

GUIDELINES

PURPOSE

The City of Dubuque, through the Arts & Culture Operating Support Grant Program, offers limited, unrestricted support to eligible arts and cultural non-profit organizations operating within Dubuque city limits that demonstrate a commitment to serving the community through access to arts, arts education, and cultural heritage experiences. This program is intended to increase the community's access to a wide range of inclusive and diverse arts and cultural experiences that support economic activity, empower community engagement, and cultivate an equitable community of choice.

ELIGIBLE APPLICANTS

Dubuque-based nonprofit organizations who have a primary mission to provide the general public with programs or activities in areas directly concerned with arts, arts education, or cultural heritage. Eligible applicants must have operated as a tax-exempt, nonprofit under Section 501(c)(3) of IRS code for at least two years prior to the application date.

INELIGIBLE APPLICANTS

- For-profit organizations or businesses;
- Nonprofit organizations whose primary mission is focused on religious, political, social service, or athletic activities;
- Organization that uses a fiscal agent or the non-profit, tax-exempt status of another organization;
- Educational institutions including K-12 schools, universities, and community colleges;
- An organization with an outstanding Final Report associated with previous grant awards from FY22 or prior Office of Arts & Cultural Affairs funding opportunities.

FUNDING GUIDELINES

In FY24, funding awards will be based on the organization's certified operating expenses for their most recently completed fiscal year. The maximum funding an organization can receive is calculated at 6% of those operating expenses not to exceed \$30,000. Funding levels will be impacted by the number of eligible applicants and how applicants score.

APPLICATION SUBMISSION

Applications must be submitted online no later than **11:59PM on Friday, April 28, 2023**. Include only the materials requested in the online applications. Changes or additional materials outside of the submission deadline will not be accepted.

TIMELINE

- **Friday, March 10** – FY24 program materials available at www.cityofdubuque.org/artsgrants
- **Friday, March 31 from 2-3PM** - Informational Webinar [via GoToWebinar](#)
- **Friday, April 28 by 11:59PM** – Operating Support grant applications due
- **July** – Notifications and contracts released
- **August** – Anticipated disbursement of funds

RATING CRITERIA

1. Demonstrated organizational sustainability through management abilities, financial health, and long-range strategic planning. **(3 points)**
2. Demonstrated excellence as an arts and cultural leader through evidence of impacting and expanding cultural equity locally and/or broadly. **(3 points)**
3. Timeline of activities to occur during the FY24 funding cycle, who will carry out those activities, and how those activities advance organizational goals and meet community needs. **(3 points)**
4. Integration of DEI strategies into operational learning, operations, programming, and outreach. **(3 points)**
5. Evidence of the organization's activities advancing the City of Dubuque's goals, priorities, and plans, specifically, but not limited to, the Arts & Culture Master Plan. **(3 points)**

IMPORTANCE OF DIVERSITY, EQUITY & INCLUSION (DEI)

The City of Dubuque strives to be an equitable community of choice and prioritizes support to organizations that intentionally apply an equity lens, explicit of but not limited to race, to program access and inclusion. It is important that grantees are able to share examples of their commitment to welcoming and serving any and all Dubuque residents by presenting diverse and culturally aware experiences, representing diverse voices, and expanding access.

REVIEW OF APPLICATIONS

Applications are scored by a panel composed of professionals in the arts, culture, or nonprofit management fields. Scoring is then reviewed by the Arts and Cultural Affairs Advisory Commission to recommend funding levels for City Council approval.

ACKNOWLEDGEMENT

If awarded funding, the applicant must acknowledge the City of Dubuque's support in appropriate communications pertaining to this grant. Recognition guidelines and logos are [available for download at the City's website](#).

REPORTING

Applicants must submit a performance report within 60 days of the end of the funding cycle no later than August 31, 2024. The applicant agrees to retain all financial records, reporting documents, and all other records pertinent to the City of Dubuque grant program for a period of three calendar years beyond the contract.

ACCESSIBILITY AND QUESTIONS

We are committed to making our programs and services accessible to everyone. Please contact the Office of Arts & Cultural Affairs at 563.690.6059 or artsculture@cityofdubuque.org to request any accommodations, translation, interpretation, or other assistance you need in completing this process. The applicant is solely responsible for the content and timely submission of this grant.

SCORING RUBRIC

1. Demonstrated management abilities, financial health, and long-range strategic planning: 3 points

3	2	1
Applicant exhibits sustainable management that advances or meets programmatic needs of the organization's mission and scope. Financial review has identified no potential concerns. Planning for long-term stability is clearly evident and current.	Applicant's management structure falls short of programmatic or operational scope and mission. Financial health is stable with some areas of concern. Planning efforts are minimal or out of date.	Organizational management appears inconsistent or ineffectual for stated scope and mission. Applicant is in poor financial health or financial health cannot be determined. Long-term planning efforts are not evident.

2. Demonstrated excellence as an arts and cultural leader through evidence of impacting and expanding cultural equity locally and/or broadly: 3 points

3	2	1
Applicant demonstrates a robust history of offering exceptional mission-driven arts and cultural experiences that maximize its capacity and strategic partnerships to positively impact quality of life and equity indicators for Dubuque residents. Recognition by peer institutions. Broad and diverse community support is evident.	Applicant offers conventional arts and cultural experiences that have a limited impact on the broader community. Applicant demonstrates some recognition by peer institutions. Community support is limited or selective.	Applicant struggles to illustrate its role as a cultural leader. The community impact of the arts and cultural experiences offered by the applicant is ambiguous or nonexistent. Community support outside of the organizational structure is minimal.

3. Timeline of activities to occur during the FY24 funding period (July 1, 2023-June 30, 2024), who is involved in developing and carrying out those activities, and how those activities advance organizational goals and meet community needs: 3 points

3	2	1
Applicant has planned for a diverse schedule of activities in the FY24 funding period in line with mission and capacity. Advanced and thorough planning efforts are evident and activities are public-facing. Plans demonstrate clear understanding of mission while actively addressing community needs and interests.	Applicant's planned activities for the FY24 funding period exist but lack in detail or are not connected to mission or community needs. Applicant has identified some programming for the upcoming year but is limited in reach or relevance.	Planning for the FY24 funding period is ambiguous or mismatched to mission and resources. Activities offer limited access for the public.

4. Incorporation of DEI strategies into organizational learning, operations, programming, and outreach: 3 points

3	2	1
Applicant actively incorporates DEI learning into the culture and operations of the organization. Applicant provides examples of integrating DEI practices into operations, programming, and outreach, identifying performance metrics and evaluation methods.	Ongoing DEI learning is not prioritized or limited considering the scale of the organization. Applicant offers limited examples of integrating DEI practices into processes and programs and is vague on specific actions being undertaken or performance measures being tracked.	Ongoing DEI learning is non-existent. Applicant fails to provide examples of how DEI practices are integrated into or measured by the organization and its programs.

5. Evidence of the applicant’s activities advancing the City of Dubuque’s goals, priorities, and plans, specifically, but not limited to, the Arts & Culture Master Plan: 3 points

3	2	1
Applicant identifies specific activities and clearly describes how they actively advance the City of Dubuque’s Arts & Culture Master Plan. Connection to other City goals, priorities, and plans may be discussed.	Applicant generally identifies and describes how program activities support the City’s Arts & Culture Master Plan. Connection to other City goals, priorities, and plans may be discussed.	Minimal evidence is provided as to how the applicant’s program activities support the Arts & Culture Master Plan.

FOR REFERENCE

CITY OF DUBUQUE ARTS AND CULTURE GOALS FROM THE ARTS AND CULTURE MASTER PLAN

1. **Economic Development:** Encouragement and support of arts and culture are not only quality of life issues, but also a serious economic development strategy. The contributions of the arts and artists are supported and leveraged for economic development, boosting the city's brand and aiding talent attraction and retention.
2. **Inclusivity:** Arts and culture in Dubuque promote inclusivity, diversity, harmony and understanding.
3. **Integration of Arts and Cultural Community into City Leadership:** The arts and cultural community – artists, performers, administrators, and so on – are fully integrated into the City's decision-making conversations. They are incorporated into economic development, planning, commercial, and education strategies. Leadership in these sectors communicate well with the arts community and vice-versa. In addition, the contributions of the arts and of artists to the city's prosperity are recognized.
4. **Opportunity and Accessibility:** Dubuque is a city with participatory cultural opportunities in all corners of the community. Barriers to participation, whether physical, intellectual, economic or other, are minimized or removed to encourage equitable opportunities for cultural engagement.
5. **Involvement and Participation:** Residents of Dubuque actively participate in the arts and culture. Arts and cultural entities and other sectors enable greater involvement and participation among Dubuque's citizens and visitors.
6. **Clear Policies and Strong Management:** Clear policies, guidelines and procedures enable governance of the city's arts and cultural sector and the municipality's involvement with it.

PRIORITIES AND STRATEGIES TOWARDS THE GOALS OF THE ARTS AND CULTURE MASTER PLAN

Priority A: Promote and support arts and culture as Dubuque's competitive edge.

- a. Establish multiple funding streams to support arts and cultural activity.
- b. Develop, attract and retain creative talent.
- c. Develop a regulatory or business incentive framework that promotes and protects Dubuque's arts and cultural assets.
- d. Undertake a strategic branding, marketing and communications campaign promoting awareness of Dubuque's arts and cultural community at home and in other markets and attracting participants from outside Dubuque.

Priority B: Boost capacity for arts and culture to thrive

- a. Designate and empower an individual or entity to lead development of the cultural sector.
- b. Clarify roles, responsibilities and guidelines for the Arts and Cultural Affairs Advisory Commission to best leverage their energy and knowledge to the benefit of arts and culture in Dubuque.
- c. Establish a public art policy framework conducive to the arts and cultural activity.
- d. Facilitate communication and coordination among the arts and cultural sector.
- e. Right-size facilities to meet capacity needs for rehearsal, exhibition/performance, education and administration.
- f. Develop organizational and professional capacity.

Priority C: Foster engagement at all levels

- a. Deepen appreciation for arts and culture among the general public.
- b. Provide arts education opportunities to people of all ages, skill levels, and income levels.
- c. Increase availability and accessibility of arts and cultural offerings.
- d. Nurture individual artists, from student to amateur to professional.

- e. Stimulate volunteerism.
- f. Inspire and diversify leadership.

Priority D: Cultivate connections

- a. Ensure arts and culture in Dubuque is inclusive and welcoming of people of all backgrounds and interests.
- b. Develop ties among the arts and the broader community, increasing visibility and relevance of arts and culture.
- c. Integrate leadership of the arts and cultural sector with leaders in other sectors of Dubuque by forging new relationships and strengthening existing ones between the arts and cultural sector and the business, public, non-profit and educational sectors.

Additional sub-strategies are outlined in the City of Dubuque Arts and Culture Master Plan at <https://www.cityofdubuque.org/DocumentCenter/View/36680/Master-Plan-Priorities-and-Strategies>

Additional documents for consideration when discussing how your organization advances the City of Dubuque's goals, priorities, and plans:

- [City Council Goals and Priorities](#)
- [Imagine Dubuque Plan](#)
- [50% by 2030 Community Climate Action and Resiliency Plan](#)
- [Equitable Poverty Reduction & Prevention Plan](#)