



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



NOTICE OF FUNDING OPPORTUNITY & REQUIREMENTS

OVERVIEW

The City of Dubuque is pleased to announce the Creative Empowerment 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 \$15,000 in federally awarded funds in response to economic and community impacts of the COVID-19 pandemic. The Creative Empowerment subgrant program aims to award funds to individual creatives residing within Dubuque city limits to aid in the production of tangible public-facing, arts-based projects that further their careers and deepen their community engagement.

FUNDING FOCUS & PRIORITIES

Applications are encouraged from Dubuque-based, practicing creatives working in artistic disciplines related to the visual arts, dance, music, theater, literature, or media/multimedia that meet all eligibility requirements. For the purposes of this opportunity, creatives are defined as artists, curators, arts administrators, producers, presenters, etc. Creative Empowerment funds are intended to support specific projects that strategically advance the applicant's career while deepening their community connections through meaningful public programs and activities that have measurable impact.

Projects must be made accessible to the Dubuque community. Expenses and work outcome(s) must occur within the period of performance.

There are additional requirements to receive this federal funding. Carefully review the eligibility, allowable costs, reporting requirements, and [TERMS & CONDITIONS](#) before completing the application.

FUNDING GUIDELINES

Total funds to be subgranted over two funding rounds through the Creative Empowerment subgrant program is \$15,000. No match is required. The minimum request is \$500. The maximum request is \$2,000.

Funding levels will be impacted by the number of eligible applicants and how applications score. While applicants may request the maximum award amount, final awards may be less than requested. Applications with the lowest scores may not be recommended for funding.

TIMELINES

Creative Empowerment funds can be applied for at two (2) different times to align with two (2) independent, yet overlapping periods of performance. Applicants may submit an application each round but may only receive funding for one (1) project; if an applicant submits to Round 1 and is not

funded, they may submit a revised or new proposal for Round 2. Awards will be distributed in a way to ensure funds are available for each round.

ROUND 1

Open for consideration of projects that will occur between June 1, 2023 – March 31, 2024. All allowable expenses covered by the subgrant must be incurred during this time.

Application Opens: (Application is available on SlideRoom)	Wednesday, February 15, 2023
Informational Webinar: Registration is free at GoToWebinar .	Friday, February 24, 2023 @ 2:00 PM
Office Hours:	See schedule of virtual office hours.
Application Due:	Friday, March 24, 2023 by 11:59 PM
Award Notifications:	May 2023
Disbursement of Funds (<i>anticipated</i>):	June 2023
Funding Cycle / Period of Performance:	June 1, 2023 – March 31, 2024

ROUND 2

Open for consideration of projects that will occur between October 1, 2023 – March 31, 2024. All allowable expenses covered by the subgrant must be incurred during this time.

Application Open: (Application is available on SlideRoom)	Thursday, June 1, 2023
Informational Webinar: Registration is free at GoToWebinar .	Friday, June 9, 2023 @ 2:00 PM
Office Hours	See schedule of virtual office hours.
Application Deadline:	Friday, July 14, 2023 by 11:59 PM
Award Notification:	September 2023
Disbursement of Funds (<i>anticipated</i>):	October 2023
Funding Cycle / Period of Performance:	October 1, 2023 – March 31, 2024

APPLICATION SUBMISSION

General information regarding the Creative Empowerment subgrant is available on the [City of Dubuque's website](#). The application form is available via [SlideRoom](#), an online application portal; there are no fees to apply or set up a SlideRoom applicant account. Applications must be [submitted online](#) no later than **11:59 PM on Friday, March 31, 2023 for Round 1 or 11:59 PM on Friday, July 14, 2023 for Round 2**. The applicant is solely responsible for the content and timely submission of the application.

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.

ELIGIBILITY CRITERIA

Eligible applicants must meet all of the following requirements. Individuals who do not meet these requirements are not eligible to apply.

- Individual(s) actively creating, making, or producing arts projects or arts events who are capable of providing examples of creative output made, curated, or otherwise administered that falls within the eligible disciplines and has been presented in public physical and/or virtual spaces.
- 18 years of age or older.
- Current, legal full-time Iowa resident with a permanent address within the city limits of Dubuque at the time of application. Applicant must remain a state and city resident throughout the applied for period of performance. *Residency will be confirmed during the vendor setup process if project is funded.*
- Proposes a project with tangible public-facing outcomes to occur during the applied for period of performance.
- Project must be initiated and managed by the applicant, not an organization or business.
- Applications will be accepted from artist teams, bands, dance troops, or similar creative collectives. Application must be submitted by a single individual on behalf of the group with their individual role in the project proposal clearly stated, as the individual will be legally obligated to the terms of the grant agreement. Groups will be limited to one funding request.

Eligible Disciplines:

- Dance (dancers, choreographers, etc.)
- Design (graphic designers, stage designers, etc.)
- Film/Video/Media Arts (computer/digital artists, etc.)
- Folk/Traditional Arts (artisans, ceramicists, weavers, etc.)
- Literary Arts (writers, poets, etc.)
- Music (composers, musicians, singers, songwriter, etc.)
- Theater/Playwriting (playwrights, designers, actors, etc.)
- Visual Arts (painter, photographers, etc.)
- Multidisciplinary/Interdisciplinary

Eligible Project Types:

The work must include a tangible public outcome – meaning that the project must have a public-facing component that supports the social and cultural vibrancy of Dubuque as it recovers from the economic and social impacts of COVID-19.

Public benefit can be achieved through examples such as but not limited to:

- Performances
- Presentations
- Exhibitions
- Workshops
- Trainings
- Creation/Co-Creation of artwork
- Research (in combination with any of the outcomes above)

Tangible outcomes can be achieved through examples such as but not limited to:

- A visual artist requests funds to purchase supplies and materials and pays themselves to offer a free painting workshop at a senior living facility. The work produced will be displayed alongside the artist's work in a public venue.

- A dancer requests funds to pay themselves to provide free dance workshops for an afterschool teen program. The project includes working with the teens to choreograph a new dance piece that will be performed at a public event.
- An individual member of a band requests funds to record and market the release of a new album. As part of the recording process, the band offers virtual or in-person trainings on songwriting, sound mixing, or other processes related to making an album.

Additional considerations

- If receiving ARPA funds from other sources, the applicant may apply ONLY for allowable project expenses not already covered by other federal funds. **Expenses to be covered by this program may NOT overlap with any other ARPA or federal funds.*
- Applicants must verify that they are not excluded or disqualified from doing business with the federal government. Each applicant will be required to complete a self-certification that participants in the award are not disbarred, suspended, or have any other exclusions or disqualifications. Click [here](#) to learn more.
- Applicants must agree to abide by the NEA's Nondiscrimination, Environmental and Preservation, and Other National Policies ([Appendix C](#)).

INELIGIBLE APPLICANTS

- For-profit organizations or businesses
- Nonprofit organizations
- Individuals requesting funds for projects counting toward fulfillment of academic credit for a degree-granting program.

ALLOWABLE COSTS

Funds, including stipends/fees and/or one-time expenses, must support the development or execution of projects by creatives with defined outcomes related to career and community development goals that occur within the eligible funding period of performance.

- Funds must directly support costs associated with specific activities or work* such as performances, presentations, exhibitions, training, research, and/or creation of an artwork, with tangible outcomes.
** This is considered a stipend to the artist for the work undertaken and completed.*
- Artist expenses related to public art, such as murals, must comply with and be approved by the City of Dubuque and the National Endowment for the Arts for its potential impact on historic properties/districts/sites and the environment to fulfill responsibilities and obligations under the National Historic Preservation Act (NHPA) and the National Environment Policy Act (NEPA), respectively. Subgrants for public art projects will be considered pending until all parties have fully approved the specific operations.

Allowable Cost Categories: *these are the only cost categories for which funds may be requested.*

- Artist's Time – Cost of the applicant artist's time based on a typical hourly rate and estimated number of hours needed to implement the project activities. Cannot support children as professional artists.

- Professional Services – Use of other professional services to support the implementation of the project (e.g., contracted artists who support the project, production crew, professional consultants who help with project marketing plans and design, etc.).
- Fees – Fees associated with participation in classes, training, workshops, and other project-specific professional development activities. (Note: classes/training that result in credits toward a degree are not eligible.)
- Materials/Supplies – Project-specific expenses for materials needed to complete work for an exhibition, performance, presentation, etc. as described in the application (e.g., paint, canvasses, paper, materials for costume creation, film, CDs, etc.).
- Production Expenses – Project-specific costs related to the short-term rental of equipment and/or venue rental, such as rehearsal, studio, and performance space. (Note: Costs for home studios/workspace are not permitted.)
- Health and Safety Supplies – Costs associated with COVID-related measures to ensure the health and safety of participants (e.g., personal protective equipment, cleaning supplies, hand sanitizer, etc.).
- Marketing and Promotion – Costs related to the marketing and promotion of the project. (e.g., printing costs for fliers and brochures, paid advertisements on social media, etc.)
- Travel – Costs related to travel necessary to the project. (e.g., resourcing specific supplies or attending training to execute the project)

UNALLOWABLE COSTS

In accordance with federal guidelines, ARPA-funded subgrants to creatives must support specific activities or work. Expenses that fall outside the identified eligible expenses for the project may not be included as part of the request. Applicants that include ineligible expenses in the grant request will be considered ineligible. Ineligible grant request expenses and activities include:

- “Artist relief” where the funding is intended to alleviate financial hardship (i.e., rent or food assistance to individuals) and does not require the artist to undertake work.
- One-time monetary recognition/honorific award with no required activities (e.g., Life Time Achievement Awards).
- Support exclusively for the ongoing business expenses of individual artists (e.g., general operating/overhead support for individuals).
- Alcoholic beverages.
- Commercial (for-profit) enterprises or activities, including concessions, food/drink, clothing, artwork, or other items for resale, including online or virtual sales/shops.
- Construction, purchase, or renovation of facilities.
- Costs supported by any other federal funding (“double dipping”), including funds received directly from a federal agency or indirectly from a pass-through organization.
- Expenses related to compensation to foreign nationals when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department of Foreign Assets Control.
- General fundraising.
- General miscellaneous or contingency costs.
- Land purchase costs.

- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation either directly or through specific lobbying appeals to the public.
- Home office or home studio rent, including related expenses such as utilities.
- Social activities such as receptions, parties or galas.
- Subgrants to replace lost revenue.
- Travel costs (non-project related).
- Vehicle purchases.
- Visa costs paid to the U.S. government.
- Voter registration drives and related activities.
- All other costs that are unallowable per 2 CFR 200 and other laws.

SUBGRANT REVIEW PROCESS

Eligibility Review: The City of Dubuque’s Arts & Culture staff will initially review each application for completeness and compliance with eligibility requirements.

Competitive Panel Review: Eligible applications are reviewed and scored by a panel composed of representatives independent of the Arts & Cultural Affairs Advisory Commission and City staff. Scoring and allocation recommendations are presented, reviewed, and voted on by the Arts & Cultural Affairs Advisory Commission before advancing to City Council for approval.

Scoring: Applications are reviewed and scored on a weighted scale. The scoring criteria and matrix is available [here](#). **IMPORTANT NOTE:** Applications will be reviewed for “Artistic Merit” and “Artistic Excellence” as a requirement of the NEA (20 USC Sec. 951 et seq.).

Review of Risk: Each applicant’s risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subgrant will be evaluated. Specific subgrant conditions to mitigate risk, if appropriate, will be imposed (2 CFR 200.332(b), (c), and (e)).

NOTIFICATIONS, AGREEMENT, AND PAYMENT

Notification letters will be sent to all applicants in May 2023 (Round 1) and September 2023 (Round 2), accompanied by an agreement if subgranted funds are recommended. Appropriate stipulations will be established in each subgrantee’s agreement, as needed. The agreement must be signed to assure compliance with the Creative Empowerment subgrant and returned by the deadline communicated in the award notification. Creatives subgranted funding will have their names publicized.

Subgrants will be paid in full (100%) upon execution of the agreement, receipt of an invoice, and additional documentation as needed (e.g., Vendor Setup Form, W-9). Subgrant funds must be used **ONLY** for the purpose described in the proposal and incurred during the period of performance. Any changes or modifications to the purpose must be reported to the City of Dubuque in advance.

MONITORING

Activities of the subgrantee will be monitored as necessary to ensure that subgrants are used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subgrant, and that subgrant performance goals are achieved (2CFR 200.332(d -h)). This includes the review of financial and performance reports.

REPORTING

Each subgrantee is required to submit a final report providing a detailed description of the funded activities, participation statistics and demographics, sample marketing and program materials, and an accurately documented fund expenditure budget that aligns with the submitted budget. A sample final report will be provided with the subgrant announcement, and a notification will be sent to subgrantees when the final report form is available online.

RECORD RETENTION & ACCESS

The applicant, if subgranted funds, agrees to retain all financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to the Creative Empowerment subgrant for a period of three years beyond the end date of the City of Dubuque's period of performance (05/31/2024) as an LAA (2 CFR 200.344). Subgrantees must permit the City of Dubuque and its auditors access to records and financial statements, as necessary, to ensure compliance with federal award requirements (2 CFR 200.332 (a)(5), .334, and .337).

CLOSEOUT

Applicants, if subgranted funds, must submit a final report within 30 days after the end of the period of performance ends -- no later than April 30, 2024. If a final report is not filed, the applicant will be ineligible to apply for future funding opportunities. If funds are not used or are used for unauthorized/unallowable costs or activities, the subgrantee must return the funds to the City of Dubuque.

ACKNOWLEDGEMENT

Creative Empowerment subgrants are funded by a National Endowment for the Arts American Rescue Plan Act grant to Local Arts Agencies. Subgrantees must clearly acknowledge support from the National Endowment for the Arts **AND** the City of Dubuque on all materials (printed or electronic) associated with the funded activities, such as programs, press releases, social media posts, promotions, etc. Such acknowledgment should noticeably indicate that funds were provided for arts-based projects and should not be used to show support for a project or activity outside the scope of funding. Access acknowledgment resources [here](#).

TERMS AND CONDITIONS

Applicants must be prepared to comply with flow-down federal regulations and policy requirements, as outlined by the NEA's Specific Terms and Conditions, [Appendix C](#). Compliance includes but is not limited to prohibiting discrimination, ensuring accessibility, and protecting environmental and historical resources.

Review the full [Terms and Conditions](#) carefully to ensure the organization can implement the subgrant in full accordance with all federal regulations and policy requirements.

PROPERTY STANDARDS

Property created under NEA awards has specific rules on ownership, copyright, reproduction, etc. Important information is summarized here for reference. More details can be found in section 16 (pages 15 and 16) of the [NEA's General Terms and Conditions for Grants and Cooperative Agreements to Organizations](#):

- As the artist, you will own property approved for creation under the NEA award, provided that it be used for similar activities. For example, if you created a painting using NEA funds with the intention of selling it to a museum for public display, it could not be sold to a private collector where it would no longer be on view to the public.

- You may copyright any material that is subject to copyright and that was developed under the NEA award.
- The NEA has a royalty-free, non-exclusive, and irrevocable right to reproduce, publish, or otherwise use work, as well as data, produced under a Federal award for Federal government purposes. They also have the right to authorize others to do the same.

ACCESSIBILITY, TECHNICAL ASSISTANCE, AND QUESTIONS

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 563.581.4666 or 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.