INFORMATIONAL WEBINAR

ARTS & CULTURE
SPECIAL PROJECTS
GRANT PROGRAM (FY24)
WEBINAR AGENDA

1. PURPOSE & IMPORTANT DATES
2. ELIGIBILITY REQUIREMENTS
3. FUNDING GUIDELINES
4. RATING CRITERIA
5. APPLICATION OVERVIEW & STEPS
6. REVIEW PROCESS
7. HELPFUL TIPS, RESOURCES & CONTACTS
8. QUESTIONS
PURPOSE & IMPORTANT DATES
Through the Arts & Culture Special Projects Grant Program, the City of Dubuque provides funds to cultivate unique and innovative creative arts and cultural experiences for public audiences that prioritize 1) community engagement and; 2) active partnership in which all parties may experience change and growth.

Special Projects must integrate diversity, equity, and inclusion (DEI) practices into the development and execution of the project and provide evidence that the project advances City goals and priorities.

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

Find it here: www.cityofdubuque.org/2269/Arts-Culture-Master-Plan
Friday, May 12, 2023
Special Project Applications Due by 11:59 PM

June - July 2023
Recommendations flow:
1. A&C Commission
2. City Manager
3. City Council for approval

August 2023
• Remit signed agreements
• Submit invoices for payment
• Funding disbursed (80%)

May - June 2023
Applications are scored by a Volunteer Review Panel

July 2023
• Award notifications
• Followed by award agreement/contract

August 31, 2024
• Final Report Due
• Remaining 20% of fund dispersed

Special Projects must take place: July 1, 2023 – June 30, 2024
ELIGIBILITY REQUIREMENTS
IS MY ORG / GROUP ELIGIBLE?

• Dubuque-based organizations who operate as a nonprofit, tax-exempt under Section 501(c)(3) of IRS Organizations

• Dubuque-based groups with their own specific mission, governing structure and budget, operating under the incorporated status of a Dubuque-based fiscal agent

• Established Dubuque-based groups operating in service to the broader community but not incorporated as a nonprofit or operating under a fiscal agent

• Only 1 application per eligible applicant will be accepted; an applicant can be identified as a partnering entity within another application but that application can not be for the same project.
INELIGIBLE ENTITIES

• For-profit organizations or businesses
• Individual artists
• Any organization or group operating outside of city limits
• An organization with an outstanding Final Report
ELIGIBLE ACTIVITIES

Must be conducted within the Dubuque city limits. Including creation, performance, exhibition, publication, or presentation of arts and culture experiences related to:

- Culture and Historic Resources
- Folk and Traditional Arts
- Theater, Performing Arts
- Spoken Word
- Literature
- Dance, Performing Arts
- Music
- Film
- Visual Art: 2D or 3D, Digital, New Media, Installation Art, Murals, or Public Art
- Other Arts and Cultural Learning Opportunities
Applicants must demonstrate all of the following in their project narrative:

- **Uniqueness / Relevance** = Projects should create unique and innovative arts and cultural experiences or arts and cultural learning opportunities that stand out from the applicant’s previous offerings in significant ways. Activities may be produced within an established series of programming.

- **Partnership** = Active and collaborative partnership with one or more entities, supported by the submission of at least one letter of commitment that demonstrates active engagement in the project development or implementation.

- **DEI** = Planning efforts and stated outcomes integrate practices that engage and/or represent diverse populations, advance equity, and create inclusive access to project activities.
FUNDING GUIDELINES
Max: $8,000

Min: $1,000

FY24 Funding Pool = $35,000

1:1 match required
50% cash match
Remaining 50% = in-kind, cash, or a combination
FUNDING GUIDELINES
- Eligible and Ineligible Expenses -

ELIGIBLE EXPENSES
Expenses must be project-specific and can include:
• Artist or Contractor Fees
• Licensing or Subscription Fees
• Supplies and Materials
• Space and Equipment Rental
• Domestic Travel
• Marketing and Publicity
• Equipment purchases under $500
• Employee or volunteer costs essential to meeting project outcomes

INELIGIBLE EXPENSES
• Projects that occur prior to or after the funding period
• Ongoing projects or programs with arbitrary beginning and end dates
• Projects or activities not open to the public
• General operating expenses
• Religious, political, and sports activities
• Fundraising or benefit events
• Competitions, contests, or awards to honor or recognize achievement
• Food, beverage, or catering costs
• International travel
• Capital projects, ex: construction, property renovation
• Major equipment purchases (over $500)
• Regranting
• Lobbying activities
• Acquisition or purchase of artwork for permanent collections including public art installations

Eligible expenses may be paid to vendors outside of Dubuque.
Rating Criteria

- Project Readiness
- Arts & Culture Master Plan Goals and Priorities
- Project Description, Goals, Uniqueness and Relevance
- Partnership
- DEI Integration
Describe the project’s goals and objectives as they relate to the goals of the applicant organization and the needs of the community.

- What makes the project unique, innovative, and timely for the applicant and the community?
- How does the project differ from your previous program offerings?
- If the project is part of an ongoing series of events, how does this particular project expand on prior offerings or elevate new priorities or needs of the applicant or community?

1. Project goals and objectives highlight what makes the project unique, innovative, and timely regarding potential community impact and addresses how the project fits within the applicant’s mission: 3 points

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<td>Project description is clear with stated goals and objectives that address community needs or interests. It is obvious that the project aims to maximize the impact of a cultural experience that is unique, innovative, and timely. Several factors make the project substantially different from applicant's past programming, independent of or within an ongoing series.</td>
<td>Project description is satisfactory with stated goals and objectives that loosely take into consideration the needs or interests of the community. The project’s impact as an arts and cultural experience is moderate. Elements that make the project unique, innovative, or timely are modest.</td>
<td>Project description fails to communicate the goals and objectives; project does not consider community needs or interests and the potential impact is scant. The project does not differ from the applicant’s established programs or duplicates offerings already available to the community. Project activities are conventional.</td>
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Provide evidence of active partnership by identifying and describing the roles and responsibilities of all partners involved in project activities.

- *Upload of a letter of commitment from at least one collaborating partner is also required.*
- *Additional letters can be provided and should be combined into a single PDF.*

### 2. Evidence of active partnership through explanation of roles and responsibilities of all partners involved in the project development and implementation: 3 points

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<td>Partnership roles and responsibilities are clearly defined. Partners are actively engaged in development and successful execution of the project. Letter(s) of commitment from partner(s) aligns directly with applicant’s narrative.</td>
<td>Partnership roles are loosely defined. Stated responsibilities of partners demonstrate limited active collaboration. Letter(s) of commitment from partner(s) generally support the applicant's narrative.</td>
<td>Demonstration of active collaboration partnership is lacking. Partners are not actively involved in the development or execution of the project. Letter(s) of commitment from partner(s) do not support the applicant's narrative.</td>
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Describe how your project incorporates DEI strategies into the planning, outreach, and execution as it relates to the delivery or stated outcomes of your project.

3. Planning efforts and stated outcomes integrate DEI practices to engage and/or represent diverse populations, advance equity, and create inclusive access to culturally relevant activities: 3 points

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<td>Project clearly incorporates DEI practices in planning, outreach, and execution. Efforts to include, connect with, or represent diverse populations or cultural experiences are prioritized. Project accessibility is maximized. Marketing strategy is well defined and incorporates innovative strategies to reach diverse audiences.</td>
<td>Project moderately incorporates DEI practices in aspects of the project’s planning, marketing, and execution. Diverse populations or cultural experiences are somewhat associated with or included in the project. Proposed marketing plan is adequate and attempts to reach diverse audiences.</td>
<td>Project demonstrates little understanding of what diversity, equity, and inclusion means or minimally demonstrates an effort to include or represent diverse populations. The marketing plan is insufficient and outreach to diverse groups is not considered.</td>
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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.

inclusivedbq.org/
Describe your organization’s readiness to implement the project by outlining the following:

- Detailed timeline of project activities.
- Describe how project outcomes will be measured and evaluated.
- Provided budget will also be considered in Project Readiness score.

4. Organizational readiness to implement the project based on timeline, budget appropriateness, and evaluation methods: 3 points

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<td>Project timeline demonstrates thoughtful planning and detailed consideration of major tasks needed for successful implementation within the funding period. Methods for measuring and evaluating project outcomes are clearly defined. Project budget and proposed use of funds are clear and appropriate.</td>
<td>Timeline is generally defined but some key tasks are overlooked or not considered. Methods for measuring and evaluating project outcomes are loosely defined or irrelevant to the project. Budget and proposed use of funds are disproportionate to project scope; some expenses are ineligible for grant support.</td>
<td>Timeline of tasks is insufficient and raises concerns about project achievability. Evaluation methods and measures are weak, unclear, or inadequate. Project budget or intended use of requested funds is unclear.</td>
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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 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**

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<td>Project offers creative arts and cultural experiences that directly connect to the City of Dubuque’s Arts and Culture Master Plan strategies. Applicant clearly describes how the project actively advances the Plan’s priorities. Connection to other City goals, priorities, and plans may be discussed.</td>
<td>Applicant identifies ways the project will advance the City’s Arts and Culture Master Plan but is unable to clearly describe how the project advances the Plan’s goals and priorities.</td>
<td>How the project aligns with the City’s Arts and Culture Master Plan is ambiguous and minimal evidence is provided of how the project advances the City’s Arts and Culture Master Plan goals and priorities.</td>
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Applications must be submitted no later than 11:59 PM on Friday, May 12, 2023. (Strictly enforced.)

Applications must be submitted via SlideRoom. cityofdubuque.slideroom.com.

Late, incomplete, or ineligible applications WILL NOT be accepted.

Post-submission changes or additions WILL NOT be accepted.

The applicant is responsible for all content and the timely submission of their application.

Downloadable PDF of application questions available at cityofdubuque.org/artsgrants and in SlideRoom.
www.cityofdubuque.org
or
www.cityofdubuque.org/artsandculture
Access Funding Program Info Here

Arts & Culture in Dubuque

Celebrate the New Art on the River Exhibit

The 2022-2023 exhibit arrived in August and was celebrated with an opening reception featuring the artists, community members, local artists and more! Each year, the new exhibit opening is held on the first Friday in August at the Grand River Center and Mississippi Riverwalk.

Click to learn more about the City’s Art on the River program.
Special Projects Grant

Applications for the FY 2024 Special Projects in Arts & Culture

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 participants experience change and growth. Special projects must incorporate DEI into the development and execution of the project and demonstrate alignment with 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 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 an equitable community of choice. The Office of Arts & Cultural Affairs administers arts and cultural programs and city-issued calls for art.

Learn more about the City of Dubuque's Arts & Culture programs and initiatives online for more information.

Apply Now

Available Programs

FY24 Arts and Culture Special Projects
Deadline: May 12, 2023
You are ready to submit.

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

FY24 Arts and Culture Special Projects

Click here to review your application before submitting.

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

Submit Application
Congratulations, you successfully submitted to City of Dubuque on March 14, 2023. Your confirmation number is #32306576612.

Print confirmation  Print a copy of your application

FY24 Arts and Culture Special Projects
REVIEW & AWARDS PROCESS
**STAFF**
- Receives applications and reviews each for completeness and compliance with eligibility requirements
- Provides updates to applicants & reviewers

**REVIEW PANEL**
- Review and score applications
- Scores compiled by Staff and forwarded to Commission with funding options

**A&C COMMISSION**
- Reviews ranking and funding options
- Recommend funding levels to City Manager and City Council

**CITY MANAGER/CITY COUNCIL**
- Review and approve / adjust the A&C’s Commission’s funding recommendation

**STAFF**
- Send award notifications in with request for signed agreement and invoice.
- Receives and forwards agreements for execution
- Receives and forwards award invoices for fund distribution
- Manages public announcements and media communications related to awards

**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](http://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](mailto:support@slideroom.com)

Resources:
- Application Guidelines
- Application Preview
- 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