APPLICATION OVERVIEW

DESCRIPTION
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 of choice.

APPLICATION SUBMISSION
Applications must be submitted online no later than 11:59PM 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.

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. *
   - Organization that operates as a nonprofit, tax-exempt 501(c)(3) in the city of Dubuque.
   - Group with its 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.

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 umbrella of another 501(c)3, upload a letter signed by an authorized representative of the fiscal sponsor that affirms the relationship.
   - 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 Applicant’s Current Leadership Personnel *
     This list must include those directly involved with the development and implementation of the proposed project; this could include staff, volunteers, board of directors, etc. Include name, role, and duration of appointment. Limit to 1 page.

PROPOSAL NARRATIVE

1. Describe the project or activities to be conducted and how funding support for said activities will empower and elevate BIPOC creatives and culture in Dubuque? *
   Max. 3,000 characters including spaces
   - Budget information provided in the ‘Expense Budget’ section will also be considered in the Project Description score.

2. Discuss how the proposed activities align with the applicant’s organizational goals and meet a community need. * (3 points)
   Max. 3,000 characters including spaces

3. Provide a timeline of activities and identify key staff, volunteers, and others who will be involved in carrying out those activities. Briefly describe how these persons were selected to be involved. * (3 points)
   Max. 3,000 characters including spaces
   - If key personnel have yet to be identified, discuss plans to identify and engage these persons and their role in the proposed activities.

4. How will the applicant define and measure the success of the project or activities? * (3 points)
   Max. 3,000 characters including spaces
5. How will these activities advance the applicant’s future programming or be sustained beyond GARE funding? * (3 points)

Max. 3,000 characters including spaces

PROJECT BUDGET

1. Grant Request Expenses

List eligible expenses to be funded by the grant request, including a description and the dollar amount for each. Round to the nearest dollar. 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.

*The online application features a 2-column table that allows the applicant to add unlimited rows based on the itemized eligible expenses to be covered by the grant. The columns provide space for 1) Expense Description and 2) the ‘Grant Request Amount’ associated with the associated expense description.*

2. Match Expenses

Detail the expenses to be covered by 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.

*The online application features a 5-column table that allows the applicant to add unlimited rows based on the itemized matching funds secured or anticipated to support the project or activity. The columns provide space for 1) Expense Description, 2) Cash Match Amount, 3) In-kind Value Amount, 4) Source of the Cash or In-kind Support, and 5) to enter whether the matching support is secured or pending.*

Reminder: A match is NOT required. However, it is anticipated that applicants may have expenses beyond the maximum grant award and additional funds from other sources may be needed. To demonstrate a proposal's full scope, additional expenses to be covered by other sources should be listed here.

3. Estimated Total Project Cost

Enter the total estimated costs related to the proposal. 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.

*The online application features a single, fillable field for the estimated total project or activity cost to be entered.*