

## City of Dubuque, Iowa FY26 ARTS & CULTURE GRANT PROGRAM

### SPECIAL PROJECTS FY 2026 FUNDING

#### SCORING RUBRIC

**1. APPLICANT OVERVIEW:** Describe applicants' organization and a broad overview of the programs and services the organization offers. Highlight in more detail one recent arts focused program or service applicant has offered that demonstrates applicant's ability to accomplish the proposed project. Describe why applicant felt the highlighted program or service was a success. (5 points)

5	3	1
Applicant demonstrates exceptional programs and services and have successfully managed relevant arts projects in the past.	Applicant offers programming services. A relevant past program or service has been identified that may demonstrate applicant's ability to accomplish the proposed project.	Applicants' programming or services are not clearly described. It is unclear if applicant has experience in managing projects like the one proposed in the grant application.

**2. PROJECT DESCRIPTION:** Describe the proposed project, including:

- What the project activities are and how they will be accessible by the public.
- Where the project activities will take place.
- Why applicant is proposing to do this project.
- Who will be involved with the project and their roles and responsibilities.

(5 points)

Is the project part of regular ongoing programming, such as an annual event or exhibit/performing arts series?  
If yes, describe why this particular year or project is unique and worthy of funding.

5	3	1
Project description is clear. Key artistic and logistical partners and responsibilities are well-defined and enhance the project. Project activities that engage the public are exemplary, clearly defined, and accessible.	Project description is satisfactory. Key artistic and logistical partners and responsibilities are identified. Project activities that engage the public are described and accessibility is considered.	Project description is inadequate. Artistic or logistical partners and responsibilities are not identified. Project activities that engage the public are not described or accessibility is unclear.

**3. PUBLIC VALUE:** Describe why the proposed project is important to the public, including:

- The intended communities, participants, and/or audiences involved in the project activities, and how they will benefit from this project.
- Specific plans to engage these groups in the project activities.
- Plans to provide equitable access to project activities. (5 points)

5	3	1
Target population for the project is well-defined. Exemplary plans are in place to engage the public. Community members will clearly benefit from project activities.	Target population for the project is identified. Plans are in place to engage the public. Community members will benefit from project activities.	Target population for the project is not clearly identified. Plans to engage the public are unclear or inadequate. Community members may not benefit from project activities.

**4. PROJECT TIMELINE:** Provide a timeline of project activities. Be sure to include when key artistic decisions will be made, project phases, and events, as applicable. (5 points)

5	3	1
Confident project will successfully happen through a clear, detailed timeline of tasks.	Project is achievable through the identified timeline of tasks.	Multiple concerns about project achievability. The timeline of tasks is insufficient.

**5. GOALS AND EVALUATION:** State at least one distinct and measurable goal for the project. Effective goals are specific, measurable, achievable, and relevant to the project. Describe how the applicant will monitor and evaluate progress toward the stated goal. Examples of evaluation activities include, but are not limited to, surveys of program participants, measuring attendance and third-party program evaluations. If applicable, include plans to share learnings and outcomes. (5 points)

5	3	1
Applicant has clearly identified a project goal that is specific, measurable and can be achieved by the proposed activities. Applicant has clear methods in place to collect necessary data to analyze achievement of project goal.	The applicant has identified a project goal that is measurable and is likely to be achieved by the proposed activities. Evaluation methods and measures are satisfactory and may help applicant to collect the necessary data to determine if the project goal was achieved.	Project goal is unclear and/or the identified goal is not likely to be achieved by proposed activities. Evaluation methods and measures are inadequate.

**6. PROJECT BUDGET:** Budget Narrative-Provide information to clarify any line item included in the project budget or provide further details on the scope of the project budget. If cash match sources are pending, describe the timeline for securing the funds and the level of certainty in securing them. If you intend to purchase any equipment, provide justification for this expenditure and how it relates to the project. (5 points)

5	3	1
Budget and intended use of requested funds are clear, appropriate and will help the applicant to achieve the intended outcome.	Budget and the intended use of requested funds are identified. It is unclear if they will help the applicant to achieve the intended outcome.	Budget and the intended use of requested funds are unclear or inadequate.