



Final Report - FY24 Special Projects

Deadline: August 31, 2024

This program contains:

- Forms (5)
- Attachments (1)
- Media (up to 2)

- **Application Preview**
- **Forms**

- **Contact Info - Final Reporting**

1. Name of Reporting Organization
2. Mailing Address of Reporting Organization
3. City, State, and Zip of Reporting Organization
4. Name of Person Completing Report

Please provide the first and last name of the person completing this final report.

5. Phone Number of Person Completing Report

Please provide the best phone to reach the person completing this report in case questions arise or further information is needed.

6. Email Address of Person Completing Report

Please provide the best email to reach the person completing this report in case questions arise or further information is needed.

- **Narrative - FY24 Special Projects Reporting**

1. Project Title
2. Project Start Date
3. Project End Date
4. Summarize the project as it was executed, accounting for any significant changes from the original proposal and why those changes were made.
5. Discuss any unexpected challenges faced or welcomed surprises experienced, and how they were addressed or celebrated in the project execution.

6. Describe the partnerships with individuals or organizations that were developed or strengthened as of result of your special project.
7. Describe your desired project outcomes and impacts, whether they were achieved, and how your evaluation methods helped in these assessments.
8. Describe how your project incorporated DEI strategies in planning, marketing, or implementation of this project and what the result(s) of those efforts were.

○ **Demographics - FY24 Special Projects Reporting**

1. Provide an overview of demographic characteristics of those involved in producing or participating in your special project such as gender, age, race, socioeconomic status, etc

Participation and attendance numbers should be disaggregated by race whenever possible.

2. Check the degree to which project/program participants were reasonably representative of the demographic makeup of the community.

City and County demographic information available at <https://www.dbgdatawalk.com/demographics-2020>

3. How many adults participated in or attended your project / program?
4. How many youth participated in or attended your project / program?
5. Identify the number of persons by their general role involved in planning or implementing the project. Please included estimated hours of engagement by role and if compensation was provided.

For example: 2 staff (80 hrs, paid), 3 co-chairs (20 hr, unpaid), 10 steering committee members (30 hrs, unpaid), 4 artists (40 hrs, paid), 20 day of event volunteers (20 hrs, unpaid), 10 financial sponsors (n/a), etc.

6. Targeted Planning and Engagement

Check any population your project was intentional in involving any of the following populations in planning, marketing outreach, or engagement (active or passive).

○ **Finances - FY24 Special Projects Reporting**

1. Total Grant Award
2. Total Project Expenses Including Those Covered by Matching Funds
3. Upload a completed expense reporting form.

Download and complete a blank expense reporting form found at <https://www.cityofdubuque.org/DocumentCenter/View/53770/Expense-Reporting-FY23-SP> to document total special project expenses.

4. Balance Due of Total Grant Award

The number entered here should be equal to or less than 20% of the Total Grant Award.

5. Upload an invoice reflecting the balance due.
6. If your final expenses are significantly different from the budget submitted the time of application, please explain.

○ **Reporting Assurances**

1. By checking the "I agree" box below, I certify that the information contained in this report including all responses, financial reporting (if required), attachments, and all other support material(s) are true and accurate to the best of my knowledge.
2. Signature of person submitting and certifying this final report.

Entering your name here is considered an electronic signature.

• **Attachments**

Uploads should be named to identify the applicant and upload content appropriately, Name of Organization_Document Content (i.e. City_Acknowledgment Sample).

Funding Acknowledgement Sample(s)

Upload a PDF demonstrating how the City of Dubuque were recognized as funders of the special project activities. Provide an example of funding recognition, which may include logos or credit lines in press releases, direct mail pieces, email newsletters, etc.

• **Portfolio**

Upload at 1-2 high resolution images or videos that showcase the activities supported by FY24 Special Projects funding. These items may be used by the City for promotional purposes. In providing these items, it is understood that appropriate photo releases have been secured and copyright is waived. If credit is required for any of the uploaded items, please provide that in the media description. Additional materials can be emailed to artsculture@cityofdubuque.org.

Provide 1-2 items. Images (up to 5MB each), Video (up to 250MB each) and PDFs (up to 10MB each). You may also link to media from YouTube and Vimeo