



APPLICATION OVERVIEW

DESCRIPTION

Through this program, the City of Dubuque provides grant funds 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 into the development and execution of the project and demonstrate alignment with City goals and priorities.

APPLICATION SUBMISSION

Applications must be [submitted online](#) no later than **11:59PM on Friday, May 13, 2022**. Include only the materials requested in the online application. 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 applicant's website, enter the URL here.

Other Electronic Presence

If the applicant'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

1. State the applicant's mission and briefly describe its primary programs. *

If arts and cultural activities are not part of the applicant's primary mission, discuss how arts and culture connects to or advances the applicant's goals and priorities.

Max. 2,000 characters including spaces

2. Select the eligibility status that best applies to the applicant. *

- Dubuque-based organization that operates as a nonprofit, tax-exempt under Section 501(c)(3) of IRS Organizations.
- 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.
- Established Dubuque-based group acting as a nonprofit.

3. Upload documentation that affirms the eligibility status you selected above. This documentation could include. *

- Evidence of 501(c)3 Status
If the applicant is a recognized 501(c)3, upload IRS determination letter.
- Evidence of Fiscal Sponsorship
If the applicant 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 Applicant History working for Public Good
If the applicant 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 applicant's previous programming or projects that serve the community.

4. Upload documentation listing the applicant's leadership personnel. *

- List of the Applicant's Leadership Personnel *
This list could include leadership staff, key volunteers, board of directors, etc as well as those directly involved with the development and implementation of the proposed project. Include name, role, duration of appointment; if involved with the proposed project, provide a brief statement of why they were chosen for this project. Limit to 1 page.

PROJECT NARRATIVE

1. Project Title *

2. Project Start and End Date *

Select the date that your project will begin and when it will conclude. The start date should reflect the point when the applicant 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.

3. Briefly describe the proposed project. *

Max. 1,500 characters including spaces

4. Describe the project's goals and objectives as they relate to the goals of the applicant organization and the needs of the community. * (3 points)

- What makes the project unique, innovative, and timely for the applicant and the community?
- How does the project differ from your previous program offerings?
- If the project is part of an ongoing series of events, how does this particular project expand on prior offerings or elevate new priorities or needs of the applicant or community?

Max. 3,000 characters including spaces

5. 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

- *Upload of a letter of commitment from at least one collaborating partner is also required.*
- *Additional letters can be provided and should be combined into a single PDF.*

6. Describe how your project incorporates DEI strategies into the planning, outreach, and execution as it relates to the delivery or stated outcomes of your project. * (3 points)

Max. 3,000 characters including spaces

7. Describe 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

8. 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.](#)*

9. Describe how the project 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

PROJECT BUDGET

1. Grant Request Expenses

Only list expenses associated with your proposed special project. Expenses must be incurred from July 1, 2022 through June 30, 2023. Add a final "TOTAL" row at the bottom that identifies the total grant request.

2. Match Expenses

Detail the expenses to be covered by the cash or in-kind sources, including the funding type and source, and whether the funding source has been secured or is pending. Round to the nearest dollar. Add a final "TOTAL" row at the bottom that identifies the total cash expenses and total value of in-kind contributions.

Reminder: A 1:1 match is required. Applicants must demonstrate investment in a project by providing one-to-one matching funds to the grant request for project expenses. A quarter (25%) of the required 1:1 match must be cash. The remaining 75% may be either in-kind, cash, or a combination.

3. Estimated Total Project Cost

Enter the total estimated cost of the project. This value should equal the sum of the grant request, cash match expenses, and in-kind contributions. Round to the nearest dollar. Do not enter decimal signs or commas.