



INFORMATIONAL WEBINAR

**ARTS & CULTURE
SPECIAL PROJECTS
FY26 GRANT PROGRAM**

THE CITY OF
DUBUQUE
Masterpiece on the Mississippi

PowerPoint Contents



**PURPOSE &
IMPORTANT DATES**



**ELIGIBILITY
REQUIREMENTS**



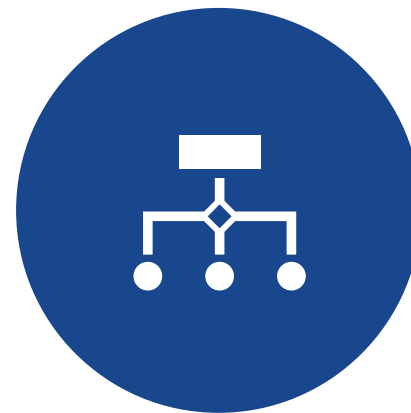
**FUNDING
GUIDELINES**



RATING CRITERIA



**APPLICATION
OVERVIEW & STEPS**



REVIEW PROCESS



**HELPFUL TIPS,
RESOURCES &
CONTACTS**



**CHANGES FOR
FY26**

FY26 SUMMARY OF REVISIONS

Applicant must demonstrate a 50% cash match. Previous was a 1:1 match.

Partnership requirement was removed.

Rubric will be scored on a 5-point scale to allow jurors more flexibility. Previous rubric was a 3-point scale.

100% of grant funds will be paid upfront. Previous payment was 80% upfront and 20% payment upon completion of the final report.

Organizations with a **delinquent** City of Dubuque Arts and Culture Grant Program Final Report will be ineligible for one grant cycle. Previous guidelines did not specify length of ineligibility.

PURPOSE

- 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

IMPORTANT DATES

Friday, April 25, 2025

Special Project
Applications Due
by 11:59 pm
online via Slideroom

June - July 2025

Funding
recommendation from
Commission to City
Manager to City Council
for approval

August 2025

Remit signed contracts
Submit invoices for payment
Funding disbursed

May - June 2025

Applications are scored
by a Volunteer Review
Panel

July 2025

Award notifications and
contracts released

August 31, 2026

Final reports due online
via Slideroom

Special Projects must take place: July 1, 2025 – June 30, 2026

IS MY ORGANIZATION ELIGIBLE?



Applicant is a Dubuque-based organization who operate as a nonprofit, tax-exempt under Section 501(c)(3) of IRS Organizations, **OR**

Applicant is a Dubuque-based group with their own specific mission, governing structure and budget, operating under the incorporated status of a Dubuque-based fiscal agent; **AND**

Applicant serves residents of the city of Dubuque and programming occurs within the city of Dubuque limits; **AND**

Applicant has a clean record of compliance and is in good standing with the City of Dubuque's Arts and Culture Grant Program(s) .

IS MY ORGANIZATION INELIGIBLE?

Any organization or group based outside of Dubuque city limits

For-profit organizations, businesses, or sole proprietors

Educational institutions including private or public K-12 schools, colleges, universities, and community colleges

Individual artists

Organizations with a delinquent FY24 Special Projects Grant Final Report or FY25 Operating Support Grant Final Report will be ineligible for one grant cycle



ELIGIBLE ACTIVITIES

All activities must be conducted within the Dubuque city limits. This includes 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

PROJECT IMPERATIVES

Applicants must demonstrate 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.
- **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 OVERVIEW

Max: \$8,000

Min \$1,000

FY26 Funding = \$35,000

50% cash match required

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

Eligible expenses may be paid to vendors outside of Dubuque.

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

RATING CRITERIA

Applicant
Overview

Project
Description

Public
Value

Project
Timeline

Goals &
Evaluation

Project
Budget

APPLICANT OVERVIEW

5	3	1
Applicant demonstrates exceptional programs and services and has successfully managed relevant arts projects in the past.	Applicant offers programming or services. A relevant past program or service has been identified that may demonstrate applicant's ability to accomplish the proposed project.	Applicant's 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.

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.

PROJECT DESCRIPTION

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 satisfactory. Key artistic and logistical partners and responsibilities are identified. Project activities that engage the public are described and accessibility is considered.

- Describe the specific project activities and how they will be accessible by the public.
- Define where will the project activities will take place.
- Explain why the the applicant is proposing to do this project.
- List the persons and/or organizations who will be involved with the project and their roles and responsibilities.

If the project is part of regular ongoing programming, describe why this project is unique and worthy of funding.

PUBLIC VALUE

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.

- 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.

PROJECT TIMELINE

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. Timeline of tasks is insufficient.

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

GOALS & EVALUATION

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.	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.

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.

PROJECT BUDGET

5	3	1
Budget and intended use of requested funds are clear, appropriate and will help the applicant to achieve 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.

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.

SUBMITTING AN APPLICATION

- Overview -

- Applications must be submitted no later than **11:59 PM on Friday, April 25, 2025**. (*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.





GET NOTIFIED

REPORT A
CONCERN

Open the *Doing Business* page

Licenses & Permits

Work with the City

Bids/RFPs

Purchasing Policies

Employment Opportunities

Bids/RFPs

Pay an Invoice

Build in Dubuque

Inspection & Construction
Services

Zoning

Development Services

Fire Code / Plan Review

Business Recruitment &
Expansion

Development Partners

New Business

Learn About Dubuque

Arts & Culture

Awards

Demographics

Dubuque's Location

Employment & Workforce

Healthcare

History

Initiatives and Partnerships

Schools

Landlord Resources

Successful Rental Property
Management

Rental Inspections

Housing Choice Voucher
Participation

Vacant Building License

Property Maintenance Code Info

COMMON REQUESTS

What you need at your
fingertips!





Arts & Culture Master Plan



Funding Programs



Art on the River



Arts Mean Business



Community Collaborations

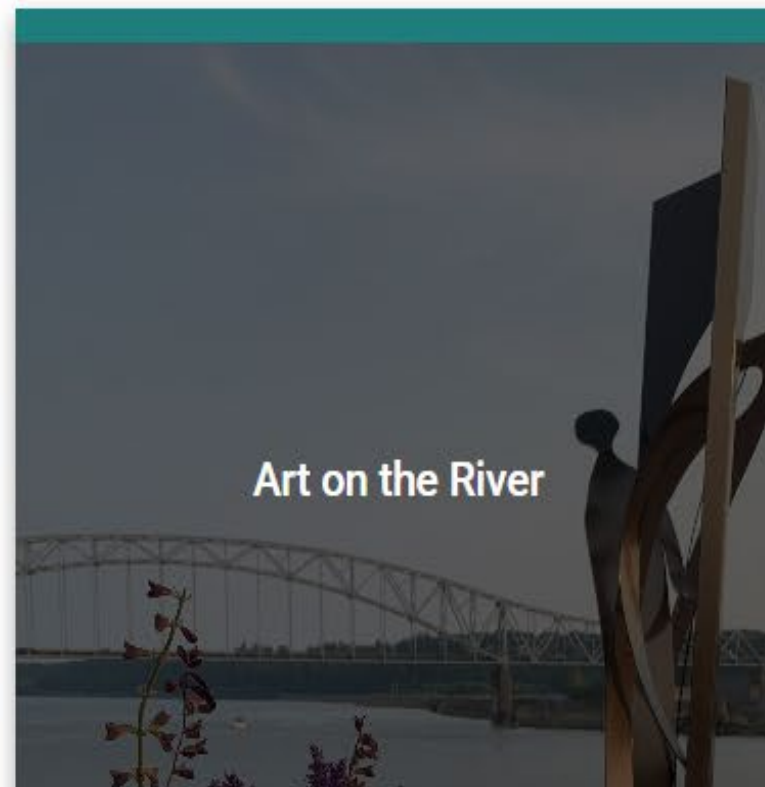


Arts & Culture Organizations

Arts and Cultural Affairs
Commission

[Home](#) > [Government](#) > [City Departments](#) > Arts & Culture

Arts & Culture in Dubuque



Celebrate the 2023-2024 Art on the River Exhibit

The 2023-2024 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](#).

GET NOTIFIED

REPORT A CONCERN

CONTACT US

I'm looking for...



Operating Support Grant

Capacity Building Grant
Program

Special Projects Grant

[GARE Regranting Program](#)

Submit a Final Report

Funding Recognition

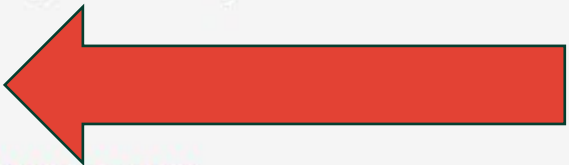
Become a Virtual Grant
Reviewer

[Home](#) › [Government](#) › [City Departments](#) › [Arts & Culture](#) › Funding Programs

Funding Programs

Since 2005, the City of Dubuque has awarded over \$4.1 million to Dubuque-based arts and culture organizations and creative projects that reach thousands of Dubuque adults and children each year while enhancing the vibrancy and vitality of our community.

- ▶ **NEW! FY25 CAPACITY BUILDING GRANT PROGRAM (BIENNIAL)**
- ▶ **FY26 SPECIAL PROJECTS PROGRAM (BIENNIAL)**
- ▶ **OPERATING SUPPORT FOR ARTS AND CULTURE NONPROFITS**
- ▶ **GARE REGRANTING TO EMPOWER BIPOC CREATIVITY AND CULTURE**



cityofdubuque.slideroom.com

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.

Begin Application

Applicants are required to use this online system to apply for open Office of Arts & Cultural Affairs administered

Learn more about the [City of Dubuque's Arts & Culture programs and initiatives online](#) for more information.

[Apply Now](#)

AVAILABLE PROGRAMS

FY26 Arts and Culture Special Projects

Deadline: April 25, 2025|

[◀ Back to Directory](#)[Print](#)

FY26 Arts & Culture Special Projects

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. Special projects must incorporate DEI into the development and execution of the project and demonstrate alignment with City goals and priorities.

Applicants should read the [Special Projects Grant Guidelines](https://www.cityofdubuque.org/2358/Special-Projects-Grant) prior to completing an application at <https://www.cityofdubuque.org/2358/Special-Projects-Grant>

[Begin Application](#)

This program contains:

- [Forms \(5\)](#)

[Preview Full Application](#)

Applicant Contact
Information

FY26 SP Organizational
Profile

Narrative - FY26 SP
Projects

FY26 SP Budget

Assurances

Applicant Contact Information

* indicates a required field

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 *

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✓ Applicant Contact Information

FY26 SP Organizational Profile

Narrative - FY26 SP Projects

FY26 SP Budget

Assurances

FY26 SP Organizational Profile

* indicates a required field

This form requires uploads. Word documents or PDF files will be accepted. Uploads should be named to identify the applicant and upload content appropriately, Name of Organization_Document Content (i.e. City_501c3 Status).

1. Select the eligibility status that applies to the applicant. *

Please select ▼

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.

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- ✔ Applicant Contact Information
- ✔ FY26 SP Organizational Profile
- Narrative - FY26 SP Projects**
- FY26 SP Budget
- Assurances

Narrative - FY26 SP Projects

* indicates a required field

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.

0 of 3000 characters

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.

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✓ Applicant Contact Information

✓ FY26 SP Organizational Profile

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FY26 SP Budget

* indicates a required field

Only list expenses associated with your proposed special project. Expenses must be incurred from July 1, 2025 through June 30, 2026.

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.

Expense Description

Grant Request Amount



+ Add a row

2. Match Expenses *

Detail the expenses to be covered by cash match, including the funding type and

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✓ Applicant Contact Information

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Narrative - FY26 SP Projects

FY26 SP Budget

Assurances

Assurances

* indicates a required field

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 If the applicant is an individual artist, the authorized official is the individual artist.

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.

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✓ Forms

2 Submit

You are ready to submit.

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

FY26 Arts & 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

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1 Forms — 2 **Submit**

Complete Your Application

Some items need attention before your application can be submitted.

Forms

- ⚠ [Narrative - FY26 SP Projects](#)
- ⚠ [FY26 SP Budget](#)
- ⚠ [Assurances](#)



SUCCESS!

Congratulations, you successfully submitted to City of Dubuque on January 10, 2025. Your confirmation number is #52107884121.

[Print confirmation](#)

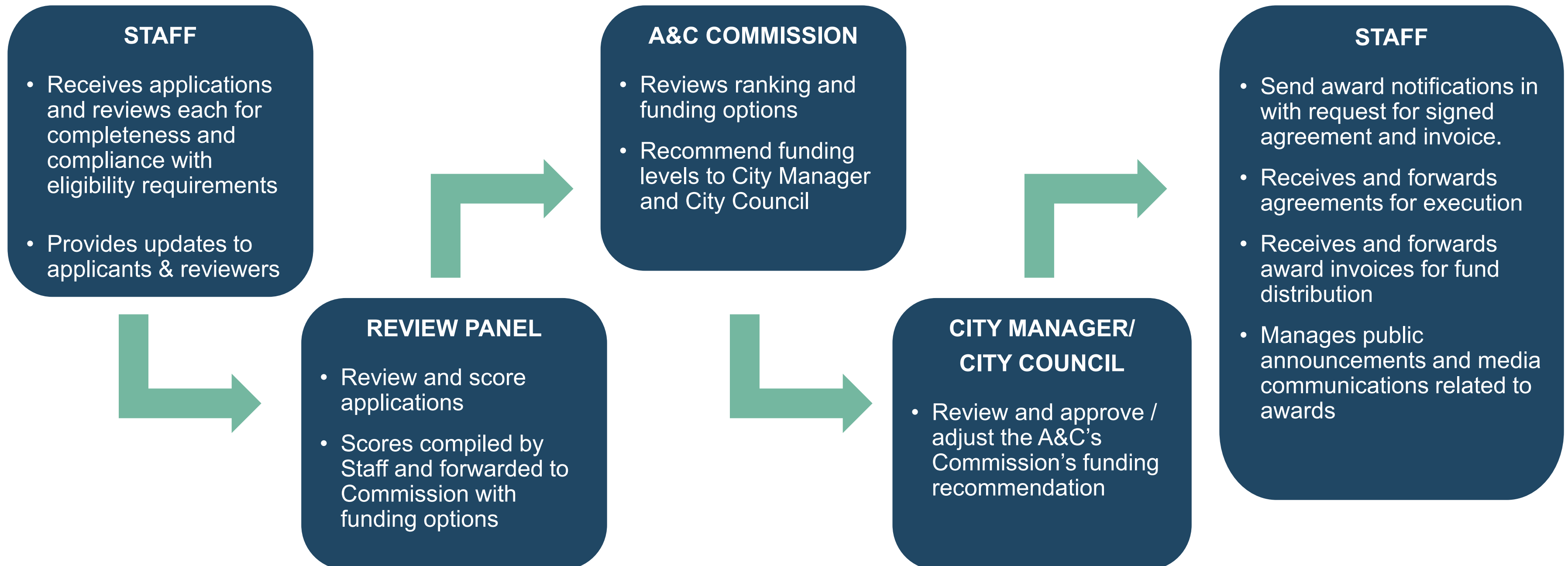
[Print a copy of your application](#)

FY26 Arts & Culture Special Projects

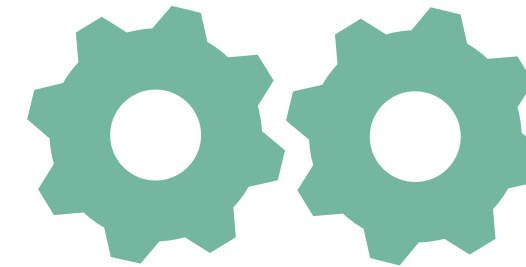
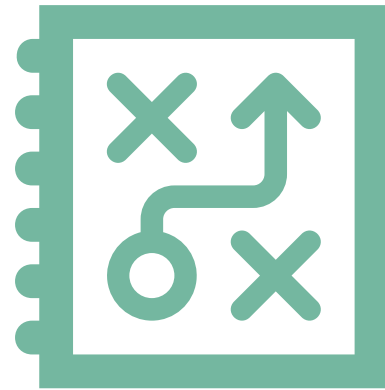
REVIEW & AWARDS PROCESS

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 & RECOURCES



- 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

HERE FOR YOU

Bonnie Spurling

Arts & Cultural Affairs Manager

bspurlin@cityofdubuque.org

563-690-6059 or 563-513-5636

Monday-Friday, 8AM-5PM

Mike Williams

Arts & Cultural Affairs Intern

edintmwi@cityofdubuque.org