

## Arts Operating Recovery Subgrant

Deadline: December 16, 2022

The City of Dubuque is pleased to announce the Arts Operating Recovery subgrant program, a one-time limited funding opportunity made possible through the National Endowment for the Arts (NEA) via American Rescue Plan Act (ARPA) resources. The City of Dubuque is serving as a Local Arts Agency (LAA) to subgrant \$435,000 in federally awarded funds. Funds will be distributed to support day-to-day operating costs of arts, arts education, arts activities and/or artistic experiences facilitated by eligible nonprofit organizations operating within Dubuque city limits.

The Arts Operating Recovery subgrant program aims to assist Dubuque's non-profit arts activities in response to economic and community impacts of the COVID-19 pandemic. Funds can only be used to support day-to-day arts operations that increase the community's access to a wide range of diverse arts experiences which broadly foster economic activity, promote citizen engagement, and cultivate an equitable community of choice.

As this program differs from the City of Dubuque's annual Arts & Culture Operating Support program, there are additional requirements to receive this federal funding. Please carefully review the NOTICE OF FUNDING ([https://www.cityofdubuque.org/DocumentCenter/View/53100/COD\\_NEA-Arts-Operating-Recovery-Notice-of-Funding](https://www.cityofdubuque.org/DocumentCenter/View/53100/COD_NEA-Arts-Operating-Recovery-Notice-of-Funding)) and TERMS & CONDITIONS ([https://www.cityofdubuque.org/DocumentCenter/View/53109/COD\\_NEA\\_Arts-Operating-Recovery-Terms-Conditions](https://www.cityofdubuque.org/DocumentCenter/View/53109/COD_NEA_Arts-Operating-Recovery-Terms-Conditions)) before completing the application.

**APPLICATION INSTRUCTIONS:** A free SlideRoom applicant account is required to apply. Applications must be submitted via SlideRoom no later than 11:59 PM on Friday, December 16, 2022. The applicant is solely responsible for the content and timely submission of this subgrant.

Include only the materials requested in the online application. Late, incomplete or ineligible applications WILL NOT be accepted. Likewise, changes or the addition of materials to an application after the submission deadline WILL NOT be accepted, unless requested by Staff.

We are committed to making our programs and services accessible to everyone. Please contact Laura Merrick, the Communications and Grants Administration Assistant with the Office of Arts and Cultural Affairs, at 563.690.6059 or [lmerrick@cityofdubuque.org](mailto:lmerrick@cityofdubuque.org) to request accommodations, translation, interpretation, or other assistance, including technical support or questions to complete the application. Requests for accommodations made after the subgrant deadline cannot be honored.

[Apply Now](#)

This program contains:

- Forms (6)
- Attachments (4)
- Media (up to 5)

**Application Preview**

**📄 Applicant Contact Information - NEA AOR Subgrant****1. Legal Name of Organization:**

Enter the name of the eligible entity submitting the application/proposal.

**2. Doing Business As (DBA) Name:**

Enter if different from the legal name.

**3. Employer Identification Number (EIN):****4. Unique Entity Identifier (UEI) Number / SAM Number:**

ALL organizational applicants who apply for an Arts Operations Recovery subgrant are required to have a UEI number before receiving grant funds. The Unique Entity ID is a 12-character, alphanumeric ID assigned to an entity by SAM.GOV. UEI numbers have replaced the DUNS number--organizations who previously used DUNS must now register for their UEI at SAM.GOV. Learn more at <https://sam.gov/content/home>.

You may still apply if you do not currently have a UEI number. To indicate that the organization is in the process of registering for a UEI, enter "UEI is in the works" below. However, funds will not be dispersed until the organization's UEI has been provided to the City's Arts and Cultural Affairs Office.

**5. Mailing Street Address:**

Use format: street address, city, state zip.

**6. Physical Street Address:**

Enter the physical street address if different than the mailing address. Use format: street address, city, state zip.

**7. Website****8. Facebook****9. Instagram, or other social media platform****10. Name of Executive Director or Board Chair:****11. Email of Executive Director or Board Chair:****12. Phone of Executive Director or Board Chair:****13. Name of Grant Coordinator (if different from above):****14. Email of Grant Coordinator (if one is noted):****15. Phone of Grant Coordinator (if one is noted):****📄 Eligibility Information - NEA AOR Subgrant****1. Does the organization operate, or is it headquartered within the city limits of Dubuque?****2. What year was the organization founded?****3. Provide the organization's mission or purpose.****4. Summarize the organization's activities/programs and populations served.****5. If arts, arts education, arts activities, and/or arts experiences are not part of the organization's primary mission, describe ways the arts are integrated into day-to-day operations/ongoing activities.**

If the response to the above question doesn't include arts activities, please complete this question.

**6. What artistic disciplines does the organization's activities support? (Select all that apply)**

**7. Does the organization meet the accessibility requirements by having a section 504 accessible workbook on file?**

Federal policies require that organizations must be accessible to people with disabilities to receive funding by having a Section 504 Self-Evaluation Workbook on file. The workbook is available at <https://www.arts.gov/sites/default/files/NEA-SECTION-504-Self-Evaluation-Workbook-Jan2022.pdf>.

An organization may still apply, but if awarded funds, the organization will need to complete, submit to the Office of Arts & Cultural Affairs, and keep the Section 504 Self-Evaluation Workbook on file before funds are disbursed.

**8. Is the organization currently, or ever been, disbarred from receiving federal funds?**

If you are unsure, you can self-certify at <https://www.dol.gov/agencies/ofccp/debarred-list>.

**9. If applicable, do the organization's arts operations support activities outlined in the National Historic Preservation Act of 1966?**

Per Section 106 of the National Historic Preservation Act, applicants initiating art projects in locations eligible for or listed on the National Register of Historic Properties must identify that intention. Learn more about the National Historic Preservation Act of 1966 at <https://www.gsa.gov/real-estate/historic-preservation/historic-preservation-policy-tools/legislation-policy-and-reports/section-106-national-historic-preservation-act-of-1966>.

\* This question may have follow-up questions.

**📄 Organizational Summary - NEA AOR Subgrant**

- 1. Total number of current Full-Time Paid Staff, all or partially dedicated to arts activities:**
- 2. Total number of current Part-Time Paid Staff or Independent Contractors, all or partially dedicated to arts activities:**
- 3. Total number of current Board Members:**
- 4. Total number of current Non-Board Volunteers:**
- 5. Describe how Staff, Board Members, and Volunteers represent the communities the organization serves.**
- 6. Total number of Artists/Creatives actively participating in the creation of arts activities annually:**
- 7. Total number of individuals served via the organization's arts activities annually:**
- 8. Indicate the average number of days that arts related operational activities, back of house or public facing, are facilitated by the organization in a typical year:**
- 9. To better understand the organization's financial position, please choose the one category that best describes the organization's current level of financial strain:**
- 10. Does the organization serve underserved populations such as those whose opportunities to experience the arts are limited by ethnicity, economics, geography, or disability?**

**📄 Proposal - NEA AOR Subgrant**

- 1. Describe the need for the Arts Operations Recovery funding related to the organization's arts activities.**
- 2. Discuss how the proposed use of funds will mitigate COVID-19's impact on the organization and drive anticipated future outcomes related to the organization's arts activities.**

For example, describe how the subgrant funds will be used to support jobs and/or sustain arts operations.
- 3. Describe the programs produced by the organization that serves the community through arts, arts education, and/or artistic experiences during the period of performance.**

Share how the programs represent high-quality, innovative, and meaningful experiences and details on the populations served.
- 4. How will the organization ensure that those delivering ongoing programs create meaningful arts experiences of**

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the planning and artistic processes.

5. **How do the arts, arts activities, arts education, and/or artistic experiences offered by the organization benefit the populations previously identified?**

The organization might touch the lives of thousands, or it might follow and transform the lives of a few. Tell us about it.

6. **How does the community demonstrate support and investment in the organization and its work in the fields of arts, arts activities, arts education, and/or artistic experiences?**

7. **How has the organization addressed current challenges to its mission work and fiscal health as a result of the pandemic? How is the organization planning for the future (strategic planning or long-range goal efforts) operationally and financially?**

8. **Describe ways in which the organization's arts activities are diverse, equitable, inclusive, and accessible. How does the organization work with underserved communities that have been historically marginalized?**

The answer should not focus exclusively on giving away tickets or using an ADA-accessible facility. For example, in addition to utilizing a physically accessible venue, how will the organization ensure that people with disabilities can participate in and benefit from your programming? This might include providing ASL interpretation, captions, and/or audio descriptions for events/performances, visual/audio descriptions, or tactile models of artwork.

### **Finances - NEA AOR Subgrant**

1. **What is the organization's annual current operating budget for arts activities?**

2. **Upload the completed Arts Operating Budget History Form.**

The form can be downloaded at [https://www.cityofdubuque.org/DocumentCenter/View/53111/COD\\_NEA\\_Arts-Operating-Budget-History-Form](https://www.cityofdubuque.org/DocumentCenter/View/53111/COD_NEA_Arts-Operating-Budget-History-Form).

Label the attachment so that it identifies the organization appropriately: Name of Organization\_Document Content (i.e., City\_Budget History).

3. **Amount of funding request:**

Funding requests are capped at 50% of the organization's arts operations budget, not to exceed \$25,000. Enter a whole number dollar value.

4. **Which support categories of funding are being requested? (Select all that apply)**

5. **Upload a PDF of the completed Arts Operating Recovery Request Form.**

Complete the form with itemized eligible expenses the requested Arts Operating Recovery subgrant funds cover. Include a brief description of each expense, current expenses for the position/category, projected/proposed expenses, and the amount the Arts Operating Recovery funding requested for that item. Round to the nearest dollar.

The form can be downloaded at [https://www.cityofdubuque.org/DocumentCenter/View/53112/COD\\_NEA\\_Arts-Operating-Recovery-Request-Form](https://www.cityofdubuque.org/DocumentCenter/View/53112/COD_NEA_Arts-Operating-Recovery-Request-Form).

Label the attachment so that it identifies the organization appropriately: Name of Organization\_Document Content (i.e., City\_Arts Operations Recovery Request Form).

6. **Upload a PDF of the organization's most recent year-to-date Profit & Loss statement for ARTS OPERATIONS ONLY.**

Label the attachment so that it identifies the organization appropriately: Name of Organization\_Document Content (i.e., City\_P&L).

7. **Upload a PDF of the organization's most recently completed fiscal year Profit & Loss statement or 990 for ARTS OPERATIONS ONLY.**

Label the attachment so that it identifies the organization appropriately: Name of Organization\_Document Content (i.e., City\_990).

### **Assurances - NEA AOR Subgrant**

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1. I, as the authorizing official of the applicant, have read and understand the grant guidelines and funding policies and am aware of the required compliance with National Endowment for the Arts American Rescue Plan Act.
  2. I, as the authorizing official of the applicant, certify that all representations and statements made in this application are true and correct.
  3. I, as the authorizing official of the applicant, understand that further documents may be requested by the City of Dubuque to determine organizational and/or project eligibility.
  4. I, as the authorizing official of the applicant, understand that all information and material submitted with this application is a public record.
  5. I, as the authorizing official of the applicant, agree to acknowledge the City of Dubuque and the National Endowment for the Arts support in all materials and announcements, audio and visual, for all grant funded activities according to published logo and credit line guidelines.  
Acknowledgment guidelines are available here...
  6. I, as the authorizing official of the applicant, request subscription to the City of Dubuque Arts & Culture News newsletter.
  7. Authorizing Official Name
  8. Authorizing Official Title

## ATTACHMENTS

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Files should be named to identify the applicant and upload content appropriately, Name of Organization\_Document Content (i.e., City\_501c3 Status).

1. Evidence of 501(c)3 status  
Provide the organization's most recent IRS issued 501(c)3 letter.
2. Proof of approved indirect cost rate  
Provide proof if applying for indirect funds and the organization has an approved indirect cost rate negotiated with the Federal government.
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 the organization. Limit to one (1) page when possible.
4. List of current Board of Directors  
Include name, officer role (if applicable), term expiration date, and major affiliations outside of the organization. In addition, include a brief statement of how board positions are filled. Limit to one (1) page when possible.

## PORTFOLIO

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Submit a high-quality media sample, such as a musical recording, image of artwork, testimonial, short video clip, etc. Examples should demonstrate the kind of arts programming the organization does and/or its impact on the community. These items may be used by the City for promotional purposes. It is understood that appropriate releases have been secured in providing these items, and the copyright is waived. If credit is required for any of the uploaded items, please provide that in the media description. Ensure that appropriate viewing permissions are given. Several options can be found online if you need to reduce your file size.

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Apply Now

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