



City of Dubuque, Iowa
ARTS AND CULTURE GRANT PROGRAM
FOR SPECIAL PROJECTS
FY 2022 FUNDING

APPLICATION OVERVIEW

DESCRIPTION

Through this funding program, the City of Dubuque provides funding to cultivate unique and innovative creative arts and culture experiences that prioritize community engagement and active partnership in which all parties may experience change and growth. Special projects must incorporate DEI planning and practices into the development and execution of the project and demonstrate alignment with City Arts & Culture Master Plan goals and priorities.

APPLICATION SUBMISSION

Applications must be submitted via the online application form no later than **11:59PM on Tuesday, June 1, 2021**. Include only the materials requested. Changes or additional materials outside of the submission deadline will not be accepted.

We are committed to making our programs and services accessible to everyone. Please contact the Office of Arts and Culture Affairs at 563.690.6059 or jbrant@cityofdubuque.org to request any accommodations, translation, interpretation, or other assistance you need in completing this process. The organization submitting the application is solely responsible for the content and timely submission of this grant.

CONTACT INFORMATION

Applicant Organization *

Mailing Address (line 1) *

Mailing Address (line 2)

City * State * Zip *

Website

If there is information pertinent to this Special Projects request on the organization's website, enter the URL here.

Other Electronic Presence

If the organization's Facebook page or other online site not listed above demonstrates the quality of the applicant's previous programming, enter the URL here.

Name of Executive Director or Board Chair * Email Address * Phone *

Name of Grant Coordinator * Email Address * Phone *

ORGANIZATIONAL PROFILE

State your organization's mission and briefly describe your primary programs. *

Max. 1,500 characters including spaces

Select the eligibility status that best applies to your organization or group. Choose only one. *

- o Dubuque-based organization that operates as a nonprofit, tax-exempt under Section 501(c)(3) of IRS Organizations.
- o Dubuque-based group with its own specific mission, governing structure, and budget operating under the incorporated status of a Dubuque-based umbrella nonprofit as their fiscal agent.
- o Established Dubuque-based group acting as a nonprofit.

Upload documentation that affirms the eligibility status you selected above. Word documents or PDF files will be accepted. Label any attachment so that it identifies your organization appropriately, Name of Organization_Document Content (i.e. City_501c3 Status). *

- Evidence of 501(c)3 Status
If the applicant organization is a recognized 501(c)3, upload IRS determination letter.
- Evidence of Fiscal Sponsorship
If the applicant organization operates under the fiscal umbrella of another 501(c)3, upload a letter signed by an authorized representative of the umbrella 501(c)3 affirming fiscal sponsorship.
- Evidence of Organization History
If the applicant organization operates as a non-profit but is not recognized as such by the IRS or does not operate under a fiscal sponsor, upload evidence of the organization's previous programming or projects.
- List of Organization's Current Leadership Personnel *
Include name, role, and duration of appointment. This list could include staff, volunteers, board of directors, or those directly involved in the development of the proposed project. Limit to 1 page when possible.

PROJECT NARRATIVE

Project Title *

Project Start and End Date *

Select the date implementation that your project will begin and when it will conclude. The start date should reflect the point when your organization begins actively working on delivering the special project (i.e. marketing, ordering supplies, contracting artists, etc). The end date should reflect the point at which all project activities have concluded including project evaluation.

Briefly describe the proposed project. *

Max. 1,500 characters including spaces

1. Describe the project's goals and objectives as they relate to the needs of the community, highlighting what makes the project unique, innovative, and timely. How does the project differ from your previous program offerings? * (3 points)

Max. 3,000 characters including spaces

2. Provide evidence of active partnership by identifying and describing the roles and responsibilities of all partners involved in project activities. * (3 points)
Max. 3,000 characters including spaces
 - *A letter of commitment from at least one collaborating partner is required.*
 - *Additional letters can be provided and should be combined into a single PDF.*
3. Describe how your project incorporates DEI strategies into the planning, outreach, and execution as it relates to your project's target audience(s) and stated project outcomes. * (3 points)
Max. 3,000 characters including spaces
4. Demonstrate your organization's readiness to implement the project by outlining the following: * (3 points)
 - *Detailed timeline of project activities*
 - *Describe how project outcomes will be measured and evaluated*
 - *Budget information provided in the next section will also be considered in Project Readiness score.**Max. 3,000 characters including spaces*
5. Select any strategies from the Arts & Cultural Master Plan that the project will most actively advance. *
 - *Review the [City of Dubuque's Arts and Culture Master Plan goals, priorities, and associated strategies online.](#)*Describe how your project actively advances the City of Dubuque's Arts and Culture Master Plan Goals and Priorities. * (3 points)
Max. 3,000 characters including spaces

PROJECT BUDGET

Project Expenses

Only list expenses associated with your proposed special project. For FY22, employee or volunteer costs directly related to project implementation can be included as a grant requested item. Expenses must be incurred from July 1, 2021 through June 30, 2022.

Project Match Resources

Briefly describe the sources and list the total value of all cash and in-kind matches documented in the previous Project Expense section. For FY22, a match is not required but in-kind and cash matches are encouraged to demonstrate public investment in the project.

Project Budget Detail

Upload a detailed project budget with total eligible expenses broken down by expense categories outlining how each expense will be covered by the grant request, cash and in-kind matches. * [See example.](#)

Word documents or PDF files will be accepted. Label any attachment so that it identifies your organization appropriately, Name of Organization_Budget Detail.