ARTS & CULTURAL AFFAIRS FY27 OPERATING SUPPORT GRANT SCORING RUBRIC

PROGRAMS & SERVICES
The application provides a clear overview of the organization and the programs and services it offers.
High-scoring applications will:
- Clearly explain how the organization's programs and services fulfill and advance its mission, vision, and values
- Demonstrate how the organization's programs address a defined community need

Reviewers will consider:
- How well the organization's programs and services reflect and advance its mission, vision, and values
- How effectively the organization identifies and responds to community needs

5	3	1
Applicant demonstrates a record of programs and services that clearly advance the organization's vision, mission, and values. Community impact is strong.	Applicant offers average programming or services that relate to its mission and serve its community or target audience. Community impact is clear.	Applicant's programs and services are limited. It is unclear how they relate to mission, vision, and values. Community impact is unclear and/or inadequate.

MANAGEMENT, FINANCIAL, STRATEGIC PLAN
The application provides an overview of the organization's management structure, financial health, and strategic planning efforts.
High-scoring applications will:
- Clearly describe how the management structure supports and advances the organization's mission and operations
- Demonstrate strong financial health, including responsible oversight and absence of significant concerns
- Outline strategic planning efforts that promote sustainability, growth, and include regular review and updates

Reviewers will consider:
- How effectively management practices support the organization's mission and operational goals
- The clarity, stability, and soundness of the organization's financial health
- The existence, quality, and forward-looking nature of strategic planning efforts

5	3	1
Applicant demonstrates management practices that support and advance the organization's mission. Financial review indicates no potential concerns. Planning efforts reflect sustainability, growth, and include regular review.	Applicant's management structure is identified but is unclear if it advances the organization's mission. Financial health is stable with some areas of concern. Planning efforts are minimal or out of date.	Applicant's management appears inconsistent or ineffectual in advancing the organization's mission. The applicant is in poor financial health or financial health cannot be determined. Long-term planning efforts are not evident.

COMMUNITY SUPPORT

The application describes how the community demonstrates support and investment in the organization and its programs.

High-scoring applications will:
- Clearly identify specific and varied ways the community supports the organization, such as financial contributions, volunteer engagement, partnerships, or in-kind resources
- Demonstrate meaningful community investment in programs and organizational initiatives

Reviewers will consider:
- The breadth and diversity of community support
- The depth of engagement and investment from the community
- How well the support aligns with and advances the organization's mission and programs

5	3	1
Applicant identifies specific and varied ways in which the community supports and invests in the organization.	Applicant has adequately described general community support.	Minimal evidence of community support or investment is indicated.

COMMUNITY ENGAGEMENT

The application describes the organization's involvement within its community and its efforts to engage and include a wide variety of audiences.

High-scoring applications will:
- Provide a detailed description of the current target audience, including demographics and the number of people served annually (e.g., patrons, visitors, students)
- Describe current programmatic and community engagement activities that demonstrate proactive efforts to include a variety of persons and communities in planning, design, and implementation
- Identify target audiences the organization aims to reach in the future and explain why reaching them is a priority, including specific demographic information
- Explain clear and actionable strategies for engaging the identified target audience

Reviewers will consider:
- How effectively the organization engages its current audience and community
- The clarity and specificity of demographic and participation information

- The organization's outreach efforts toward different and underrepresented communities
- The feasibility and thoughtfulness of plans to reach new target audiences

5	3	1
Applicant demonstrates a record of community outreach and engagement activities that are connected to the mission. Organization seeks to reflect and be inclusive of the broader community through its programmatic activities.	Applicant demonstrates sporadic community outreach and engagement efforts and/or limited programmatic activities that reflect and include the broader community.	Applicant demonstrates weak or little community engagement. Programmatic activities do not reflect or include the broader community.

KEY INITIATIVE(S) IN FY27

The application describes how Operating Support funding will advance a strategic goal for the organization.

High-scoring applications will:
- Clearly explain how Operating Support funding will be used to achieve or advance one or more strategic goals
- Demonstrate a well-developed plan with specific actions and outcomes tied to the strategic goal(s)

Reviewers will consider:
- The clarity and feasibility of the plan for using Operating Support funding
- How directly the funding advances the organization's strategic goals
- The likelihood of measurable impact or progress toward stated goals

5	3	1
Applicant has a clear plan in place to utilize funds to achieve and or advance a strategic goal(s).	Applicant has an adequate plan in place to utilize funds to achieve and or advance a strategic goal(s).	Unclear how the grant funds will assist the applicant in achieving and or advancing a strategic goal(s).

ACKNOWLEDGEMENT

If awarded funding, the organization must acknowledge the City of Dubuque's support in appropriate communications pertaining to the grant. Recognition guidelines and logos are available on 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, 2027. 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.

Delinquent performance reports will impact applicant's compliance record and standing with the City of Dubuque's Arts and Culture Grant Program(s), affecting future eligibility.

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 bspurlin@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.