CITY OF DUBUQUE
NEIGHBORHOOD LARGE GRANT PROGRAM

Purpose
The Neighborhood Large Grant Program is designed to support projects undertaken by neighborhood associations and other non-profit organizations to support the empowerment of residents to address needs and opportunities to make their neighborhoods more livable. It is intended to support neighborhood development and provide a direct benefit to low/moderate income individuals or neighborhoods.

Funding priorities
Projects which:
- identify and/or build upon neighborhood strengths and assets,
- address needs of low-and-moderate income residents,
- support neighborhood development and improve quality of life
- Projects that support efforts to make Dubuque a more equitable and inclusive community.

Overview
- Neighborhood associations may apply.
- Non-profit organizations who are proposing a neighborhood improvement project may apply with the expressed endorsement of the neighborhood association representing the area.
- Only one application per neighborhood association per competition is allowed.
- A neighborhood association may not endorse more than one application from another non-profit organization per competition.
- Project must be located within CDBG areas or be targeted to low-and moderate-income persons.
- Projects will be for no less than $1,000 and no more than $3,000 in grant funds.
- Projects must complete any approval process required by other city departments in conjunction with this application. Contact the Neighborhood Development Specialist for assistance.

The online application must be submitted by 12:00 noon on April 13, 2020 for review and approval at the April 15, 2020 Community Development Advisory Commission meeting. Access the online application at www.cityofdubuque.org/neighborhoods. To learn more about the grant program and guidelines, contact Jerelyn O'Connor, Neighborhood Development Specialist, At 563-564-5635 or joconnor@cityofdubuque.org

Eligible activities
- costs related to the provision of Public Service as defined by CDBG regulations including, but not limited to, labor, supplies and materials;
- Public Services activities include, but are not limited to job training, crime prevention and public safety, child care, education programs, services for senior citizens, recreational services.
- acquisition or lease of real property;
- acquisition, construction, reconstruction or rehabilitation and/or installation of public facilities and improvements;
- removal of architectural barriers;
- rehabilitation and preservation activities; and
- planning and neighborhood studies.

Ineligible activities
- No religious or political activities can be supported with these funds.
• Equipment may not be purchased with these funds, unless necessary to the project.
• Payments cannot be made directly to individuals.
• Reimbursement is not allowed for costs incurred prior to grant approval, except costs relating to obtaining required city permits.
• Generally, food and entertainment expenses are ineligible.

Types of Projects
• Extensive beautification efforts e.g., design, purchase elements (planters, benches) landscaping and streetscape improvements.
• Technical assistance and workshops providing skills to neighbors or to the association
• Conducting studies, cataloging neighborhood assets/strengths, or accessing a consultant for association development and planning activities.
• Extensive clean-up projects.
• Large communication projects e.g., writing a guide or manual or making copies for all neighbors.
• Housing, rehabilitation, capital projects and public facility projects.

Rating Criteria
• To what level does the project meet one or more of the funding priorities?
• Involvement of the Neighborhood
• Impact of the project
• Budget

The Process
• Determine if the project is in a CDBG area or will be of direct benefit to low-and-moderate income persons (see map and/or discuss with staff).
• Begin the process for receiving approval from other City departments if needed.
• Receive approval from the association during a regularly scheduled or special meeting (as outlined in your by-laws) through a motion.
• Complete the application, obtain signatures, obtain attachments, make copies and submit on time.
• Attend Community Development Advisory Commission meeting when grants are reviewed.

After Approval
• Sign contract with City of Dubuque.
• Prepare timely activity reports and payment requests
• Document expenditures and activities completed
• If things are not progressing along the same time line as listed in the grant, communicate with neighborhood development staff about changes
• Complete activities
• Complete an evaluation and close out at the end of the project
• Ensure the project is completed by the date on the time line

Equal Opportunity
The City of Dubuque agrees not to discriminate by reason of age, race, religion, color, sex, national origin or handicap unrelated to the duties of a position of applicants for employment, promotion, demotion or transfer, recruitment, layoff or termination, compensation, selection for training or participation in recreational and educational activities.