



City of Dubuque, Iowa
**ARTS AND CULTURE GRANT PROGRAM FOR SPECIAL PROJECTS
FY 2018 FUNDING COMPETITION**

GUIDELINES

PURPOSE AND GOALS

The City envisions that Dubuque will be an inclusive community, remarkable for its social and cultural vibrancy. The City of Dubuque seeks to fund artistic, creative projects that place community engagement at its core that is a step beyond the conventional. We are looking for engagement, meaning that there will be an active, two-way process in which one party motivates another to get involved or take action—and both parties experience change and growth.

TIMELINE^a

- **March 29** - Applications available online at www.cityofdubuque.org/grants
- **March 31** - Application Workshops, Multicultural Family Center **noon -1:30 pm**
- **April 3** - Application Workshops, Carnegie-Stout Library, 360 W. 11th St., **5:00 p.m.**
- **April 19** - Application Workshops Multicultural Family Center **noon – 1:30 pm**
- **April 26** - Applications are due by midnight.
- **May 23** - Applications are reviewed and rated by the Arts Commission.
- **June 19** - City Council approval of grant awards
- **July** - Contracts signed, funding disbursed
- **September 2018** - Closeout and Final Report due

REQUEST AMOUNT AND MATCH

- Minimum Request: \$1,500
- Maximum Request: \$8,000
- Applicants must provide at least one dollar of match for every dollar requested. In other words, at least 50% of the grant can be funded by the City and 50% by the organization.
- You must provide some cash resources in your match.
- In-kind match refers to donated goods or services that have been contributed to the project. The dollar amount of in-kind match should be calculated at the verifiable fair-market value. Please see <https://www.iowaworkforcedevelopment.gov/> for more information.

ELIGIBLE APPLICANTS

- To be eligible for this grant, applicants must attend one of the workshops provided.
- Organizations incorporated in the State of Iowa as a City of Dubuque not-for-profit.
- Affiliated groups with their own specific mission, governing structure and budget using the incorporated status of a City of Dubuque umbrella not-for-profit organization.

^a Dates are subject to change. If dates are changed adequate notice will be provided on the [city website](#), through [notify me](#) and [Facebook page](#)

- Organizations that are an established group acting as a not-for profit in the City of Dubuque.
- Only one application per organized group will be accepted.

INELIGIBLE APPLICANTS

- For-profit organizations or individuals.
- An applicant that has received funding for the past two consecutive years.
- An applicant with an outstanding final report from a previous grant.
- Employee or volunteer costs for the project cannot be a grant requested item but can be used for up to 50% of the in-kind match and account for no more than 25% of the entire project.

ELIGIBLE ACTIVITIES AND EXPENSES

Because the Special Projects Grant is funded by the City of Dubuque, all Special projects need to be conducted in the City of Dubuque. Including but not limited to: Culture and Historic Resources, Folk and Traditional Arts, Theatre, the Spoken Word, Literature, Dance, Music, Opera, Film, Visual Art, Digital Art, Installation Art, Murals, Public Art, Performance Art, and Sculpture.

Eligible expenses must be dedicated specifically to the project and can include:

- Employee or Volunteer Costs
- Artists
- Contractors
- Supplies and Materials
- Space and Equipment Rental
- Travel
- Marketing/Publicity

INELIGIBLE ACTIVITIES AND EXPENSES

- Anything occurring before July 1, 2017, or after June 30, 2018
- Projects not open to the public
- General operating expenses
- Social entertainment and reception expenses
- Religious, political, and sports activities
- Fundraisers or benefits
- Competitions, contests, or awards programs to honor or recognize achievement including awards, trophies, or gifts
- Uniforms
- Capital or equipment outlay
- Funds used to re-grant

APPLICATION SUBMISSION

Applications must be submitted **exclusively online** by the deadline. No other form of application will be acknowledged or accepted. Include **only** the materials requested any other documents will be discarded. Once an application is submitted, it will not be able to be changed. The deadline is strictly enforced. The organization submitting the application, not city staff, is solely responsible for the content of this grant. Determine early if you experience any trouble filling out the electronic application so you can be assisted in advance of the deadline. The application will prompt you to receive an email copy. Please save a copy for your records.

GRANT IMPERITIVES

Grant applicants must demonstrate all of the following in their application:

- a new partnership
- projects different from the ongoing, traditional programming of the organization applying
- active diversity, equity and inclusion strategies in planning, marketing and execution
- attendance to one of the grant workshops

Successful applications will specifically address at least one of the following goals:

- The project is innovative in using emerging art forms to increase enthusiasm and energy within the organization and its audiences.
- The project increases personal participation, awareness and appreciation of quality arts and culture activities especially among groups of people who have not traditionally accessed the arts and culture offerings of your organization, including age, culture, disability, ethnicity, gender, gender identity, race, geographic, and socioeconomic related groups in Dubuque.
- The project uses different strategies beyond traditional marketing and free-ticket programs to attract new audiences.
- The project involves collaborators in planning, executing and sharing resources and ideas for the project. Collaborators can include other non-profits, artists, neighborhood groups, businesses, schools or individuals.
- The project promotes the arts as a common ground for all members of the community.
- The project fosters the celebration of cultural diversity and heritage and encourages presentations of minority artists and arts reflecting ethnic traditions.

RATING CRITERIA

1. **Special Project Description:** How well the project is explained. **(3 points)**
2. **Uniqueness:** How is the project interesting and different from the ongoing, traditional programming of the organizations involved. **(5 points)**
3. **Diversity, Equity and Inclusion:** How does the project demonstrate inclusiveness **(5 points)**
4. **Partnership:** How has your organization made meaningful and unique partnerships **(3 points)**
5. **Artistic merit:** How does your project's concepts, leaders, artists, and collaborators demonstrate quality and best practices. **(3 points)**
6. **Evaluation:** How the project will be evaluated? **(3 points)**
7. **Budget and Timeline:** The likelihood the project will be successful based on careful event and financial planning. **(5 points)**
8. **Workshop –** Attending one of the available workshops provided **(1 point)**

SCORING RUBRIC

REVIEW OF APPLICATIONS

Applications will be reviewed and scored by a volunteer panel comprised of one local juror and to other regionally sourced jurors^b. The Arts and Cultural Advisory Commission will approve the

^b In the event that a volunteer panel cannot be assembled, non-affiliated members of the commission will review the applications.

final scores and recommend finalists to city council. Funding recommendations will be forwarded to the City Council for review and approval. The City reserves the right to request additional information or make modifications to amount of grant awarded.

ACKNOWLEDGEMENT

The Applicant agrees to acknowledge the City of Dubuque's support in appropriate signage, program materials, promotion, publicity and advertising activities audio and visual, and in other printed and electronic forms of communication pertaining to this grant. Posts on social media should bear the tag #cityartsDBQ and the City of Dubuque can be tagged on Facebook [@ArtsandCultureDBQ](#). Applicants are encouraged to submit several good quality digital photos of the organization for City public relations efforts.

RECCOMENDED PROFESSIONAL DEVELOPMENT

If selected to receive a Special Projects grant, recipients are strongly encouraged to participate in Intercultural Competency learning. It is important to the Arts and Cultural Affairs Advisory Commission that our grantees demonstrate commitment to adequately serving all residents of Dubuque and this includes being up to date on inclusive tactics. More information about opportunities to engage with diversity, equity and inclusion education can be found at the City of Dubuque Department of Human Rights [webpage](#).

FINAL REPORT

Applicants are required to complete the Final Report Form by the date specified in the grant contract. During review of the final report or request for reimbursement, documentation will be required which shows that an appropriate public acknowledgement of the City of Dubuque funds has been made, actual expenses of the project, and ways in which the project activities and timeline differed from the grant application. Applicants are encouraged to submit several good quality digital photos of the project for City public relations efforts. The form will be made available online in sufficient time to be completed before the deadline.

Applications are available online at <http://www.cityofdubuque.org/grants>. For more information, contact Debra Alleyne, Office of Arts and Cultural Affairs, 50 W. 13th St., Dubuque, IA 52001, at (563) 690-6059 or dalleyne@cityofdubuque.org.