INFORMATIONAL WEBINAR

ARTS & CULTURE OPERATING SUPPORT GRANT PROGRAM (FY24)
PURPOSE & IMPORTANT DATES
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.

Applicants must demonstrate how their mission and programs advance the goals and priorities of the City of Dubuque's Arts and Culture Master Plan.
Friday, April 28, 2023

Operating Support applications due online via Slideroom by 11:59 PM

May - June 2023

Applications are reviewed by a Volunteer Panel

June - July 2023

Funding recommendations flow from A&C Commission to City Manager to City Council for approval

July 2023

Award notifications are sent followed by the release of the award agreement

August 2023

- Remit signed agreements
- Submit invoices for payment
- Funding disbursed (100%)

August 31, 2024

Final reports due online via Slideroom

FY24 Funding Period = July 1, 2023 – June 30, 2024
ELIGIBILITY REQUIREMENTS
IS MY ORGANIZATION ELIGIBLE?

• Dubuque-based nonprofit organization

• **Primary** mission provide the general public with programs or activities in areas directly concerned with arts, arts education, or cultural heritage

• Must have been operating as a federally recognized 501(c) (3) nonprofit for at least two years prior to the application date
IS MY ORGANIZATION ELIGIBLE?

- 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 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 FY23 or prior Office of Arts & Cultural Affairs funding opportunities
FUNDING GUIDELINES
$250,000 Requested

6% or Max $30,000

FY24 awards based on the organization’s certified operating expense for their most recently completed fiscal year.
RATING CRITERIA
Rating Criteria

- Arts & Culture Master Plan Goals and Priorities
- Management, Financial Health, Long-Range Planning
- Cultural Leadership and Community Impact
- Funding Cycle Activities (What, When, Who, Why)
- DEI Integration
Describe the applicant’s management structure, its financial health, and long-range or strategic planning efforts.

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

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<thead>
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<th>3</th>
<th>2</th>
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<tbody>
<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
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</tbody>
</table>

Also considers the following upload:
- FY24 Operating Support Grant Financial Worksheet
- Current Balance Sheet
- Most Recent P&L or 990
- Leadership Rosters
- Strategic Plan or other Long-Term Planning Evidence
In what ways does the applicant demonstrate cultural leadership?

- Describe the quality, reach, and innovativeness of the applicant’s activities and programs.

- Discuss any special recognition or accreditations the applicant has received.

- How does the community demonstrate support and investment in the applicant organization and its programs?

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

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<tr>
<td>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.</td>
<td>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.</td>
<td>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.</td>
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</table>
Discuss the applicant’s activities planned for the FY24 funding period of July 1, 2023 to June 30, 2024, including:

- An overview of the activities and programs planned or anticipated.
- Who is involved in planning and carrying out those activities, generally or specifically?
- Who does your organization serve? Site participation vs capacity statistics and demographic information to the extent possible.
- Discuss how these activities reflect organizational goals and community needs.

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

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<td>3</td>
<td>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.</td>
<td>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.</td>
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<tr>
<td>2</td>
<td>Planning for the FY24 funding period is ambiguous or mismatched to mission and resources. Activities offer limited access for the public.</td>
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</table>
Describe how the applicant integrates DEI strategies into its organizational culture, operations, and programming. Include examples of:

- How DEI is incorporated into management and operations of the applicant organization.
- Methods used to include, welcome, or represent diverse populations.
- Performance metrics and evaluation.

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

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<tbody>
<tr>
<td></td>
<td>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.</td>
<td>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.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Inclusive Dubuque Tools and Resources**
Select all strategies from the Arts & Cultural Master Plan that the applicant is most actively advancing. Describe how the applicant actively advances the strategies selected.

- Identify and discuss any sub-strategy(s) from the Arts & Culture Master Plan that apply.

As applicable, discussion on specific efforts to align with other City goals, priorities, and plans is welcomed, including reference to:

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

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

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<tbody>
<tr>
<td>Applicant identifies specific activities and clearly describes how they actively advance the City of Dubuque’s Arts &amp; Culture Master Plan. Connection to other City goals, priorities, and plans may be discussed.</td>
<td>Applicant generally identifies and describes how program activities support the City’s Arts &amp; Culture Master Plan. Connection to other City goals, priorities, and plans may be discussed.</td>
<td>Minimal evidence is provided as to how the applicant’s program activities support the Arts &amp; Culture Master Plan.</td>
</tr>
</tbody>
</table>
APPLICATION OVERVIEW & STEPS
Applications must be submitted online via SlideRoom at cityofdubuque.sliderroom.com.

Downloadable PDF of application questions available at cityofdubuque.org/artsgrants as well as preview on SlideRoom.

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

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.

Applications must be submitted (strictly enforced) no later than 11:59 PM on Friday, April 28, 2023.
Arts & Culture in Dubuque

Apply to Art on the River 2022-23

The City of Dubuque is now soliciting sculpture proposals for consideration for the 2022-23 Art on the River public art sculpture exhibit, to be held along the Mississippi Riverwalk in the Port of Dubuque from August 2022 through July 2023.

The theme for the 2022-23 exhibit is "Crossing Bridges", encouraging works that speak to physical and metaphorical bridges and how they serve to connect us across divides, help us overcome barriers, and foster economic growth and community prosperity.

Applications are due online by 11:59 p.m. on Friday, April 1, 2022 via our new Slideroom application portal.
Applications for FY 2024 Operating Support Grant for Arts & Culture organizations in the City of Dubuque must be accepted through Friday, April 28, 2023.

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. Applicants must demonstrate how their mission and programs advance the goals and priorities of the City of Dubuque’s Arts and Culture Master Plan.

- Click to review the Application Guidelines for the FY 2024 Program
- Click to download a Word doc of the Application Questions for the FY 2024 Program
- Click to download the Financial Request Worksheet for the FY 2024 Program
- Click to review the Scoring Rubric for the FY 2024 Program

Click to Apply Online
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 diverse arts and culture experiences that improve the social and cultural vibrancy and cultivate help to create an equitable community of choice. The Office of Arts & Cultural Affairs administers arts and cultural grant programs and city-issued calls for art.

Applicants are required to use this online system to apply for open Office of Arts & Cultural Affairs administered programs. For more information, visit the City of Dubuque's Arts & Culture programs and initiatives online.

Available Programs

**FY24 Arts & Culture Operating Support**
Deadline: April 28, 2023
FY24 Arts & Culture Operating Support
Deadline: April 28, 2023

Through the Arts & Culture Operating Support Grant Program, the City of Dubuque offers limited, competitive funds to eligible arts and cultural non-profit organizations operating within Dubuque city limits. The funds are intended to support ongoing arts and cultural activities that assist in demonstrating a commitment to serving the community through access to arts, arts education, and heritage experiences. This program is intended to increase the community’s access to a wide array of inclusive and diverse arts and cultural experiences that support economic activity, empower community engagement, and cultivate an equitable community of choice.

Applicants should read the Operating Support Grant Guidelines prior to completing an application at https://www.cityofdubuque.org/2353/Operating-Support-Grant

Apply Now

This program contains:
- Forms (5)
- Attachments (5)

Preview Full Application
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 *
Proposal Narrative for FY24 Operating Support

1. State the applicant organization's mission and briefly describe their primary programs. *
   This question is not scored but provides the reviewer with context to the overall application.

2. Describe the applicant's management structure, its financial health, and long-range or strategic planning efforts. *

3. In what ways does the applicant demonstrate cultural leadership? *
   - Describe the quality, reach, and innovation of the applicant’s activities and programs.
   - Discuss any special recognition or accreditation the applicant has received.
   - How does the community demonstrate support and investment in the applicant
Proposal Narrative for FY24 Operating Support

Four questions on this form need attention.
Some required questions are incomplete: 2, 3, 4 and 5.

1. State the applicant organization’s mission and briefly describe their primary programs. *
This question is not scored but provides the reviewer with context to the overall application.

The mission of the Arts and Cultural Affairs Advisory Commission is to build the community of Dubuque through arts and cultural programs by developing visibility, funding, audiences, information, and partnerships.

2. Describe the applicant’s management structure, its financial health, and long-range or strategic planning efforts. *
This question is required.
4. **Priority D: Cultivate connections**
   - Ensure arts and culture in Dubuque is inclusive and welcoming of people of all backgrounds and interests.
   - Develop ties among the arts and the broader community, increasing visibility and relevance of arts and culture.
   - 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.

5. **Describe how the applicant’s mission and programs actively advance the strategies selected above.**
   - Identify and discuss any sub-strategy(s) from the Arts & Culture Master plan that apply.
   - As applicable, discussion on specific efforts to align with other City goals, priorities, and plans is welcomed, including reference to:
     - City Council Goals and Priorities
     - Imagine Dubuque Plan
     - 50% by 2030 Community Climate Action and Resiliency Plan
     - Equitable Poverty Reduction & Prevention Plan

   
   0 of 3000 characters
Organizational FY24 Financial Summary

1. Does your organization operate on a Calendar Year or a Fiscal Year Calendar? *
   - Calendar Year
   - Fiscal Year

2. If the applicant operates on a Fiscal Year, please state the start and end dates of the applicant's budget cycle.

3. Upload a PDF of the completed FY24 Operating Support Request Financial Worksheet. *
   The form can be downloaded at

4. Enter the 'Organizational Operating Expenses' figure from Row 68, Column D from the applicant's FY24 OS Grant Financial Worksheet. *
# FY24 Operating Support Grant Financial Worksheet

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Most Recently Completed FY Actual</th>
<th>Current FY Budget</th>
<th>Current FY Actual YTD</th>
<th>% Change from Prior FY Year</th>
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<td>Art/Contractor Fees</td>
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<td>Building Grounds &amp; Maintenance</td>
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<td>Concessions</td>
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<td>Dues and Subscriptions</td>
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<td>Employee Benefits</td>
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<td>Legal and Professional Fees</td>
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<td>Total Ordinary Expenses</td>
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*Enter 'None' in Column D in 'Organizational Operating Expenses' in application form.*
Assurances

The authorized official of the applicant is the individual legally responsible for the applicant such as the executive director, board chair, or others authorized on behalf of the applicant. If the applicant is an individual artist, the authorized official is the individual artist.

You have already worked on this form in another program. Copy answers

1. I, as the authorizing official of the applicant, have read and understand the program guidelines and funding policies. *
   - I understand and confirm this statement.

2. I, as the authorizing official of the applicant, certify that all representations and statements made in this application are true and correct. *
   - I understand and confirm this statement.

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. *
   - I understand and confirm this statement.

4. I, as the authorizing official of the applicant, understand that all information and material submitted with this application is a public record. *
   - I understand and confirm this statement.
1. Evidence of 501(c)3 Status *

Choose a file

2. Articles of Incorporation *

Choose a file

3. Leadership - Paid Staff or Key Volunteers *

Include name, job title, and applicable areas of artistic or administrative expertise for each person involved in the leadership or management of your organization. Limit to 1 page when possible.

Choose a file

4. Leadership - Board of Directors *

Include name, officer role (if applicable), term expiration date, and major affiliations outside of your organization. Include a brief statement of how board positions are filled. Limit to 1 page when possible.

Choose a file

5. Evidence of Long-range Planning *

Upload a current strategic plan or other long-range planning documentation.

Choose a file
Almost there!!

You are ready to submit.

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

FY24 Arts & Culture Operating Support

Click here to review your application before submitting.

NOTE: Once your application has been submitted, you MAY NOT be able to make any edits.

Submit Application
Complete Your Application

Some items need attention before your application can be submitted.

Forms
- Applicant Contact Information
- Proposal Narrative for FY24 Operating Support
- Arts & Culture Master Plan Implementation (PS)
- Organizational FY24 Financial Summary
- Assurances

Attachments
- Missing five required attachments.
Congratulations, you successfully submitted to City of Dubuque on March 13, 2023. Your confirmation number is #32306574477.

Print confirmation  Print a copy of your application

FY24 Arts & Culture Operating Support
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.
HELPFUL TIPS, RESOURCES & CONTACTS
HELPFUL TIPS & RESOURCES

• Review and prepare application materials early.

• 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 community outcomes and impact, the ‘why’ of your mission and activities front and center

SlideRoom Technical Support: support@slideroom.com

Resources:
- Application Guidelines
- Application Preview
- Financial Request Worksheet
- Scoring Rubric
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:

EMAIL: artsculture@cityofdubuque.org

PHONE: 563.690.6059