



City of Dubuque, Iowa  
ARTS AND CULTURE GRANT PROGRAM  
FOR OPERATING SUPPORT  
FY 2023 FUNDING

## APPLICATION OVERVIEW

### DESCRIPTION

The City of Dubuque, through the Arts & Culture Operating Support Grant Program, offers limited, unrestricted support to eligible arts and cultural non-profit organizations operating within Dubuque city limits that demonstrate a commitment to serving the community through access to arts, arts education, and cultural heritage experiences. This program is intended to increase the community's access to a wide range of inclusive and diverse arts and cultural experiences that also foster economic activity, empower community engagement, and cultivate an equitable community of choice.

### APPLICATION SUBMISSION

Applications must be [submitted online](#) no later than **11:59PM on Friday, April 29, 2022**. Include only the materials requested in the online applications. 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](mailto:jbrant@cityofdubuque.org) to request any accommodations, translation, interpretation, or other assistance you need in completing this process. The applicant is solely responsible for the content and timely submission of this grant.

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### 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 "FY19 and FY21 Average" from the Financial Worksheet (row 61, column D/E).*

State the applicant's mission and briefly describe primary programs and activities. \*

Max. 1,500 characters including spaces

## PROPOSAL NARRATIVE

1. Describe the applicant's management structure, its financial health, and long-range or strategic planning efforts. \* (3 points)  
*Max. 3,000 characters including spaces*
2. In what ways does the applicant demonstrate cultural leadership? \* (3 points)
  - Describe the quality, reach, and innovativeness of the applicant's activities and programs.
  - Discuss any special recognition or accreditations the applicant has received.
  - How does the community demonstrate support and investment in the applicant organization and its programs?*Max. 3,000 characters including spaces*
3. Discuss the applicant's activities planned for the FY23 funding period of July 1, 2022 to June 30, 2023, including: \* (3 points)
  - An overview of the activities and programs planned or anticipated.
  - Who is involved in planning and carrying out those activities, generally or specifically?
  - Who does your organization serve? Site participation vs capacity statistics and demographic information to the extent possible.
  - Discuss how these activities reflect organizational goals and community needs.*Max. 3,000 characters including spaces*
4. Describe how the applicant integrates DEI strategies into its organizational culture, operations, and programming. Include examples of: \* (3 points)
  - How DEI is incorporated into management and operations of the applicant's organization.
  - Methods used to include, welcome, or represent diverse populations.
  - Performance metrics and evaluation.*Max. 3,000 characters including spaces*
5. Select all strategies from the Arts & Cultural Master Plan that the applicant 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](#).
6. Describe how the applicant actively advances the strategies selected. Discuss any efforts to align with other City goals, priorities, and plans as applicable. \* (3 points)  
*Max. 3,000 characters including spaces*

## ORGANIZATIONAL FINANCIAL SUMMARY

1. 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.
2. [Download and complete the Operating Support Grant Financial Worksheet here](#). Upload PDF of the completed FY23 Operating Support Grant Financial Worksheet. \*

3. The following additional information is also 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 the applicant appropriately, Name of Organization\_Document Content (i.e. City\_Balance Sheet).
  - Applicant's most current balance sheet \*
  - A profit & loss statement or 990 the applicant's most recently completed fiscal year \*

### **ADDITIONAL REQUIRED ATTACHMENTS**

The following additional information is required to further demonstrate the history and resiliency of the applicant. Word documents or PDF files will be accepted. Label each attachment so that it identifies the applicant appropriately, Name of Organization\_Document Content (i.e. City\_Staff List).

1. Evidence of 501(c)3 Status \*
2. Articles of Incorporation \*
3. List of Current Paid Staff and/or Key Volunteers \*  
*Include name, job title, and applicable areas of artistic or administrative expertise for each person involved in the leadership or management of your organization. Limit to 1 page when possible.*
4. List of Current Board of Directors \*
5. *Include name, officer role (if applicable), term expiration date, and major affiliations outside of your organization. Include a brief statement of how board positions are filled. Limit to 1 page when possible.*
6. 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.