

CITY OF DUBUQUE COMMUNITY BUILDING GRANT

Purpose

The City of Dubuque, Community Building Grants program is a neighborhood based community development effort which supports groups of neighbors to make a difference in their neighborhood and community. Its goals are to:

- § celebrate neighbors and neighborhood strengths
- § Create a safer community
- § Provide opportunities for neighbors to get to know one another and improve relationships within the neighborhood

Overview

- § \$750 maximum per project
- § Project must be located in CDBG areas (see map) or a registered Neighbor2Neighbor block.
- § Grants are made to groups only. Awards are not made to individuals or profit-making groups.
- § Applications are due the 1st business day of every month beginning in June. Projects may start on the 15th of the next month after the deadline (first would be July 15).
- § **Submit original and 1 copy**
- § Only one project per month from the same group will be reviewed.
- § All projects must be closed out for the end of the fiscal year by June 15.
- § One group may not have more than 3 projects open at the same time. Neighborhood associations may have up to 6 projects open at the same time.

Eligibility

Groups and neighborhood associations within CDBG areas (see map) or a registered Neighbor2Neighbor participant can apply. Areas within the CDBG area not covered by a neighborhood association are also eligible and are encouraged to become a neighborhood association.

Ineligible projects

- § Payments cannot be made directly to individuals.
- § No religious or political activities can be supported with these funds.
- § Reimbursement is not allowed for costs incurred prior to grant approval.

For more information, please contact: Jerelyn O'Connor, 589-4326, joconnor@cityofdubuque.org, City of Dubuque, 50 W. 13th, Dubuque, IA

Types of Projects

- § Neighborhood block parties
- § Festivals and activities which have a positive theme and impact in the neighborhood, highlight the strengths of the neighborhood and its residents and are open to all neighborhood residents.

**CITY OF DUBUQUE
COMMUNITY BUILDING GRANT PROGRAM**

Cover Page

Contact information:

1. Name of neighborhood association or group	For office use: Date received
2. Name of Group: Phone: E-mail:	3. Small Grant Administrator: Phone: E-mail:
2a. Mailing address	3a. Mailing address:

4. Budget information:

Total grant funds requested	Resources provided by neighborhood or partners	Total cost (A + B)
A.	B.	C.

5. Check list:

- Cover page and 2- page grant application attached (total of 3 pages)
- Grant signed by applicant and grant administrator, if applicable.
- Attachments - approval from City departments, if needed

I certify that our neighborhood association endorses the project outlined in this application.

President signature

_____ date

I certify as grant administrator that I will submit copies of the products developed with these funds, submit a closeout evaluation report of the outcomes resulting from the use of these funds, and make timely submission of payment requests to the City Manager's Office. I further certify that funds will be used in accordance with the grant rules and for the purposes outlined in the grant application and will not be used for unapproved equipment purchase, for staff salaries, or for religious or political purposes.

_____ (grant administrator and date)

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APPLICATION

1. Describe in detail where the project will take place.

2. How many residents do you anticipate involvement with in the project?

3. Describe any volunteers and what tasks they will be doing?

4. List all the City departments and contacts you have made. Attach a copy of approval received if applicable.

5. Please, describe your group.

6. Describe the contributions that your group and the neighborhood association are making to this project.

7. Briefly describe your project. **Include dates and times** of specific activities, if possible.

8. Describe how your project will help with community building and/or improving relations in the neighborhood. Describe any specific things you plan to do to insure diversity, inclusion, equity in your project.

8. Amount of grant money requested \$ _____

What is the specific use?

Budget item	a. Grant money	b. Other source	Total costs (a+b)
Totals (Column a. cannot exceed \$750)			