INFORMATIONAL WEBINAR

CREATIVE EMPOWERMENT SUBGRANT PROGRAM
ROUND 1
WEBINAR AGENDA

PURPOSE & IMPORTANT DATES

ELIGIBILITY REQUIREMENTS

FUNDING GUIDELINES

SCORING CATEGORIES & CRITERIA

APPLICATION OVERVIEW & STEPS

REVIEW & AWARDS PROCESS

HELPFUL CONTACTS & RESOURCES

QUESTIONS
PURPOSE & IMPORTANT DATES
• 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.

• Aims to award funds to individual creatives working in artistic disciplines related to the visual arts, dance, music, theater, literature, or media/multimedia 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.

• For the purposes of this opportunity, creatives are defined as artists, curators, arts administrators, producers, presenters, etc.

• 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.

• Two application rounds are offered to assist in facilitating creatives with the execution of either a newly formulated or existing arts-based project.
**IMPORTANT DATES**

**Friday, March 24**
Creative Empowerment applications due online via Slideroom by **11:59 PM**

**April - May 2023**
Funding recommendations flow from A&C Commission to City Manager to City Council for approval

**May – June 2023**
- Remit signed agreements
- Submit invoices for payment
- Funding disbursed (100%)

**April 2023**
Applications are reviewed by a Volunteer Panel

**May 2023**
Award notifications are sent followed by the release of the award agreement

**April 30, 2024**
Final reports due online via Slideroom

**Round 1 Period of Performance = June 1, 2023 – March 31, 2024**
ELIGIBILITY REQUIREMENTS
AM I ELIGIBLE?

- Eligibility -

• 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.
AM I ELIGIBLE?
- Additional Eligibility Considerations -

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)
AM I ELIGIBLE?
- Additional Federal Eligibility 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).
**AM I ELIGIBLE?**

- Ineligible -

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

• Total funds to be distributed over two rounds is $15,000.

• Awards will be distributed in a way to ensure funds are available for each round.

• Requests:
  o Minimum = $500
  o Maximum = $2,000

• No match is required

• Fund ONLY cover allowable expenses incurred during the period of performance (June 1, 2023 – March 31, 2024)

• Creative Empowerment funds can be applied for at two (2) different times to align with two (2) independent, yet overlapping periods of performance.
  o ROUND 1: Open for consideration of projects that will occur between June 1, 2023 – March 31, 2024. Application deadline: March 24, 2023.
  o ROUND 2: Open for consideration of projects that will occur between October 1, 2023 – March 31, 2024. Application deadline: July 14, 2024.

• This opportunity is competitive so 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.
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.
FUNDING GUIDELINES
- Allowable Costs -

The categories listed are the only cost categories for which funds may be requested.

**Artist’s Time** – Cost of the applicant artist’s time. *Note: 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 flyers 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)*.
FUNDING GUIDELINES
- Unallowable Costs -

- “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).

- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.

- Social activities such as receptions, parties or galas.

- Subgrants to replace lost revenue.

- 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.
SCORING CATEGORIES & CRITERIA
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.

Applicants are encouraged to factor in the reviewer prompts, category weight, and scoring criteria to create a strong application.

<table>
<thead>
<tr>
<th>SCORING CATEGORY</th>
<th>CREATIVE PROFILE</th>
<th>ARTISTIC EXCELLENCE</th>
<th>STATEMENT OF NEED / ARTISTIC MERIT / FEASIBILITY</th>
<th>DIVERSITY, EQUITY, INCLUSION &amp; ACCESSIBILITY (DEIA)</th>
<th>FISCAL COMPETENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Points (1 low – 3 high)</td>
<td>3 points (max)</td>
<td>3 points (max)</td>
<td>3 points (max)</td>
<td>3 points (max)</td>
<td>3 points (max)</td>
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<tr>
<td>Weight</td>
<td>20%</td>
<td>30%</td>
<td>30%</td>
<td>5%</td>
<td>15%</td>
</tr>
<tr>
<td>Weighted Score Range</td>
<td>20 – 60 points</td>
<td>30 – 90 points</td>
<td>30 – 90 points</td>
<td>5 – 15 points</td>
<td>15 – 45 points</td>
</tr>
</tbody>
</table>

**TOTAL POINTS = 300**
CREATIVE PROFILE (20%)

Question 1: Describe the applicant's creative work and career to date, including:
1) type of artwork(s), arts projects, or arts events created, including concept and goal of your creative efforts
2) notable achievements in creative career or practice
3) how the public typically engages with or has access to your creative output

Question 2: Resume or curriculum vitae (CV) that highlights your creative work and most recent or most significant exhibitions, presentations, awards, educational achievements, etc.

REVIEWER PROMPT
Qualifications and preparedness of the applicant as demonstrated by: Creative profile; Strength of resume/CV.

<table>
<thead>
<tr>
<th>3</th>
<th>2</th>
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<tbody>
<tr>
<td>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.</td>
<td>Applicant describes trajectory of creative career, concept and form of work with few relevant notable achievements and some public access identified.</td>
<td>Concept and demonstrated output of creative activity is unclear or inadequate.</td>
</tr>
<tr>
<td>No relevant notable achievements or public access noted.</td>
<td></td>
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</tbody>
</table>
ARTISTIC EXCELLENCE (30%)

Work Samples

Question 3: Describe the project proposed and related activity in further detail that the grant funds will support within the eligible period of performance, including:
   1) how will the project enables the applicant to achieve a **particular goal** that advances their creative practice or career

REVIEWER PROMPT
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.

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<tbody>
<tr>
<td>Work samples directly correlate with the narrative provided and demonstrate high caliber or unique work or services.</td>
<td>Work samples loosely align with the narrative provided and demonstrate average or repeated work or services.</td>
<td>Work samples do not reflect the narrative provided or demonstrate poor quality work or demonstrate inadequate capabilities executing concepts.</td>
<td></td>
</tr>
<tr>
<td>Identified goal will clearly advance the applicant’s creative practice and is logical next step for growth.</td>
<td>Identified goal may advance the applicant's creative practice and seem to be logical next steps in their work.</td>
<td>No goal identified or it is unclear how the goal will advance the applicant's creative practice at this time.</td>
<td></td>
</tr>
</tbody>
</table>
Question 3: Describe the project proposed and related activity in further detail that the grant funds will support within the eligible period of performance, including:

1) how will the project enable the applicant to achieve a particular goal that advances their creative practice or career

REVIEWER PROMPT

Does the artist present a clear case for the need as it applies to furthering their career and deepening their community engagement?

<table>
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<tr>
<th>3</th>
<th>2</th>
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<tbody>
<tr>
<td>Case for support is exemplary and merits investment.</td>
<td>Case for support is good.</td>
<td>Case for support is inadequate or does not merit investment.</td>
</tr>
</tbody>
</table>
SCORING CRITERIA

STATEMENT OF NEED / ARTISTIC MERIT / FEASIBILITY (30%)

Question 3: Describe the project proposed and related activity in further detail that the grant funds will support within the eligible period of performance, including:
   2) how will the community be engaged in the project, how was this engagement identified, and how does it demonstrate community engagement
   3) what tangible public outcome(s) will be achieved for both the creative and the community, and how will the outcome(s) be evaluated and measured

REVIEWER PROMPT

Does the project produce tangible outcomes and is an evaluation method shared?
Does the project demonstrate artist merit?

<table>
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<tbody>
<tr>
<td>Tangible public outcomes and an evaluation method are clearly identified.</td>
<td>The project hints at tangible outcomes and evaluation methods are vague</td>
<td>Tangible outcomes and evaluation methods are underdeveloped or nonexistent.</td>
</tr>
<tr>
<td>Project is of high quality and is likely to positively impact the applicant’s career and the community.</td>
<td>Project is of average quality and it is unclear how the project will positively impact the applicant’s career and the community.</td>
<td>Quality of the project is unclear and project is unlikely to have positive impacts on the applicant’s career or the community.</td>
</tr>
</tbody>
</table>
**SCORING CRITERIA**

**STATEMENT OF NEED / ARTISTIC MERIT / FEASIBILITY (30%) CONTINUED**

**Question 4:** Discuss the timeline of project activities and dates to accomplish the project and its goals.

**REVIEWER PROMPT**

*Is the project timeline and accomplishments outlined achievable?*

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<tbody>
<tr>
<td>The project is achievable within the funding period.</td>
<td>Project is most likely achievable within the funding period.</td>
<td>Achievability of the project is unclear or unlikely within the funding period.</td>
</tr>
</tbody>
</table>
**Question 5:** How is DEIA incorporated into the project planning and delivery? Describe how the project will be publicly accessible and any specific populations served by the project.

The answer should not focus exclusively on giving away tickets or using an ADA-accessible facility.

**REVIEWER PROMPT**

*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?*

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</thead>
<tbody>
<tr>
<td></td>
<td>The applicant provides comprehensive examples of integrating DEIA practices into the planning and delivery of its activities and outreach to underserved populations.</td>
<td>Applicant offers limited examples of integrating DEIA practices into the planning and delivery of its activities and outreach to underserved populations.</td>
<td>The applicant fails to provide supportive examples of DEIA practices in either planning or engagement aspects of its activities and outreach to underserved populations.</td>
</tr>
<tr>
<td>Public accessibility of the project is clearly accessible to the public.</td>
<td>Public access and is most likely achievable.</td>
<td>Public accessibility of the project is unclear or nonexistent.</td>
<td></td>
</tr>
</tbody>
</table>
**FISCAL COMPETENCE (15%)**

**Question 3:** Describe what the subgrant funds will be used for, including specifying the artists or vendors who will be paid and justification for the figures included in the budget. If the requested funds are supporting an element of a larger project, please explain.

Also considers the following upload: **Creative Empowerment Request Form (Q.4)**

**REVIEWER PROMPT**

*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?*

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</thead>
<tbody>
<tr>
<td>Project budget and intended use of requested funds are clear and appropriate to the project as described.</td>
<td>Project budget and intended use of requested funds are identified but not clearly described.</td>
<td>Project budget and intended use of requested funds are unclear or do not align with the project as described.</td>
</tr>
<tr>
<td>Budget information is complete and aligns with program guidelines.</td>
<td>Budget information is incomplete or includes some unallowable expenses.</td>
<td>Significant information is missing from the budget or majority of expenses identified are unallowable.</td>
</tr>
</tbody>
</table>
Applications must be submitted (strictly enforced) no later than **11:59 PM on Friday, March 24, 2023**.

Applications must be submitted online via SlideRoom at [cityofdubuque.slideroom.com](http://cityofdubuque.slideroom.com)

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 City staff.

The applicant, not City staff, is solely responsible for the content and timely submission of this subgrant.

As there are many additional requirements to receive this federal funding, please carefully review the eligibility, allowable costs, reporting requirements, and TERMS & CONDITIONS before completing the application.
SUBMITTING AN APPLICATION

- Tips & Support -

• Downloadable PDF of application questions available at cityofdubuque.org/artsgrants as well as preview on Slideroom and in the Handouts.

• Answers limited to maximum character counts which include spaces.

• Attach only the requested attachments being mindful of requested document length.

• Keep the artistic excellence and artist merit as well as community outcomes and impact of art activities front and center.

Accommodations or Questions:
We are committed to making our programs and services accessible to everyone. To request accommodations, translation, interpretation, or other assistance, including technical support or questions to complete the application contact:

Laura Merrick
lmerrick@cityofdubuque.org or 563-581-4666
Will reply within 48 hours Monday – Friday.
Virtual Office Hours | Or contact to arrange.

SlideRoom Technical Support:
support@slideroom.com
www.cityofdubuque.org
The Creative Empowerment subgrant program is a one-time limited funding opportunity for the National Endowment for the Arts (NEA) via American Rescue Plan Act (ARPA) resources. The Arts & Culture Office of the Arts Agency (LAA) to subgrant $15,000 in federally awarded funds.

The Creative subgrant program aims to support individual creatives residing within DuPage County facing arts-based projects that further their careers and deepen their community engagement and community impacts of the COVID-19 pandemic.
There are additional requirements to receive this federal funding. Carefully review the eligibility, allowable costs, reporting requirements, and TERMS & CONDITIONS before completing the application.

- Click to review the Notice of Funding
- Click to review the Terms & Conditions
- Click to review the Application Questions
- Click to download the Creative Empowerment Request Form
- Click to review the Scoring Criteria & Matrix
- Click to review Appendix C

How to Apply

The application for the Creative Empowerment subgrant is via SlideRoom, an online application portal. There are no fees to apply or set up a SlideRoom applicant account.

- Round 1 applications must be submitted online no later than 11:59 PM on Friday, March 24, 2023.
- Round 2 applications must be submitted online no later than 11:59 PM on Friday, July 14, 2023.
In addition to the information webinars, virtual office hours will be hosted on:

**ROUND 1**

- **Thursday, March 2** from 5:30-6:30 PM
- **Tuesday, March 7** from 9:00 – 10:00 AM
- **Thursday, March 16** from 10:00 – 11:00 AM
- **Tuesday, March 21** from 5:30 – 6:30 PM
City of Dubuque Arts & Cultural Affairs

The City of Dubuque's Office of Arts & Cultural Affairs is an activity of the City's Economic Development Department and exists to foster the social and cultural vibrancy of the City. The Office of Arts & Cultural Affairs administers arts and cultural grant programs and city-initiated arts and cultural programs.

Applicants are required to use this online system to apply for open Office of Arts & Cultural Affairs administered programs.

Learn more about the City of Dubuque's Arts & Culture programs and initiatives online for more information.

Apply Now

Creative Empowerment Subgrant Program
Deadline: March 24, 2023
Sign up for a SlideRoom account

Email Address *

Password *

Confirm Password *

Choose a strong password to secure your data.
Length of 10 characters or more
Mix of uppercase and lowercase letters
Include numbers (0-9) or symbols (!@#$%^&*)
Don't reuse a password that you use for other sites

I have read and agree to the Terms of Service and Privacy Policy

Sign Up or Go Back

Log in to your SlideRoom account.

Email

Password

Forgot password?

Log In or Cancel

City of Dubuque uses SlideRoom for receiving applications.
If you already have an existing SlideRoom account you can log in.
If you do not have an existing SlideRoom account you can sign up for a new account.
**FORMS (REQUIRED FIELDS MARKED)**
- Contact Information
- Eligibility Information
- Proposal Summary
- Proposal Narrative
- Finances
- Assurances

**ATTACHMENTS (OPTIONAL)**
- Audience survey
- Letters of support
- Etc...

**PORTFOLIO (REQUIRED: 3-5 items)**
- Provide a high-quality media sample collection (3-5 media samples) of your work
- Demonstrates artistic excellence and commitment to your artistic/creative practice. Examples include photographs, video performances, etc.
- Media types:
  - Images (up to 5MB each)
  - Video (up to 250MB each)
  - Audio (up to 30MB each)
  - PDFs (up to 10MB each)
  - External media from YouTube, Vimeo and SoundCloud
Successfully Completed

Proposal Narrative - Creative Empowerment

Three questions on this form need attention.
You may continue anyway and complete this form later, or correct the following questions now: 1, 2, and 3.
Proposal Narrative - Creative Empowerment

You have successfully completed all required fields.

Continue to the next step
5. Proposal Summary: *

Briefly summarize the proposal, including

1) the primary use of requested funds

2) the primary tangible outcomes and implementation objectives

3) the desired impact on creative career and the vitality of arts in Dubuque

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4. Upload a completed Creative Empowerment Request Form: *

Complete the form with the proposed budget and itemized eligible expenses the requested Creative Empowerment subgrant funds will cover. Include a brief description of each expense, quantity, rate/unit price, and the amount of funding requested toward that expense. Round to the nearest dollar.

The form can be downloaded at https://www.cityofdubuque.org/DocumentCenter/View/53644/Creative-Empowerment-Request-Form

Label the attachment so that it identifies the project appropriately: Name of Applicant_Document Content (i.e., Sue Stone_Request Form).

Choose a file

Upload File

Continue to the next step
4. Upload a completed Creative Empowerment Request Form: *

Complete the form with the proposed budget and itemized eligible expenses the requested Creative Empowerment subgrant funds will cover. Include a brief description of each expense, quantity, rate/unit price, and the amount of funding requested toward that expense. Round to the nearest dollar.

The form can be downloaded at https://www.cityofdubuque.org/DocumentCenter/View/53644/Creative-Empowerment-Request-Form

Label the attachment so that it identifies the project appropriately: Name of Applicant Document Content (i.e., Sue Stone_Request Form).

Creative Empowerment Request Form_Test.pdf (204KB)
Attachments

(Optional) You can provide up to three attachments to additional support conveying the professional and community impact of the application. Examples of supplemental materials include audience surveys, letters of support, etc.

1. Supplemental Material 1
   - Choose a file

2. Supplemental Material 2
   - Choose a file

3. Supplemental Material 3
   - Choose a file

Upload Files
Portfolio

Requirements: 3-5 items. Current: 0 items.

Provide a high-quality media sample collection (3-5 media samples) of your work that demonstrates artistic excellence via the quality and diversity of your artistic/creative outcomes and commitment to your artistic/creative practice. This can be photographs, video performances, etc. 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.
This program accepts **Images** (up to 5MB per file), **Video** (up to 250MB per file), **Audio** (up to 30MB per file) and **PDFs** (up to 10MB per file). [Learn More](#)

- **Upload from Computer**
  - Upload from Dropbox
  - Link to Media
  - Copy from Library

- **Select files from your computer**

- **Upload File**
Upload from Computer

Upload from Dropbox
Link to Media
Copy from Library

This program accepts **images** (up to 5MB per file), **Video** (up to 250MB per file), **Audio** (up to 30MB per file) and **PDFs** (up to 10MB per file). Learn More

Select files from your computer

<table>
<thead>
<tr>
<th>File Name</th>
<th>Size</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-LogoBW-Square.png</td>
<td>197KB</td>
<td>Complete</td>
</tr>
<tr>
<td>COD Logo.png</td>
<td>13KB</td>
<td>Complete</td>
</tr>
<tr>
<td>Laura Merrick.png</td>
<td>19KB</td>
<td>Complete</td>
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</table>

You may select more files to upload or proceed to Label Media where you can edit required information about your files. Your uploads will continue in the background.

Continue to Label Media

Upload Files
Portfolio

Requirements: 3-5 items. Current: 3 items.

Provide a high-quality media sample collection (3-5 media samples) of your work that demonstrates artistic excellence via the quality and diversity of your artistic/creative outcomes and commitment to your artistic/creative practice. This can be photographs, video performances, etc. These items may be used by the City for promotional purposes. It is understood that appropriate releases have been secured in providing those 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.

+ Add Media

[Images of logos and a profile picture]
You are ready to submit.

Once you submit, City of Dubuque will be able to view your application instantly.

Creative Empowerment Subgrant Program

Click here to review your application before submitting.

NOTE: Once your application has been submitted, you will not be able to make changes.
Congratulations, you successfully submitted to City of Dubuque on February 15, 2023. Your confirmation number is #32206532133.

Print confirmation  Print a copy of your application

Creative Empowerment Subgrant Program

You may return to the Dashboard to view your completed application(s).
Creative Empowerment Subgrant Program
Request Form

**Name of Applicant:**
*(this should be the same as on the application)*

**Proposal Title:**
*(this should be the same as on the application)*

**Date Range of Fund Utilization:**
*(indicate the date range within the period of performance of that the proposed funds are to be spent in. Round 1: June 1 - March 31, 2024. Round 2: October 1, 2023 - March 31, 2024.)*

Instructions: Complete the form with the proposed budget and itemized eligible expenses the requested Creative Empowerment subgrant funds will cover. Include a brief description of each expense, quantity, rate/unit price, and the amount of funding requested toward that expense. Round to the nearest dollar.

Only the costs that fit the defined allowable cost categories and for which funding is sought are necessary to include in the workbook. Additionally, the total requested funds may be applied to a single allowable cost item in a category, across multiple items in a category and/or to items in multiple categories depending on how the funding needs align with the allowable costs.

**DOCUMENTATION OF EXPENSES WILL BE REQUIRED** and must align with the budget spreadsheet in the final report if awarded funds.

Need more rows? Right click the row number on the left hand side which you'd like to add a row above, then click "Insert". Need help? Contact lmerrick@cityofdubuque.org
<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate/Unit Price</th>
<th>Total (Quantity X Rate/Unit Price)</th>
<th>Amount of Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROJECT TOTAL</strong></td>
<td><strong>TOTAL EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>GRANT AMOUNT REQUESTED</strong></td>
</tr>
</tbody>
</table>

- **Total Time**: 0
- **Total Services**: 0
- **Total Fees**: 0
- **Total Production**: 0
- **Total Health & Safety Supplies**: 0
- **Total Marketing & Promotion**: 0
- **Total Travel**: 0
## 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/workspaces are not permitted.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate/Unit Price</th>
<th>Total</th>
<th>Amount of Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projector</td>
<td>rental for workshop</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
<td>$26.00</td>
</tr>
<tr>
<td>Conference rm</td>
<td>rental for workshop</td>
<td>1</td>
<td>$500.00</td>
<td>$500.00</td>
<td>$225.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>535.00</strong></td>
<td><strong>250.00</strong></td>
</tr>
</tbody>
</table>

## Health & 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.)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate/Unit Price</th>
<th>Total</th>
<th>Amount of Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hand sanitizer</td>
<td>for attendees at workshop</td>
<td>10</td>
<td>$5.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>50.00</strong></td>
<td><strong>50.00</strong></td>
</tr>
</tbody>
</table>

## Marketing & Promotion

*Costs related to the marketing and promotion of the project. (e.g., printing costs for flyers and brochures, paid advertisements on social media, etc.)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate/Unit Price</th>
<th>Total</th>
<th>Amount of Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Ad</td>
<td>worship promotion</td>
<td>1</td>
<td>$350.00</td>
<td>$350.00</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>350.00</strong></td>
<td><strong>200.00</strong></td>
</tr>
</tbody>
</table>

## Travel

*Cost related to offsetting travel necessary to support/complete the project.*

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate/Unit Price</th>
<th>Total</th>
<th>Amount of Funding Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Project Totals

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th><strong>TOTAL EXPENSES</strong></th>
<th><strong>GRANT AMOUNT REQUESTED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Travel</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>935.00</strong></td>
<td><strong>500.00</strong></td>
</tr>
</tbody>
</table>
REVIEW & AWARDS PROCESS
**REVIEW & AWARDS PROCESS**

**Competitive Panel Review**

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

**STAFF**
- Receives applications and reviews each for completeness and compliance with eligibility requirements
- Provides updates to applicants & reviewers

**REVIEW PANEL***
- Review and score applications
- Scores* compiled by Staff and forwarded to Commission with funding options

**A&C COMMISSION**
- Reviews ranking and funding options
- Recommendations funding levels to City Manager and City Council

**CITY MANAGER/CITY COUNCIL**
- Review and approve / adjust the A&C’s Commission’s funding recommendation

**STAFF**
- Send award notifications in May 2024 with request for signed agreement and invoice.*
- Receives and forwards agreements for execution
- Receives and forwards award invoices for fund distribution*
- Manages public announcements and media communications related to subgrant awards
Accommodations or Questions:
We are committed to making our programs and services accessible to everyone. To request accommodations, translation, interpretation, or other assistance, including technical support or questions to complete the application contact:

Laura Merrick  
Communications & Grants Administration Assistant  
Imerrick@cityofdubuque.org  
563-690-6059  
Will reply within 48 hours Monday – Friday.  
Virtual Office Hours | Or contact to arrange.

Jenni Petersen-Brant  
Arts & Cultural Affairs Manager  
jbrant@cityofdubuque.org  
563-690-6059 or 563-513-5636

SlideRoom Technical Support:  
support@slideroom.com

Resources:  
Notice of Funding  
Terms & Conditions  
Application Preview  
Request Form  
Scoring Criteria & Matrix  
Appendix C