



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

November 2, 2017

5:15 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes, October 5, 2017
- V. Unfinished Business
 - a. Grants
 - b. Equity Policy Update
- VI. New Business
 - a. Award Opportunities
- VII. Reports of Commissioners and Staff/Announcements
- VIII. Agenda for Next Meeting
- IX. Adjournment



TUKWILA EQUITY AND SOCIAL JUSTICE COMMISSION

October 5, 2017

5:15 P.M.

MINUTES

I. Call to Order

5:17 pm

II. Roll Call

Joan Hernandez

Aaron Dragonov

Roy Busch

Karl Henry

Nora Gierloff

Guest: Mikkel Roland

Staff: Mia Navarro

III. Approval of Agenda

Ms. Hernandez made a motion to approve the agenda as presented. Ms. Gierloff seconded the motion, the motion passed.

IV. Approval of Minutes, September 7, 2017

Ms. Gierloff made a motion to accept the minutes as presented. Ms. Hernandez seconded the motion, the motion passed.

V. Unfinished Business

a. Bylaws Discussion

The group reviewed the bylaws, edited per their request at previous meetings. Ms. Gierloff made a motion to approve the bylaws as presented, Mr. Henry seconded the motion. The motion passed.

b. Equity Policy Update

Mia Navarro gave an update on the Equity Policy. She has been presenting the policy to staff at their department and team meetings. She will compile the feedback she has received, and present it at the November meeting. At the November meeting, the group will discuss a recommendation to present the policy to Council Committee and the full Council. The group will also

discuss the implementation and evaluation committee and process at the November meeting.

VI. New Business

a. Budget and expenditures

Mia presented the 2017 budget and expenditures to date. The Commission has \$2,314.81 remaining out of the \$3,200 budget allocation for Equity and Social Justice, and the full \$6,475 remaining budget allocation for the Sister City and Civic Awareness Committee.

The group asked if we have any plans to have visitors from Japan, and if we can use some of our Sister City and Civic Awareness Committee funds to provide gifts, since gift giving is very important in Japanese culture. Mia responded that there are no current plans to receive visitors from Japan. The group suggested that there may be an opportunity to work with Teens for Tukwila on a speaker or other project this year using Sister City and Civic Awareness Committee Funds.

The group discussed grant ideas for the remaining Equity and Social Justice Commission 2017 funds. Mr. Dragonov said the Tukwila librarians are looking for funds to purchase books that better reflect the student community, particularly Syrians. Mr. Dragonov said he would work with the librarians to submit a grant request. Other possibilities for grants included supporting Kona Kai Coffee employment training program that will go in the Community Center at Tukwila Village, and the Stillwater Snack Pack Program.

Mia will reach out to these programs and ask if they are interested in submitting grant applications. The group will review grant applications at the next meeting

The group also discussed ideas for the Sister City and Civic Awareness Committee budget. One idea was to work with Teens for Tukwila on a project to bring a speaker to the City and or the school district. Mia will reach out to Nate Robinson and the district to see if there is interest.

The group was very interested in funding another trip to Washington DC and possibly Olympia for Teens for Tukwila in 2018.

b. Language Line Update

Ms. Gierloff spoke about the contract with a company called Language Line that the Department of Community Development and Public Works have recently executed. This allows DCD and PW staff to have live phone interpretation at the front desk to facilitate conversations about building permits, plans, inspections, etc. Other departments are using similar services.

The hope is that we will have a city-wide resource for interpretation and translation services. The group asked if the Commission can support this program in anyway, and we thought it might be helpful to promote that fact that the City offers this service. A brochure and or poster would be helpful, in City offices as well as nonprofits in the community.

c. Brochure Update

Mia shared the draft brochure and asked for feedback. Ms. Roland offered to have a colleague who works in marketing look at it and provide some help. The group liked the idea of including a photo of the Commission members, and adding the list of awards the Commission has received.

d. Community Connector Program Update

Mia provided an overview of the Community Connector Program, and stated that the City is working on enhancing the program and taking more ownership of it. There will be more updates to come. Mr. Dragonov also spoke about the Tukwila School District family liaison program, which is similar. It might be a good idea for the liaisons and connectors to meet.

e. Goals and Objectives for the Commission – Strategic Planning session?

The group thought it would be a good idea to plan for a strategic planning session in January, when the full Commission is up and running.

VII. Reports of Commissioners and Staff/Announcements

Mr. Dragonov reported back about the International Night at Tukwila Elementary. It served as their back to school night, and there were approximately 350 in attendance. A very successful event.

VIII. Agenda for Next Meeting

- Equity Policy
- Grants
- Awards

IX. Adjournment

6:13 pm

EQUITY & DIVERSITY COMMISSION

REQUEST FOR FINANCIAL ASSISTANCE*

***Requests should be submitted no later than 60 days prior to the date needed.**

Applicant/Contact Information

Applicant Name: Tukwila Schools Elementary Librarians: Johnna Avis, Yvonne Chesak, & Ruth Hundtofte Today's Date: October 8, 2017
(Applying Organization or Individual)

Address: 4415 S 150th St
Street Address Tukwila WA 98188
City State ZIP Code

Contact Person: Aaron Draganov

Title: Principal of Thorndyke Elementary Phone: (206) 901-7605

Funding Request

Amount Requested: \$1,200 (\$400 for each library: Thorndyke, Tukwila, & Cascade View) Date Needed*: December 8, 2017
*No later than 60 days prior

Describe, in detail, how these funds will be utilized. Attach additional sheets as needed:
The funds will be used to purchase library books that reflect the elementary students' cultural, ethnic, language, and racial backgrounds and experiences. Librarians are aware of the unique student needs at each of their schools and will select books that reflect those needs.

How does your request for funding align with the Equity & Social Justice Commission Goals? (See back)
The books that will be purchased with these funds will help Tukwila School District students engage in literacy that reflects their personal and social backgrounds and experiences. Students will have opportunities to see themselves in text and therefore be more included in their schools. The books will also give students an opportunity to learn more about their cultures and backgrounds.

Reinvestment Commitment

The Equity & Social Justice Commission is committed to the reinvestment of services. If you receive funding from the Commission how do you prefer to reinvest your time and/or services to the Commission? *(check all that apply)*

- Volunteer to provide translation services. *Please list languages:*
- Attend monthly Commission meetings for *(insert number)* 2 months.
- Perform *(insert number)* _____ hours of community service by volunteering to *(please describe)*:
- Other, please describe: Attend Equity and Social Justice meetings to show books purchased and pictures of students checking out and reading the books that have been purchased with the granted funds.

Thank you for your commitment to 2009-10 Equity and Diversity Program Goals.

Return completed forms to:
City of Tukwila

Equity & Diversity Commission
6200 Southcenter Boulevard
Tukwila, Washington 98188

Equity & Social Justice Commission
GOALS

1. Events and activities that promote understanding that accepts, celebrates, and appreciates diversity within the community.
2. Resources for the community by that provide information and educational forums that will facilitate a better understanding and awareness of social justice and human rights.
3. Opportunities to increase equity and social justice awareness and promote social justice programs.

Quote for CASCADE VIEW ELEM SCH

Printout page 1 of 1

To Follett School Solutions
 1340 Ridgeview Drive
 McHenry, IL 60050
Attn Order Department
Phone 888.511.5114
 or 708.884.5000
Fax 800.852.5458
 or 815.759.9831

Quote ID 9289257
Created By Ruth Hundtofte
 hundtofte@tukwila.wednet.edu
Customer Number 4602218
List Number 20540083
List Name Multicultural October 2017
Date 10/09/2017
Time 13:35:17

List Notes

Total Books (Qty.) 36 (36) \$542.68

Total cataloging and processing for Books \$0.00
Grand total \$542.68

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Prices guaranteed through 12/04/2017

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Books

| FLR# | Title | Author | Yr | Bnd | ATOS | IL | Qty | ! | Price | Ext |
|---------|---------------------------|---------------|-----|-----|------|-----|-----|---|-------|-------|
| 0743QS1 | Abuela's birthday | Jules, Jac | 15 | HRD | 2.5 | K-3 | 1 | | 16.04 | 16.04 |
| 1492BD0 | Abuela's special letters | Jules, Jac | 17 | HRD | 2.6 | K-3 | 1 | | 16.04 | 16.04 |
| 15697Z4 | All kinds of families | Hoberman, 09 | HRD | | | K-3 | 1 | | 15.45 | 15.45 |
| 0914MX2 | Allie, first at last | Cervantes, 16 | HRD | 4.4 | 3-6 | | 1 | | 14.59 | 14.59 |
| 0350GB8 | Around our way on Neighbo | Brown, Tam | 10 | HRD | 2.5 | K-3 | 1 | | 14.51 | 14.51 |
| 1312PB8 | The beach trip | Jules, Jac | 17 | HRD | 2.6 | K-3 | 1 | | 16.04 | 16.04 |
| 0073NJ0 | Black all around! | Hubbell, P | 03 | FBS | 1.9 | K-3 | 1 | | 15.56 | 15.56 |
| 31008V8 | Cesar Chavez | Wadsworth, 05 | FBS | 3.3 | K-3 | | 1 | | 12.86 | 12.86 |
| 1101HA0 | Drum dream girl : how one | Engle, Mar | 15 | FBS | 4.2 | K-3 | 1 | | 18.56 | 18.56 |
| 1525CD3 | Fly, eagle, fly! : an Afr | Gregorowsk 00 | PAP | 3.8 | K-3 | | 1 | | 11.09 | 11.09 |
| 0904AC8 | The goggle-eyed goats | Davies, St | 12 | HRD | 3.3 | K-3 | 1 | | 19.69 | 19.69 |
| 1438PB1 | Growing peace : a story o | Sobol, Ric | 16 | HRD | 5.7 | 3-6 | 1 | | 16.26 | 16.26 |
| 17379S1 | The hidden feast : a folk | Hamilton, 06 | HRD | 3.0 | K-3 | | 1 | | 14.56 | 14.56 |
| 0633NB0 | I have a dream | King, Mart | 12 | HRD | 4.7 | 3-6 | 1 | | 16.29 | 16.29 |
| 0690JH4 | I, too, am America | Hughes, La | 12 | FBS | | K-3 | 1 | | 18.56 | 18.56 |
| 0799QZ4 | Leon and Bob | James, Sim | 16 | FBS | 1.9 | K-3 | 1 | | 12.96 | 12.96 |
| 1312NB3 | Lights out | Jules, Jac | 17 | HRD | 2.3 | K-3 | 1 | | 16.04 | 16.04 |
| 0696ZY8 | Luis paints the world | Farish, Te | 16 | HRD | 2.7 | K-3 | 1 | | 15.04 | 15.04 |
| 0743SS6 | The marigold mess | Jules, Jac | 15 | HRD | 2.5 | K-3 | 1 | | 16.04 | 16.04 |
| 0813LUX | Max loves munecas! | Elliott, Z | 14 | PAP | | K-3 | 1 | | 7.00 | 7.00 |
| 0063FCX | Mirror | Baker, Jea | 10 | HRD | | K-3 | 1 | | 16.29 | 16.29 |
| 0743TS3 | The missing mouse | Jules, Jac | 15 | HRD | 2.2 | K-3 | 1 | | 16.04 | 16.04 |
| 0230TC5 | Mostly monsterly | Sauer, Tam | 10 | HRD | 2.1 | K-3 | 1 | | 15.44 | 15.44 |
| 08558V8 | My name is Gabito : the l | Brown, Mon | 07 | FBS | 4.8 | K-3 | 1 | | 17.86 | 17.86 |
| 11179C2 | The ogress and the snake | Laird, Eli | 09 | PAP | 4.2 | 3-6 | 1 | | 5.16 | 5.16 |
| 0729EQ5 | Our heroes : how kids are | Wilson, Ja | 14 | HRD | 6.3 | 3-6 | 1 | | 16.26 | 16.26 |
| 0993NS6 | Over the hills and far aw | | 15 | HRD | | K-3 | 1 | | 18.84 | 18.84 |
| 0709MK3 | Pay it forward kids : sma | Runstedler 13 | HRD | | | 5-8 | 1 | | 17.11 | 17.11 |
| 0175YD9 | A picture book of Cesar C | Adler, Dav | 10 | HRD | 5.0 | K-3 | 1 | | 16.21 | 16.21 |
| 0743RS9 | Picture perfect | Jules, Jac | 15 | HRD | 2.3 | K-3 | 1 | | 16.04 | 16.04 |
| 0685QV6 | Ramadan moon | Robert, Na | 11 | PAP | 4.6 | 3-6 | 1 | | 6.81 | 6.81 |
| 0604TZ0 | The secret recipe | Jules, Jac | 16 | HRD | 2.8 | K-3 | 1 | | 16.04 | 16.04 |
| 1492MD0 | Shopping trip trouble | Jules, Jac | 17 | HRD | 2.4 | K-3 | 1 | | 16.04 | 16.04 |
| 0604RZ6 | Singing superstar | Jules, Jac | 16 | HRD | 2.4 | K-3 | 1 | | 16.04 | 16.04 |
| 13042M8 | Summer sun risin' | Nikola-Lis | 02 | HRD | 1.9 | K-3 | 1 | | 14.56 | 14.56 |
| 0892FS7 | Temple Grandin : how the | Montgomery 12 | FBG | 7.0 | 5-8 | | 1 | | 14.76 | 14.76 |

36 titles (qty 36) Total Guaranteed Title Price \$542.68

Total Books (Qty.) 36 (36) \$542.68

Total cataloging and processing for Books \$0.00
Grand total \$542.68

Free shipping and handling on books and audiovisual materials within the United States and its territories. Shipping and brokerage are free to Canada.

Prices guaranteed through 12/04/2017

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CASCADE VIEW ELEM SCH Book Specifications

Listed below are the Book Specifications we have on file for your school.

Processing Specifications

Spine label: one-half inch measurement - (1/2")

Mylar: Tape Mylar on Dust Jackets Only

Bar code label: Unattached

Bar code inscription: CASCADE VIEW MEDIA CENTER

Cataloging Specifications

Subject Headings: Sears subjects

Fiction: F with first 3 letters of author's surname

Nonfiction: Class number with first 3 letters of author's surname

Individual Biography: 921 with first 3 letters of biographee's surname

Collective Biography: 920 with first 3 letters of author's surname

Easy Fiction: E with first 3 letters of author's surname

Short Story: Follow fiction option

Foreign Language: Class number assigned by subject (no special coding)

Reference: REF above class number with first 3 letters of author

Professional: PRO above call number

Bar code and Automation System Information

Automation System: DESTINY

Bar code number: 16556

Bar code symbology: Code 39

Check digit: Mod 10

Bar code prefix: 30084

Bar code length: 14

Data format: MARC21

Send data to: TUKWILA SCHOOL DISTRICT

Follett School Solutions

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1. Enter a Do Not Exceed amount on your order,
2. Over order 10% by listing additional titles on your list, and
3. Indicate any top priority titles by checking the "First Choice" box next to the titles.

Titlewave Questions: Contact our School Support Specialists at 888.511.5114 ext. 45051 or 708.884.5051 or use our [Online Help](#)

Order Questions: Contact Customer Service at customerservice@follett.com or 888.511.5114 ext. 45150 or 708.884.5150

General Questions: Contact the best [Follett Team Member](#) to assist you

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Phone: 888.511.5114 or 708.884.5000 – Fax: 800.852.5458 or 815.759.9831

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EQUITY & DIVERSITY COMMISSION

REQUEST FOR FINANCIAL ASSISTANCE*

***Requests should be submitted no later than 60 days prior to the date needed.**

Applicant Name: Still Waters: Services for Families in Transition Today's Date: 10/09/2017
(Applying Organization or)

| | | |
|--------------------------------|--------------|-----------------|
| Address: <u>P.O. Box 88576</u> | | |
| <i>Street Address</i> | | <i>Suite #</i> |
| <u>Tukwila</u> | <u>WA</u> | <u>98138</u> |
| <i>City</i> | <i>State</i> | <i>ZIP Code</i> |

Contact Person: Jenny McCoy

Title: Executive Director Phone: 206.407.6413

Amount Requested: \$1,000.00 Date Needed*: 12/10/2017
***No later than 60 days**

Describe, in detail, how these funds will be utilized. Attach additional sheets as needed:
The Tukwila Weekend SnackPack Program is an outreach of Still Waters: Services for Families in Tran Last year we served an average of 120 SnackPacks each week to McKinney-Vento (homeless) student attending all three elementary schools. This year we have added Showalter and Foster. We've updated menu, and are launching our Healthy Additions program, where each SnackPack will have a bag of ve bowl of heart healthy cereal, 8 oz of UHT milk, and a Tuna/Chicken Snack on the Run. The cost of fresh vegetables (carrots, radishes, celery) is approximately \$.40/bag. Our requested amount will provide fr vegetables for 2,500 SnackPacks.

How does your request for funding align with the Equity & Social Justice Commission Goals? (See back)
McKinney-Vento students' struggle with housing insecurity puts them at distinct educational disadvar Improving their nutrition on weekends makes a marked difference in their ability to focus and achieve they return to school during the week.

The Equity & Social Justice Commission is committed to the reinvestment of services. If you receive funding Commission how do you prefer to reinvest your time and/or services to the Commission? (check all that apply)

- Volunteer to provide translation service *Please list languages:*
- Attend monthly Commission meetings for (insert number) 3 months.
- Perform (insert number) 100s of hours of community service by volunteering to Tukwila Weekend SnackPack :) (please describe):
- Other, please describe: The mission of Communities of Opportunity is: "Creating greater health, so economic and racial equity I King County so that all people thrive and prosper, regardless of race o
Thank you for your commitment to 2009-10 Equity and Diversity Program Goals.

Return completed forms to:
City of Tukwila
Equity & Diversity Commission
6200 Southcenter Boulevard
Tukwila, Washington 98188



Equity & Social Justice Commission
GOALS

1. Events and activities that promote understanding that accepts, celebrates, and appreciates diversity within the community.
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3. Opportunities to increase equity and social justice awareness and promote social justice programs.



2018 All-America City Award Application

Spotlight: Promoting Equity through Inclusive Civic Engagement

Deadlines and Submission Instructions

February 2017 - February 2018: All-America City Promising Practices Series

Join National Civic League for this series of monthly webinars. Learn about innovative programs and approaches to promoting equity from All-America City (AAC) winning communities and other experts throughout the country. This series will also provide a chance for communities to talk with AAC winning communities about the benefits of AAC and tips for applying. See here for a [schedule of webinars](#).

October 18, 2017: Submit Letter of Intent to Apply

(Letter of Intent is not required, however, save \$100 on your application fee when you submit a Letter of Intent.)
[LOI Template](#)

February 28, 2018: Submit Application

- 1) by email to aac@ncl.org by Wednesday, February 28, 2018, 11:59 p.m. PST as a Word Document without pictures and file name with STATE, CITY 2018 AAC App and,
- 2) mail one hard copy with \$250 (*You only pay \$150 application fee if you submit a Letter of Intent to Apply by October 18, 2017) application fee to: National Civic League, 190 East 9th Ave., Suite 200, Denver, CO 80203

April 2018: Finalists Announced

Finalists will be announced in early April 2018. Community delegations will be invited to Denver to present.

April - June 2018: Competition Preparation

Finalist communities assemble a cross-sector community delegation to present the story of the community and its work at the June 2018 awards event and peer-learning conference. Raise the funds to send your delegation to the June event in Denver. Finalist community delegations present their story to a national jury of civic, local government, business, philanthropy, and community experts. All applicant communities are invited to participate in the June workshops and networking opportunities. See Resource page below for link to past AAC presentations.

June 22-24, 2018: All-America City Awards Competition and Event in Denver, Colorado.

Application Guidelines

The National Civic League invites you to apply for the All-America City Award (AAC) – the nation’s most prestigious community award, now in its 69th year. The AAC Award offers the opportunity for both recognition and reflection. Applications require communities to come together to assess their strengths and challenges. The process of applying for the award provides an opportunity to mobilize local groups to work together and display on a national stage the people and projects that make your community a great place to live, work and play.

NCL recognizes that no perfect communities exist. The All-America City Award does not honor perfection. It does honor the progress and innovation demonstrated through the cross-sector partnerships in the three project examples. It recognizes a community’s courage to recognize its challenges along with commitment to face those challenges with the same spirit exhibited in the highlighted projects. It is about moving forward and getting the hard work done collaboratively, innovatively, inclusively, and with maximum civic engagement.

In 2018, the All-America City Award will recognize ten communities for their inclusive engagement processes, projects and community vision. The essence of the application is a description of three community projects with a clear community-wide commitment to inclusiveness, equity, impact, innovation, civic engagement and cross-sector collaboration. Applications are encouraged to include at least one project focused on the 2018 highlighted topic - inclusive engagement practices that promote equity.

The 2018 spotlight for the Award are efforts focused on inclusive engagement practices that promote equity and bring all voices to the table to help solve our country’s most pressing and complex issues. **With this spotlight NCL hopes to learn more about the inclusive decision-making processes that communities use to solve complex problems and move toward more equitable communities.**

2018 is the 50th anniversary of the Report of the National Advisory Commission on Civil Disorders (more commonly known as the Kerner Commission). The report, published in 1968, concluded with words that fit easily within our own times, “it is time to make good the promises of American democracy to all citizens – urban and rural, white, black, Spanish surname, American Indians, and every minority group.”

With this framing in mind, NCL is particularly interested in learning about your projects that:

- promote positive community-police relations,
- promote racial healing and dialogues on race,
- expand government and institutional representation and access,
- further educational equity in the community,
- create affordable and safe housing,
- reduce poverty,
- increase job readiness and employment,
- focus on restorative justice,
- seek equitable transportation access,
- promote or ensure access to healthy food and/or to safe and healthy natural environments.

We do not require the application to address any of the above issues specifically. However, applicants are strongly encouraged to share efforts that fit with the 2018 theme of inclusive engagement practices that promote equity. We know that local communities face a wide array of challenges and that demonstrating a commitment to inclusion and engagement will look different in different places. We look forward to hearing about the engagement processes your community uses to address complex issues and make your community a great place to live, work and play for all.

All-America City Awards Criteria

All-America City applications – and the three submitted projects – are considered using five main criteria:

1. **Civic Engagement:** comprehensive citizen/resident engagement in decision-making and action planning.
2. **Inclusiveness and Equity:** intentional involvement of diverse segments and perspectives (ethnic, racial, socio-economic, age, sexual orientation, gender expression, people with disabilities, national origin, and others) in community decision-making.
3. **Collaboration:** cross-sector collaboration (business, local government, nonprofits, military, etc.) and regional collaboration.
4. **Innovation:** creative use and leveraging of community resources.
5. **Impact and Future Planning and Visioning:** demonstrable, significant and measureable achievements from the past 5 years (for example: increase in number and diversity of residents involved in engagement processes, reduced poverty rates, increased access to school health services, increased number of affordable housing units). Especially for communities who have recently begun this work, we also encourage a description of a community-wide vision or long-term plan to address local challenges.

Resources Available to You

As you fill out this application, it may be helpful to consult the following material:

All-America City Award Related:

1. [The All-America City Experience](#): Brief informational video on the award program
2. [Previous All-America City presentations](#)
3. [Previous All-America City Award Event Program](#)
4. Previous Applications:
 - a. [2014 Winner Chelsea, Massachusetts](#)
 - b. [2015 Winner Tallahassee, Florida](#)
 - c. [2016 Winner Hayward, California](#)

Engagement Resources:

1. NCL's *Civic Index* to help evaluate your civic infrastructure
 - a. [Civic Index, Third Edition](#)
 - b. [Civic Index Quick Quiz](#)
2. [NCL's All-America Conversations Toolkit](#)
3. Asset-based framework--[Discovering Community Power: A Guide to Mobilizing Local Assets and Your Organization's Capacity](#). (Provided by permission of co-author John McKnight)

National Civic Review Articles on Civic Engagement:

4. [What Makes an All-America City?](#)
5. [Hampton, Virginia: Civic Engagement as a Management Strategy](#)
6. [Dubuque: Creating a Culture of Engagement](#)
7. [Decatur, Georgia: Diversity, Gentrification, and the Art of Community Conversation](#)

Equity Resources:

1. [Seattle's Race and Social Justice Initiative](#)
2. W. K. Kellogg Foundation's [Truth, Racial Healing and Transformation Initiative](#) (NCL is a proud partner of the TRHT Initiative)
3. [Building Welcoming Communities Campaign](#)

Community Policing

 - a. [The President's Taskforce on 21st Century Policing](#)
 - b. [The President's Taskforce on 21st Century Policing: One Year Progress Report](#)
 - c. [The President's Taskforce on 21st Century Policing: Implementation Guide](#)
4. Kerner Commission Report
 - a. [Kerner Commission Report Summary](#)
 - b. [Full Report for purchase](#)

Community Information

Community name and state: _____

Your community is applying as a:

___ Neighborhood ___ Village ___ Town ___ Tribe ___ City ___ County ___ Region

If applying as a region, name participating communities: _____

If applying as a neighborhood, name city: _____

Has your community applied before? Yes No If Yes, which years: _____

Has your community been a Finalist before? Yes No If Yes, which years: _____

Has your community been an All-America City before? Yes No If Yes, which years: _____

Contact Information

All-America City Award contact (primary contact person available throughout competition & follow-up):

Name: _____ Title (if any): _____

Organization/Government/Other: _____

Address: _____ City, State, Zip _____

Phone (business/day): _____ Mobile Phone _____

E-mail Address(es): _____

The applying community will receive a complimentary membership (or membership renewal if an AAC application was submitted last year) to the National Civic League for one year. To whom should this membership be directed?

Name _____

Address _____

City, State & Zip Code _____

Phone Number _____ Fax _____

Email _____

We agree to follow NCL's rules regarding use of the All-America City Award logo, a registered trademark of the National Civic League. We allow NCL and the All-America City Award to share this application and the information enclosed in it with the NCL and AAC networks to promote the work of our community. If we are named an All-America City, we agree to conduct a post-AAC conference call or regional forum for the AAC network that features our projects. In a pay-it-forward spirit, if named a finalist or All-America City, we agree to consider supporting AAC through an NCL membership for a minimum of the next three years.

Signature: _____ Date: _____

Name: _____ Title: _____

Community Statistics and Map

Note: Use the most up-to-date statistics possible for your neighborhood, town, city, county, or region (source suggestions: U.S. Census Bureau, State Department of Economic Security, State Department of Finance, Department of Public Health, and local school statistics).

POPULATION (in year 2010 or most recent):

Source/Date:

POPULATION PERCENTAGE CHANGE 2000-2010 (indicate + or -): ____%

Source/Date:

RACIAL/ETHNIC POPULATION BREAKDOWN:

| | |
|--|--------|
| White | _____% |
| Hispanic or Latino (of any race) | _____% |
| Black or African American | _____% |
| Asian | _____% |
| American Indian and Alaska Native (AIAN) | _____% |
| Mixed Race | _____% |
| Other | _____% |

Source/Date:

MEDIAN FAMILY INCOME: \$ _____

Source/Date:

PERCENTAGE OF FAMILIES BELOW POVERTY LEVEL: ____%

Source/Date:

UNEMPLOYMENT RATE: _____%

Source/Date:

POPULATION BREAKDOWN BY AGE GROUP (percentages, if available):

| | |
|------------------------|--------|
| 19 years old and under | _____% |
| 20-24 | _____% |
| 25-44 | _____% |
| 45-64 | _____% |
| 65 and over | _____% |

Source/Date:

PERCENTAGE OF HOME OWNERSHIP: ____%

Source/Date:

WORKFORCE DISTRIBUTION -- Name the three largest employment sectors (include military services and/or installations, if any) in your community and provide the percentage of total employed in each:

| | |
|-------|--------|
| _____ | _____% |
| _____ | _____% |
| _____ | _____% |

Source/Date:

MAP -- Please attach a state map (8.5" x 11") with your community clearly marked

PART I: How equitable are opportunities in your community?

In alignment with our inclusiveness and equity criteria, we ask applicant communities to share the processes they use to help ensure local government (or other application lead) reflects the full diversity of the community. NCL believes a community is stronger and more sustainable when the leadership and decision makers reflect all perspectives in a community. To help move toward a more equitable community, local institutions need to first look at their own operations, policies and practices that could cause barriers to opportunities. By taking an inventory of the demographics, different identities and perspectives in your community and comparing them to leadership positions and economic opportunities, major gaps may be revealed.

We know this is not yet a common practice in local institutions. Do not be discouraged if you cannot provide data on the pieces below. It is our hope that by highlighting this approach in the application we can encourage institutions to consider it going forward, to help highlight gaps and barriers to equitable opportunities. If you do not have any practices, policies or data that assess equity in leadership and economic opportunities, please provide a brief narrative on how you see this being incorporated in future actions.

Based on the demographics you reported above how does the local government or other community institution assess the level of institutional equity in the following areas:

*Please also share any perspectives you are tracking in addition to those listed in the community statistics section to help ensure equity. You may [use and edit the attached template](#) to help report any equity data you are tracking. *(1,000-word maximum)*

- Contracting and Vendors
- City Staff and City Leadership
- Elected Officials
- Resident Boards and Commissions
- Leadership Academies
- Scheduled updates to infrastructure and city services (i.e. parks and recreation areas, road maintenance, public works investments, etc)

PART II: Tell Your Community's Story

Tell us your community's story. Focus on the last ten years of your community's progress and development and describe how that progress has benefited your residents. Utilizing the awards criteria (above), describe how your community addresses its pressing challenges and plans for its future. Provide necessary history and background on your community to set the stage for the rest of the application. *(500-word maximum)*

PART III: Describe Civic Engagement in your Community

Authentic civic engagement builds a reciprocal relationship between local institutions and residents to identify and solve problems together. In a civically robust community, both local government officials and citizens initiate projects that meet the needs of residents.

For this section describe how your community engages residents to help make decisions and create a stronger place for all people. Some factors to consider when describing your community's approach to community engagement include:

Community Vision and Pride

- 1) Does your community have a shared vision and strong sense about what people want moving forward? If so, what was the process to select your community vision?

Public Participation

- 2) What formal and informal avenues and opportunities do residents from all segments of the community have to help prioritize issues and shape the community moving forward? (This could include city boards, commissions, among many other examples.)

Inclusiveness

- 3) How have groups (or the city) effectively engaged residents beyond “the usual suspects” and included those rare voices in decision-making? What effective strategies have you found for engaging hard to reach groups? How does the community ensure that those most impacted by a given issue are meaningfully and actively engaged in identifying solutions?

Decision Making and Consensus-Building

- 4) How does your community come to consensus on contentious issues to move forward with practical compromises and solutions?

Collaboration

- 5) How do organizations and institutions in the community bring people together across dividing lines to engage with one another on key issues? Have you held All-America Conversations or something similar?

Please use examples to illustrate the answers to these questions and be sure to mention the specific tools and processes you use to engage residents. Note: If your community has conducted an All-America Conversation please include it here. Please refer to the Civic Index materials in the resource section for assistance in filling out this section. (1,000-word maximum)

PART IV: Describe Three Community-Driven Projects

Describe your three best projects that have a compelling community-wide vision and have resulted in significant local impact and action planning within the past five years. Past All-America City Award applicants have highlighted projects focused on: building community-police relations, creating affordable housing, ensuring third grade reading success for at-risk children, providing health care for underserved populations, creating new businesses or revitalized downtowns, promoting sustainability. Simply put, projects can focus on the full array of challenges facing communities.

While not required, NCL strongly encourages communities to identify at least one project that highlights local efforts around engaging residents to build equity. For each of the three projects, be sure to tell us how each of these projects promote civic engagement, collaboration, inclusiveness, innovation and impact.

PROJECT ONE

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

PROJECT TWO

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

PROJECT THREE

Provide the project name and describe the challenge being addressed, actions taken and how it innovatively leverages civic engagement, collaboration and inclusiveness to create an equitable impact for your community's residents. Be sure to share the description of its vision and outcomes achieved through this project to date. *(2,000-word maximum)*

Provide name of the primary contact for the project. Name & title, organization, address, telephone, and e-mail address. *(This person may be contacted to verify information.)*

End of Application. Thank you for submitting your All-America City Award Application!

Need additional guidance? Email aac@ncl.org or go to www.nationalcivicleague.org for announcements of upcoming conference calls for prospective applicants and AAC resources or call NCL at 303-571-4343.