



**CITY OF DUBUQUE &
NATIONAL ENDOWMENT FOR THE ARTS
AMERICAN RESCUE PLAN ACT
CREATIVE EMPOWERMENT
SUBGRANT PROGRAM**



SCORING CRITERIA & MATRIX

**Note: Reviewers will use this matrix as a guide to scoring all Creative Empowerment applications. Each section has criteria and corresponding point values to ensure a fair review process. The rubric is on a 15-point weighted scale. This document is not part of the application; it is for informational purposes only.*

Creative Profile – 3 points (20%) → Creative Profile & Resume/CV (Proposal Narrative Q. 1 & 2)
Qualifications and preparedness of the applicant as demonstrated by: Creative profile; Strength of resume/CV.

3	2	1
Applicant demonstrates active creative output with exceptional capabilities in concept and execution with a record of career progress through relevant achievements or deliberate efforts to make work accessible to the public.	Applicant describes trajectory of creative career, concept and form of work with few relevant notable achievements and some public access identified.	Concept and demonstrated output of creative activity is unclear or inadequate. No relevant notable achievements or public access noted.

Artistic Excellence – 3 points (30%) → Work Samples / Goals for Impact on Creative Career (Media samples + Proposal Narrative Q.3)
There is a demonstrated quality of creative work(s) and/or services or events appropriate to the completion of the proposed project and the subgrant funds will help advance the applicant's career / work.

3	2	1
Work samples directly correlate with the narrative provided and demonstrate high caliber or unique work or services. Identified goal will clearly advance the applicant's creative practice and is logical next step for growth.	Work samples loosely align with the narrative provided and demonstrate average or repeated work or services. Identified goal may advance the applicant's creative practice and seem to be logical next steps in their work.	Work samples do not reflect the narrative provided or demonstrate poor quality work or demonstrate inadequate capabilities executing concepts. No goal identified or it is unclear how the goal will advance the applicant's creative practice at this time.

Statement of Need/Artistic Merit/Feasibility – 3 points (30%) → Project Description + Timeline (Proposal Narrative Q. 3 & 4) Does the artist present a clear case for the need as it applies to furthering their career and deepening their community engagement? Does the project produce tangible outcomes and is an evaluation method shared? Does the project demonstrate artist merit? Is the project timeline and accomplishments outlined achievable?

3	2	1
<p>Case for support is exemplary and merits investment.</p> <p>Tangible public outcomes and an evaluation method are clearly identified.</p> <p>Project is of high quality and is likely to positively impact the applicant's career and the community.</p> <p>The project is achievable within the funding period.</p>	<p>Case for support is good.</p> <p>The project hints at tangible outcomes and evaluation methods are vague.</p> <p>Project is of average quality and it is unclear how the project will positively impact the applicant's career and the community.</p> <p>Project is most likely achievable within the funding period.</p>	<p>Case for support is inadequate or does not merit investment.</p> <p>Tangible outcomes and evaluation methods are underdeveloped or nonexistent.</p> <p>Quality of the project is unclear and project is unlikely to have positive impacts on the applicant's career or the community.</p> <p>Achievability of the project is unclear or unlikely within the funding period.</p>

Diversity, Equity, Inclusion, and Accessibility (DEIA) – 3 points (5%) → DEIA (Proposal Narrative Q.5) Does the applicant incorporate diverse, equitable, inclusive, and accessible practices in the planning and execution of the project? Is the project accessible to the public? Will the project have an impact on an underserved population?

3	2	1
<p>The applicant provides comprehensive examples of integrating DEIA practices into the planning and delivery of its activities and outreach to underserved populations.</p> <p>Project is clearly accessible to the public.</p>	<p>Applicant offers limited examples of integrating DEIA practices into the planning and delivery of its activities and outreach to underserved populations.</p> <p>Public access and is most likely achievable.</p>	<p>The applicant fails to provide supportive examples of DEIA practices in either planning or engagement aspects of its activities and outreach to underserved populations.</p> <p>Public accessibility of the project is unclear or nonexistent.</p>

Fiscal Competence – 3 points (15%) → Budget Narrative + Request Form (Finances Q. 3 & 4) Is the proposed use of funds clear and allowable? The total amount requested is within the allowable limit? Is a complete budget provided? Are the budget expenses reasonable?

3	2	1
<p>Project budget and intended use of requested funds are clear and appropriate to the project as described.</p> <p>Budget information is complete and aligns with program guidelines.</p>	<p>Project budget and intended use of requested funds are identified but not clearly described.</p> <p>Budget information is incomplete or includes some unallowable expenses.</p>	<p>Project budget and intended use of requested funds are unclear or do not align with the project as described.</p> <p>Significant information is missing from the budget or majority of expenses identified are unallowable.</p>