

FY26 Arts & Culture Special Projects

Status: Disabled

Start: Mar 17, 2025 **Deadline:** Apr 25, 2025 **Grace Period:** None

Application Fee (USD): \$0.00 [?](#)

Applications: None

EDIT PROGRAM SETTINGS **PRINT**

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Through this program, the City of Dubuque provides grant funds to cultivate unique and innovative creative arts and culture experiences that prioritize community engagement and active partnership in which all parties may experience change and growth. Applicants should read the Special Projects Grant Guidelines prior to completing an application at <https://www.cityofdubuque.org/2358/Special-Projects-Grant>

Forms

- ***Applicant Contact Information***

1. Name of Applicant Organization

Enter the name of the eligible entity submitting the application / proposal.

2. Address of Applicant Organization

3. City, State, Zip of Application Organization

4. Website of Applicant Organization

5. Other Electronic Presence

If the organization's Facebook page or other online site not listed above demonstrates the quality of the applicant's previous programming, enter the URL here.

6. Name of Executive Director or Board Chair

7. Email of Executive Director or Board Chair

8. Phone of Executive Director or Board Chair

9. Name of Grant Coordinator (if different from above)

10. Email of Grant Coordinator (if one is noted)

11. Phone of Grant Coordinator (if one is noted)

- ***FY26 SP Organizational Profile***

1. Select the eligibility status that applies to the applicant.
2. Upload documentation that affirms the eligibility status selected above.

This documentation could include:

- **Evidence of 501(c)3 Status:** If the applicant is a recognized 501(c)3, upload its IRS determination letter.
- **Evidence of Fiscal Sponsorship:** If the applicant operates under the fiscal umbrella of another 501(c)3, upload a letter signed by an authorized representative of the umbrella 501(c)3 affirming fiscal sponsorship.
- **Evidence of Organization History:** If the applicant operates like a non-profit but is not recognized as such by the IRS or does not operate under a fiscal sponsor, upload evidence of the applicant's previous programming or projects.

3. Upload documentation listing the applicant's leadership personnel.

This list could include leadership staff, key volunteers, board of directors, etc as well as those directly involved with the development and implementation of the proposed project. Include name, role, duration of appointment; if involved with the proposed project, provide a brief statement of why they were chosen for this project. Limit to 1 page.

- ***Narrative - FY26 SP Projects***
 1. **Applicant Overview (5 points)**

Describe applicant's 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.

2. **Project Description (5 points)**

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.

3. **Project Description:** Is the project part of regular ongoing programming, like an annual event or exhibit/performing arts series?

** This question has conditional follow up questions.*

4. **Public Value (5 points)**

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 fair access to project activities.

5. Project Timeline (5 points)

Provide a detailed timeline of project activities. Be sure to include when key artistic decisions will be made, project phases, and events, as applicable.

6. Goals and Evaluation (5 points)

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.

• FY26 SP Budget

1. Grant Request Expenses

List eligible project expenses to be funded by the grant request, including a description and the dollar amount for each. Round to the nearest dollar. Do not enter decimal signs or commas. Add a final "TOTAL" row at the bottom that identifies the total grant request.

2. Match Expenses

Detail the expenses to be covered by cash match, including the funding type and source, and whether the funding source has been secured or is pending. Round to the nearest dollar. Add a final "TOTAL" row at the bottom that identifies the total cash expenses and total value of in-kind contributions.

Reminder: A 50% cash match is required. Applicants must demonstrate investment in a project by providing 50% in matching funds to the grant request for project expenses.

3. Estimated Total Project Cost

Enter the total estimated cost of the project. This value should equal the sum of the grant request and cash match expenses. Round to the nearest dollar. Do not enter decimal signs or commas.

4. Budget Narrative

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.

- **Assurances**

1. I, as the authorizing official of the applicant, have read and understand the program guidelines and funding policies.
2. I, as the authorizing official of the applicant, certify that all representations and statements made in this application are true and correct.
3. I, as the authorizing official of the applicant, understand that further documents may be requested by the City of Dubuque to determine organizational and/or project eligibility.
4. I, as the authorizing official of the applicant, understand that all information and material submitted with this application is a public record.
5. I, as the authorizing official of the applicant, agree to acknowledge the City of Dubuque support in all materials and announcements, audio and visual, for all grant funded activities according to published logo and credit line guidelines.
6. I, as the authorizing official of the applicant, request subscription to the City of Dubuque Arts & Culture News newsletter.
7. Authorizing Official Name
8. Authorizing Official Title