GUIDELINES

PURPOSE
Through this non-recurring program, the City of Dubuque regrants funds from the Government Alliance on Race and Equity (GARE) to support the work of eligible Dubuque non-profit organizations to empower and elevate Black, Indigenous, and People of Color (BIPOC) creativity and culture. The program seeks to provide funding that will result in public-facing arts and cultural programs and activities that aim to diversify representation, cultivate belonging, and create an equitable community.

ELIGIBLE APPLICANTS
● Organizations who operate as a nonprofit, tax-exempt 501(c)(3) in the city of Dubuque;
● Groups with their own specific mission, governing structure and budget, operating in the city of Dubuque under the umbrella of a fiscal agent;
● Established group operating in the city of Dubuque in service to the broader community but not incorporated as a nonprofit or operating under a fiscal agent;
● Only 1 application per eligible applicant will be accepted.

INELIGIBLE APPLICANTS
● For-profit organizations or businesses;
● Individual artists;
● Any organization or group operating outside of Dubuque city limits.

FUNDING GUIDELINES
● Minimum Request: $500
● Maximum Request: $2,000
● Matching funds are not required

ELIGIBLE EXPENSES
Requested expenses to be incurred during the FY 2023 funding period (July 1, 2022 - June 30, 2023) can directly support activities that:
● Engagement and inclusion BIPOC visionaries, creatives, and culture bearers in organizational development, project planning, or program delivery;
● Broaden outreach and promotion of BIPOC-centered programs and activities;
● Expand access to arts and cultural experiences for BIPOC youth and families.

Eligible expenses can include:
● Artist or Contractor Fees
● Consultant Fees
● Licensing or Subscription Fees
● Supplies and Materials
● Space and Equipment Rental
● Domestic Travel
● Marketing and Publicity
● Equipment purchases under $500
**INELIGIBLE EXPENSES**
- Expenses that occur prior to or after the funding period
- General operating expenses
- Religious, political, and sports activities
- Fundraising or benefit events
- Competitions, contests, or awards to honor or recognize achievement
- Food, beverage, or catering costs
- International travel
- Capital projects, i.e., construction, property renovation
- Major equipment purchases (over $500)
- Regranting
- Lobbying activities
- Acquisition or purchase of artwork for permanent collections including public art installations

**APPLICATION SUBMISSION**
Applications must be submitted online no later than **11:59 p.m. on Friday, May 27, 2022**. Include only the materials requested in the online application. Changes or additional materials outside of the submission deadline will not be accepted.

**TIMELINE**
- **Tuesday, April 5** - GARE funding applications materials available at www.cityofdubuque.org/artsgrants
- **Friday, April 15 from 2-3 p.m.** - Informational Webinar via GoToWebinar
- **Friday, May 27 by 11:59 p.m.** - GARE grant applications due
- **July** – Notifications and contracts released
- **August** – Anticipated disbursement of funds

**RATING CRITERIA**
1. Project or activity description and use of funds. **(3 points)**
2. Advancement of organizational goals and alignment with community need through project or activity implementation. **(3 points)**
3. Readiness to implement the project or activity. **(3 points)**
4. Measurement and evaluation of project or activity outcomes. **(3 points)**
5. Impact of project or activity on future programming or vision for sustaining effort. **(3 points)**

**IMPORTANCE OF DIVERSITY, EQUITY & INCLUSION (DEI)**
The City of Dubuque strives to be an equitable community of choice and prioritizes support to organizations and programs that intentionally apply an equity lens, explicit of but not limited to race, to program access and inclusion. It is important that City funding programs support organizations and activities that demonstrate a commitment to welcoming and serving any and all Dubuque residents by presenting diverse and culturally aware experiences, representing diverse voices, and expanding access.

**REVIEW OF APPLICATIONS**
Applications received through the GARE Regranting program will be scored by a panel composed of representatives from the Arts and Cultural Affairs Advisory Commission and/or the Accessibility, Engagement, and Inclusion (AEI) Working Group of the City’s Arts & Culture Master Plan. The 7-member Arts and Cultural Affairs Advisory Commission will provide a recommendation for City Council approval.

**ACKNOWLEDGEMENT**
If awarded funding, the applicant must acknowledge the City of Dubuque’s support in appropriate communications pertaining to this grant. Recognition guidelines and logos are available for download at the City’s website.
REPORTING
Applicants must provide a performance report within 60 days of the end of the funding cycle no later than August 31, 2023. Applicants can elect to provide this report online as a traditional written report or as a public presentation. The applicant agrees to retain all financial records, reporting documents, and all other records pertinent to the City of Dubuque grant program for a period of three calendar years beyond the contract.

APPLICATION ACCESS AND QUESTIONS
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 applicant is solely responsible for the content and timely submission of this grant.
**SCORING RUBRIC**

### 1. Project or Activity Description and Use of Funds: 3 points

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<td><strong>Description of the project or activities to be conducted is clear. Proposal epitomizes the funding program’s purpose and goals and aims to maximize the impact of engaging BIPOC voices. Use of grant funds is well defined and appropriate to the scope of the project.</strong></td>
<td><strong>Description of the proposed project or activities is satisfactory and loosely aligns with the funding program’s stated purpose. Budget and proposed use of funds are slightly disproportionate to project scope; some expenses are ineligible for grant support.</strong></td>
<td><strong>Activity description fails to communicate what the grant funds will support. It is unclear how the activities or project proposed will elevate or empower BIPOC creatives and culture. Proposed use of funds include numerous ineligible expenses.</strong></td>
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### 2. Advancement of Organizational Goals and Alignment with Community Need: 3 points

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<td><strong>Proposed activities directly align with the applicant’s mission and vision. Applicant demonstrates a clear understanding of the community need(s) and provides a strong argument for how the proposed activities will address the need(s).</strong></td>
<td><strong>Activities as proposed loosely align with the applicant’s mission and long-term goals. Understanding of the community need(s) is satisfactory. The potential impact of the proposed activity is limited.</strong></td>
<td><strong>Proposed activities do not align with the applicant’s mission and do not advance the applicant’s long-term organizational goals. The applicant does not identify or fails to clearly explain how the proposed activities address a community need.</strong></td>
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### 3. Readiness to Implement: 3 points

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<td><strong>Timeline provided demonstrates thoughtful planning and detailed consideration of major tasks needed for successful implementation within the funding period. Key personnel involved with the proposed activities are identified or planned for and their involvement has been explicitly considered. BIPOC voices are centered.</strong></td>
<td><strong>Proposed activity timeline is generally defined but some key tasks are overlooked or not considered. Identification of key implementation personnel is limited compared to project scope. BIPOC representation is sparse.</strong></td>
<td><strong>Timeline of tasks is insufficient in comparison to activity scope and goals, raising concerns about project achievability. Key personnel are not identified. BIPOC voices are not prioritized in development or delivery.</strong></td>
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### 4. Measurement and Evaluation: 3 points

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<td><strong>Applicant clearly defines meaningful outcomes and identifies performance indicators that the proposed activities aim to achieve. Methods to measure and evaluate success are logical and feasible for the activity scope.</strong></td>
<td><strong>Activity outcomes are vaguely defined and performance indicators are insufficient. Methods for measuring and evaluating project outcomes are overly general or irrelevant to the project.</strong></td>
<td><strong>Evaluation methods and measures are weak, unclear, or inadequate. Performance indicators are not identified.</strong></td>
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### 5. Impact on Future Programming or Vision for Sustaining Effort: 3 points

| 3 | 2 | 1 |
| Applicant provides a clear vision for how the proposed activities align with their long-term planning strategies or how activities may inform future programming. Strategies to sustain activities are defined or offered. | Proposed activities generally align with the applicant’s long-term planning and offer limited potential to inform future programming. Considerations on continuing activities beyond GARE funding are limited. | The applicant does not consider how the proposed activities or project may impact future programming or be continued beyond GARE funding. |