 65,000.00	\$50,824.54	\$ 65,000.00	\$47,281.72	\$ 65,000.00	\$47,766.75	\$ 17,233.25	27%	17665	100.00%



## Current Template

### Orienting Ourselves

1 \$57,500 is earmarked for disbursement among the 21 NIAs out of \$65,000.

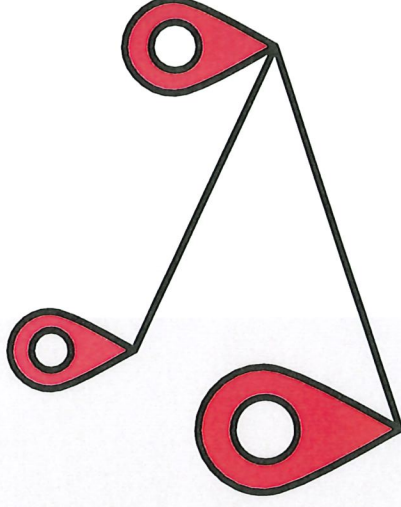
#### Budget Actually Spent:

- 2020: \$44,171 or 77% of budget
- 2021: \$38,463 or 67% of budget
- 2022 (Projected): \$33,871 or 59% of budget

#### Percentage of Decrease from 2020:

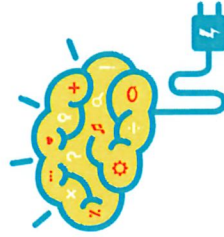
- 2021: **13%**
- 2022: **23%**

START



# Let's share out!

What are the numbers trying to tell us?



**<5 MINUTES**

**ALL RESPONSES  
WELCOME!**

## Impacts of \$1000

### Orienting Ourselves

The following numbers are based on current allowances for 14 NIAs

NIAs not included were:

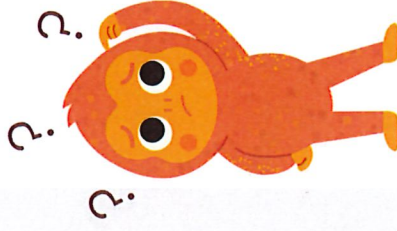
- Downtown
- East Topeka North
- Ward-Meade
- Monroe
- Likins-Foster
- Central Park

NIAs that were not included are either inactive and/or did not spend more than \$250 in 2022



## Outlier Alert

EAST TOPEKA  
SOUTH



## Impacts of \$1000

### Orienting Ourselves

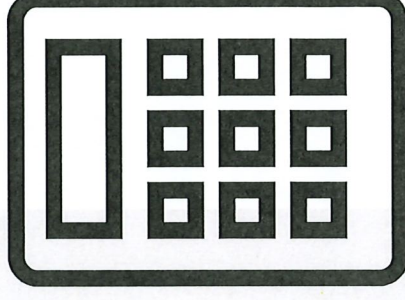
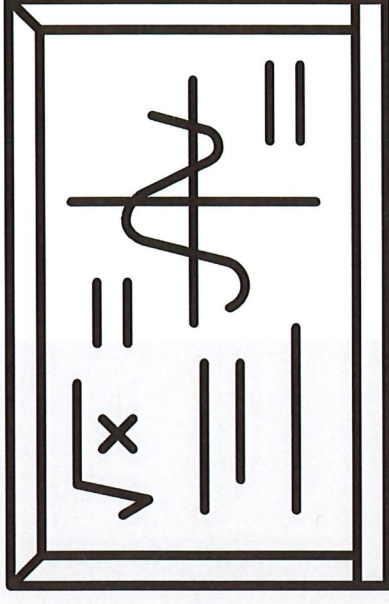
1 Largest percentage decrease in funds: **88% for Oakland**

2 Smallest percentage decrease in funds: **28% for East End**

3 Average percentage decrease in funds for the 11 NIAs that will experience it: **62%**

4 Three NIAs will experience an increase:

- Tennessee Town: **2%**
- Jefferson Square: **11%**
- Quinton Heights-Steele: **26%**



## Pause For The Cause

A two minute break to reflect and refresh.

## Essential Questions

These essential questions are suggestions (non-exhaustive) and outside the scope of our task today.

We may need to bear these in mind as we progress through this process.

- 1 Who will determine if requests are approved or denied?
- 2 When can NIAs expect a decision to be reached?
- 3 What recourse can a NIA take if they disagree with the decision?
- 4 How can NIAs track the progress of their application?

# Essential Questions

These are suggestions of essential questions within the scope of our task today: creating an application.

- 1 What is the maximum amount NIAs can request in a fiscal year?
- 2 How do we balance a minimum number of questions that provides a solid grasp of the NIA's vision for the funds?
- 3 How many rounds of funding will be available?
- 4 What supporting documents will be required?

**5**  
**MINUTES**  
**FOR EACH**  
**PROCESS**



Individually: Look over survey result list. Identify **your 5** essential questions.

Groups/Pairs: Discuss your 5 essential questions. Identify **which questions came up consistently in your group/pairs**.

# Action Items



Action 1

Compile questions from each group.

Action 2

Group similar questions together.

Action 3

Open the floor to discuss the question.

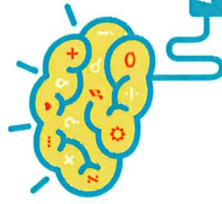
Action 4

Vote on inclusion of the question on the application.



# Let's share out!

What keeps coming up for us?



**5 MINUTES**

**DESIGNATE SOMEONE TO SPEAK  
FOR YOUR GROUP OR PAIR.**

## Maximum Amount

Let's look at some possible methods for verbiage:

- 1 "Amount not to exceed more than xx% **above** 2022 allotment."
- 2 "Amount not to exceed more than \$(dollar amount) **above** 2022 allotment."

## Examples

### Percentage vs Dollar Amount

**Super Awesome NIA** received an \$1800 budget in 2022. They want to have a super awesome activity, but need more than their 2022 budget allowed. Let's see which option provides more funding.

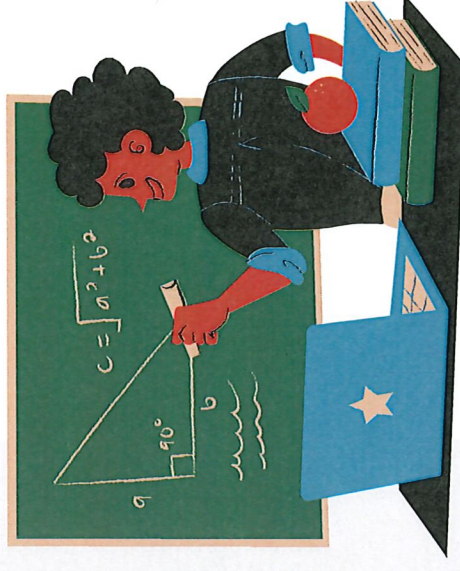
#### Percentage

$$\text{\$1800} \times .30 = 540$$

$$\text{\$1800} + \text{\$540} = \text{\$2340}$$

#### Dollar Amount

$$\text{\$1800} + 500 = \text{\$2300}$$



## Examples

### Percentage vs Dollar Amount

The **Dandiest NIA** received a \$6500 budget in 2022. They want to have a handy dandy activity, but need more than their 2022 budget allowed. Let's see which option provides more funding.

#### Percentage

$$\$6500 \times .30 = 1950$$

$$\$6500 + \$1950 = \$8450$$

#### Dollar Amount

$$\$6500 + 500 = \$7000$$



## Recommendation

We need both a percentage and a dollar amount due to some NIAs will benefit more from using one versus the other.

$\$2000 \times .30 =$   
600 for \$2600

OR

$\$2000 + 500 =$   
\$2500

$\$1100 \times .30 =$   
330 for \$1430

OR

$\$1100 + 500 =$   
\$1600

$\$3600 \times .30 =$   
1,080 for  
\$4680

OR

$\$3600 + 500 =$   
\$4100

$\$2700 \times .30 =$   
810 for \$3510

OR

$\$2700 + 500 =$   
\$3200

# Action Items



**ALMOST THERE!**

## Action 1

Discuss recommendation for a percentage and a dollar amount.

## Action 2

Calls for a motion.

## Action 3

Vote on the motion.

## Action 4

Repeat as needed until completed.

## Recommendation

We need no more than 3 rounds of additional funding requests to ensure all funds have a designated usage by December.

### Round 1:

February - April

May will be evaluation for remaining funds.

### Round 2:

June - August

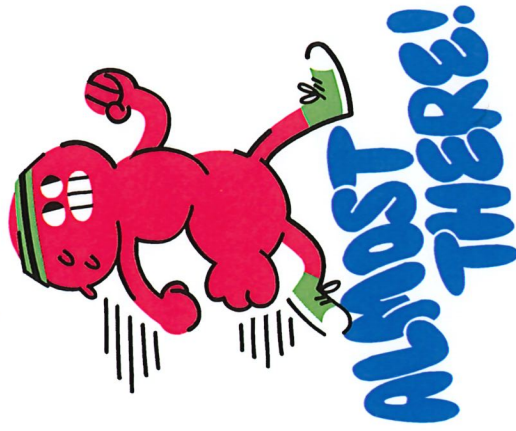
September will be evaluation for remaining funds.

### \*Round 3:

October -  
November 30th

Only if funds are available.

# Action Items



## Action 1

Discuss recommendation for rounds of funding.

## Action 2

Calls for a motion.

## Action 3

Vote on the motion.

## Action 4

Repeat as needed until completed (but also, you're probably ready to go home, yes?).



# We did it!



Thank you for  
participating.