



What would you do with \$2,500 to make a more Sustainable Dubuque?

Sustainable Dubuque Community Grant Program

In 2006, a community task force was created to define a vision to make Dubuque a more Sustainable community. After nearly two years of work, they delivered to the City Council and greater community this definition of sustainability:

“Dubuque is a viable, livable and equitable community. We embrace economic prosperity, environmental integrity, and social/cultural vibrancy to create a sustainable legacy for generations to come.”

Helping to define that vision are 12 sustainability principles: Regional Economy, Smart Energy Use, Resource Management, Community Design, Green Buildings, Healthy Local Foods, Community Knowledge, Reasonable Mobility, Healthy Air, Clean Water, Community Health & Safety and Native Plants & Animals. For more information on the Sustainable Dubuque initiative, please visit www.sustainabledubuque.org.

Since their work, numerous community-led initiatives have helped us move toward our goals, including programs led by the public and private sector and actions taking place in individual homes and businesses.

About the Sustainable Dubuque Community Grant Program

The goal of the Sustainable Dubuque Community Grant Program is to provide small amounts of funding to assist non-profits, businesses, clubs, organizations, and groups of passionate residents in implementing their ideas to make Dubuque a more sustainable place and to support community leadership in the Sustainable Dubuque initiative.

Grants may be awarded to any group of individuals to implement a project that helps to achieve the Sustainable Dubuque vision and includes a component of community education and/or engagement.

Amount of Award

Grants will be awarded up to a maximum of \$2,500 per project.

Grant Availability & Timeline

Grants can be submitted at any time during the year, although they will be reviewed based on bi-annual deadlines available at www.cityofdubuque.org/sustainability. Applications will be reviewed by the Resilient Community Advisory Commission, and recipients will be notified of their status within four weeks of the grant deadline.

Grants will be awarded to all worthy projects during bi-annual reviews, and so money will be available on a “first come-first serve” basis beginning July 1 each year to coincide with the City’s fiscal year. This means that if all funding is allocated at that July review, new funds would not be available for this program until July 1 of the following year.

Grant Guidelines

1. Grant must address at least one of the Sustainable Dubuque principles.
2. Grant must include an education and/or engagement component.
3. Any marketing, advertising or educational materials produced should acknowledge Sustainable Dubuque support by including the Sustainable Dubuque logo. We are happy to assist with this item.

Grant Preference & Alignment With City Council Priorities

All grant applications that address at least one of the twelve Sustainable Dubuque principles will be accepted. During 2018, the Resilient Community Advisory Commission has identified the following areas as priorities for grant making based on the results of the annual City Council goal-setting and Imagine Dubuque comprehensive planning processes, and Dubuque's STAR Communities rating:

1. Projects that increase the social capital and capacity of Dubuque neighborhoods
2. Projects that increase access to healthy local foods, especially in Dubuque's food deserts
3. Projects that help to meet the 50% by 2030 Community Climate Action & Resiliency Plan, a plan to reduce community-wide greenhouse gas emissions

Projects that address one of these priorities will receive three preference points, of a total of 33 available points, during the scoring process.

Eligibility

Any group of individuals located within Dubuque city limits is eligible to apply. "Group" can refer to a non-profit, business, club, organization, neighborhood association, or group of individuals, provided one individual is willing to be the primary contact who is responsible for fiscal interactions and measurement of impact.

Prior applications: Applicants who have received funding are not eligible for additional funding for one calendar year from the date of their award. Groups who were unsuccessful in previous applications may compete in future rounds with the project originally proposed, or with new projects.

Target Audience

Proposals must target, at a minimum, residents or businesses located in Dubuque. It is acceptable to target individuals in addition to this audience, such as Dubuque County residents. Preference may be given for proposed projects that target a traditionally unengaged population.

Reimbursement Method

The preference of the City is to reimburse one grant recipient for approved expenses following the completion of the project. All receipts and a copy of the required performance report must be submitted in order to receive the final payment. If this financial arrangement is a challenge, please contact Assistant City Manager Cori Burbach to discuss other financing options. Inability to pay for reimbursable grant expenses should not be a barrier to applying, and we are able to work with recipients to identify alternatives.

Required Measurement of Impact/Success

We want to share your successes and lessons learned with others! One of the requirements of this program is measurement of the impact of your project. Recipients will be required to complete a performance report before receiving their final grant reimbursement.

In addition to the required reporting metrics, applicants are encouraged to define your own measure of success in question #7 of the application. You can tell your story through numbers, stories, photos, or video. This could mean calculating the greenhouse gases avoided when individuals biked instead of driving their cars to an event, or asking attendees at an event to complete a pre- and post-survey to identify increased knowledge of a topic. We will work with you to collect this information, and final reimbursement will not be made until this information has been received. Let us know if you would like assistance in measuring your impact.

Contact Information

Completed applications should be sent to cburbach@cityofdubuque.org by 11:59 p.m. on the relevant deadline. For more information or to ask any questions you have, please contact Assistant City Manager Cori Burbach at cburbach@cityofdubuque.org or 563-589-4110.



PLEASE NOTE: *This pdf version of the grant application is provided for grant planning purposes only. All applications should be submitted through the electronic form found at www.cityofdubuque.org/sustainability to ensure they are received and reviewed.*

We are excited to read about your idea! The questions below will help us better understand what you want to do, why and with whom. Please be as specific as possible.

Project name:

Lead community group/organization(s):

Project leader:

Phone:

Email:

Additional contact:

Phone:

Email:

Please check the location or service area of your project:

- Downtown
- Point Neighborhood
- North End
- South End
- Hill/College
- West End
- Other:

1. Please answer the following questions: What is your idea? Who is your idea going to effect? When and where will it take place? How will it be funded? Staffed? Kept alive? Please be as specific as possible. (300 word maximum)

2. a. Which of the Sustainable Dubuque principles does your project support? (check all that apply.)

- Regional Economy
- Smart Energy Use
- Resource Management
- Community Design
- Green Buildings
- Healthy Local Foods
- Community Knowledge
- Reasonable Mobility
- Healthy Air
- Clean Water
- Native Plants & Animals
- Community Health & Safety

b. Tell us how your project addresses the principle(s) checked above. (100 word maximum)

3. Which one of the City Council's Goals does your project best address? (choose only one)

- Robust Local Economy: Diverse Businesses and Jobs With Economic Prosperity
- Vibrant Community: Healthy & Safe
- Livable Neighborhoods and Housing: Great Places to Live
- Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery
- Sustainable Environment: Preserving and Enhancing Natural Resources
- Partnership for a Better Dubuque: Building our Community that is Viable and Equitable
- Diverse Arts, Culture, Parks and Recreation: Experiences and Activities
- Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility

4. Who is your project going to serve? Who will participate in carrying out this project? Please be as specific as possible. (100 word maximum)

5. How will your project plan to address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. (100 word maximum)

6. a. How will you include community engagement in your project? (100 word maximum)

b. How will you include community education in your project? (100 word maximum)

7. How will you know your project is a success? All grantees will be required to complete a performance report summarizing basic impacts, such as number of people reached through the project. How else will you measure impact of your project? (100 word maximum)

8. Tell us about any experience you've had impacting your community. If appropriate, please describe any prior community based projects you or your group has worked on, including target audience, method and results. (150 word maximum)

9. Budget: How much money are you requesting? (maximum of \$2,500)? Please provide a brief description.

- Supplies:
- Facility rental:
- Marketing/advertising:
- Educational materials:
- Food:
- Other:
- Total amount requested:

10. Match: What community assets will you contribute or use for this project? Please provide a brief description.

- Financial match:
- Individual volunteer hours:
- Organization or association involvement:
- Connection to a traditionally unengaged or marginalized population:
- Donation of equipment or space:
- Partnership or collaboration with another event or initiative happening in the community: