



City of Dubuque, Iowa
**ARTS AND CULTURE GRANT PROGRAM
FOR OPERATING SUPPORT
FY 2022 FUNDING**

APPLICATION OVERVIEW

DESCRIPTION

The City of Dubuque, through the Operating Support Grant Program, offers limited, unrestricted support to arts and culture organizations operating within Dubuque city limits that demonstrate a commitment to serving the community by offering arts, arts education, and cultural heritage programs. Through this support, the City of Dubuque increases the community's access to a wide range of diverse arts and culture experiences to foster economic activity, promote citizen engagement, and cultivate an equitable community of choice.

APPLICATION SUBMISSION

Applications must be submitted via the online application form no later than **11:59PM on Monday, May 17, 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 Operating Support 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 programming, enter the URL here.

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

Name of Grant Coordinator * Email Address * Phone *

Organizational Operating Budget *

This figure should match the "FY18 and FY19 Average" from the FY22 Financial Worksheet (row 61, column D/E).

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

Max. 1,500 characters including spaces

PROPOSAL NARRATIVE

1. Describe your organization's management structure, its financial health (prior to COVID-19 and currently) and any long-range or strategic planning efforts. * (3 points)

Max. 3,000 characters including spaces

2. In what ways does your organization demonstrate cultural leadership? * (3 points)

- Who does your organization serve? Site participation numbers and demographic information when available.
- Describe the quality, reach, and innovativeness of the organization and provide any special recognition or accreditations it has received.
- How does the community demonstrate support and investment in your organization and its programs?

Max. 3,000 characters including spaces

3. Briefly outline your organization's activities of the previous funding cycle (7/1/20-6/30/21) and events planned for FY22. Discuss shifts, appropriations, and innovations enacted due to the pandemic. If programs were fully interrupted, outline any behind-the-scenes, capacity-building work initiated. * (3 points)

Max. 3,000 characters including spaces

4. Describe how your organization incorporates DEI professional development and implementation strategies into your organization's operations or programming. Include an overview of methods used to market to, include, or represent diverse audiences. * (3 points)

Max. 3,000 characters including spaces

A list of locally available DEI professional development identified by the City of Dubuque's Grants and Contracts Equity Team is [available online for consideration](#). This is not an exhaustive list and other opportunities identified by and adopted by your organization should be listed.

5. Select all strategies from the Arts & Cultural Master Plan that your organization is most actively advancing. * (see page 4 of this document for the checklist as it appears on the online application form)

- Review the [City of Dubuque's Arts and Culture Master Plan goals, priorities, and associated strategies online](#).

Describe how your organization actively advances the City of Dubuque's Arts and Culture Master Plan Goals and Priorities? * (3 points)

Max. 3,000 characters including spaces

ORGANIZATIONAL FINANCIAL SUMMARY

Does your organization operate on a Calendar Year or a Fiscal Year Calendar? *

- Calendar Year
- Fiscal Year

If your organization operates on a Fiscal Year Calendar, please list start and end dates.

[Download and complete the Operating Support Grant Financial Worksheet here.](#) Attach PDF of the completed FY22 Operating Support Grant Financial Worksheet. *

The following additional information is required to further demonstrate the financial stability of the applicant. Word documents or PDF files will be accepted. Label each attachment so that it identifies your organization appropriately, Name of Organization_Document Content (i.e. City_Balance Sheet).

- Organization's most current balance sheet *
- A profit & loss statement or a statement of activities from your most recently completed fiscal year *

ADDITIONAL REQUIRED ATTACHMENTS

The following additional information is required to further demonstrate the organizational stability of the applicant. Word documents or PDF files will be accepted. Label each attachment so that it identifies your organization appropriately, Name of Organization_Document Content (i.e. City_Staff List).

- Evidence of 501(c)3 Status *
- Articles of Incorporation *
- List of Current Paid Staff *
Include name, job title, and applicable areas of artistic or administrative expertise for each person involved in the day-to-day operations of your organization. Limit to 1 page when possible.
- List of Current Board of Directors *
Include name, officer role (if applicable), and additional affiliations outside of your organization. Limit to 1 page when possible.
- Current Strategic Plan or other Long-Range Planning Documentation *

In reference to Questions #5 above: Checklist of Arts & Culture Master Plan Priorities and Strategies as it appears on the online application form. Select only those that your organization is most advancing, using the narrative question that follows to describe how.

Priority A: Promote and support arts and culture as Dubuque's competitive edge.

- Establish multiple funding streams to support arts and cultural activity.
- Develop, attract and retain creative talent.
- Develop a regulatory or business incentive framework that promotes and protects Dubuque's arts and cultural assets.
- Undertake a strategic communications campaign promoting awareness of Dubuque's arts and cultural community at home and in other markets, attracting participants from outside Dubuque.

Priority B: Boost capacity for arts and culture to thrive

- Designate and empower an individual or entity to lead development of the cultural sector.
- Clarify roles, responsibilities and guidelines for the Arts and Cultural Affairs Advisory Commission to best leverage their energy and knowledge to the benefit of arts and culture in Dubuque.
- Establish a public art policy framework conducive to the arts and cultural activity.
- Facilitate communication and coordination among the arts and cultural sector.
- Right-size facilities to meet capacity needs for rehearsal, exhibition/performance, education and administration.
- Develop organizational and professional capacity.

Priority C: Foster engagement at all levels

- Deepen appreciation for arts and culture among the general public.
- Provide arts education opportunities to people of all ages, skill levels, and income levels.
- Increase availability and accessibility of arts and cultural offerings.
- Nurture individual artists, from student to amateur to professional.
- Stimulate volunteerism.
- Inspire and diversify leadership.

Priority D: Cultivate connections

- Ensure arts and culture in Dubuque is inclusive and welcoming of people of all backgrounds and interests.
- Develop ties among the arts and the broader community, increasing visibility and relevance of arts and culture.
- Integrate leadership of the arts and cultural sector with leaders in other sectors of Dubuque by forging new relationships and strengthening existing ones.