

# Dubuque Community Support and Empowerment Grant

How would you use up to \$5K to create a greater sense of belonging by supporting and empowering Dubuque's community members?

The City of Dubuque's Office of Human Rights works to build a Dubuque community where everyone feels a sense of belonging, support, and empowerment by ensuring fair access to government and City services. Our work supports City staff, elected officials, community organizations, and members of the public in advancing policies and solutions to reduce, and ultimately eliminate, opportunity gaps experienced by underserved residents, allowing them to prosper.

## About the Grant:

The goal of the Dubuque Community Support and Empowerment Grant is to provide funding to assist non-profits, businesses, clubs, organizations, and groups of passionate residents in implementing their ideas to make Dubuque a community where everyone feels they belong and to support community leadership in alignment with at least one of the City of [Dubuque's Five-Year Goals](#):

- Robust Local Economy
- Livable Neighborhoods and Housing
- Financially Responsible, High-Performance City Organization
- Sustainable Environment
- Healthy and Safe Community
- Diverse Arts, Culture, Parks, and Recreation Experiences and Activities
- Connected Community

## Amount of Award

A total of \$10,000 is available to be awarded through two or more grants of up to \$5,000 each. The grants will be awarded to an individual or group of individuals to implement a project that helps to achieve one or more of the goals listed above and includes a component of community education and/or engagement. We encourage new groups or individuals to apply for this funding!

## Grant Availability & Application Timeline

Applications will be reviewed by the Office of Human Rights and the Human Rights Commission, which then will forward their recommendation to City Council for approval and funding.

Action	Date
Grant application open	January 1, 2026
Grant application deadline	January 31, 2026
Grant award notification deadline	February 20, 2026

## Grant Guidelines

1. Grants must align with at least one [City Council Priority](#) and address at least one of the City of Dubuque's Five-Year Goals.
2. Grants must include an education and/or engagement component.
3. Any marketing, advertising, or educational materials produced should acknowledge support from the City of Dubuque's Office of Human Rights.
4. Grant applications are due January 31, 2026, time-stamped 12:00 AM or earlier. Applications received after

that will not be considered.

5. Project must be completed by June 1 , 2026.

### **Eligibility Applicants**

Any person or group of individuals located within Dubuque city limits is eligible to apply. “Group” can refer to a 501(c)(3) non- profit or other Dubuque-based business, club, organization, neighborhood association, individual, or group of individuals with a specific mission, governing structure, and budget, operating under the incorporated status of a Dubuque-based fiscal agent.

*Prior applications:* Applicants who have received funding are not eligible for funding in consecutive years. For example, an organization that received funding in FY2025 is not eligible for funding in FY2026 but would be eligible to apply for funding in FY2027. Additionally, prior grantees’ ability to fulfill grant requirements (reporting/ reimbursements/ acknowledgement) will be considered during the scoring process. Applicants who were unsuccessful in previous applications may apply for funding using either the project originally proposed or a new project

### **Ineligible Applicants**

- For-profit organizations or businesses.
- Any applicant based outside of Dubuque city limits.
- Any applicant with an outstanding final report associated with a prior grant award from the Office of Human Rights.

### **Target Audience**

Proposals must target, at a minimum, residents or businesses located in the City of Dubuque. It is acceptable for the target audience to reach beyond the City of Dubuque ( e . g . , Dubuque County or tristate area residents). Proposed projects that target underserved populations are encouraged.

### **Grant Budget**

Grant applications should clearly indicate how the funds will be used. A partial match is required and can be cash or in-kind.

### **Reimbursement Method**

The preference of the City is to reimburse grant recipients for approved expenses following the completion of the project. All receipts and a copy of the required performance report must be submitted in order to receive the final payment. If this financial arrangement is a challenge, contact the City’s Human Rights Director to discuss other options. Inability to pay for reimbursable grant expenses should not be a barrier to applying, and we are able to work with recipients to identify alternatives within reason.

### **Required Measurement of Impact/Success + Reporting**

We want to share your successes and lessons learned with others! One requirement of this program is to measure the impact of your project. Recipients will be required to complete a final report and may be asked to present the information to the Office of Human Rights and its Commission.

In addition to the required reporting metrics, applicants are encouraged to define their own measures of success in the application. This can be telling your story through numbers, stories, photos, or video. This could mean asking attendees at an event to complete a pre- and post-survey to identify increased knowledge of a topic. We can help guide you to determine what information to collect, and final reimbursement will not be made until this information has been received. Let us know if you would like assistance in measuring your impact.

**Additional Grant Information**

For more information or questions, please contact the Office of Human Rights at [humanrgt@cityofdubuque.org](mailto:humanrgt@cityofdubuque.org) or 563-589-4190.

**Apply at [www.cityofdubuque.org/equitygrant](http://www.cityofdubuque.org/equitygrant)**

## Dubuque Community Support and Empowerment Grant Proposal Evaluation Rubric

Project Title: \_\_\_\_\_

### Scoring Criteria

5 = Very Good, 4 = Good, 3= Acceptable, 2= Poor, 1= Very Poor, 0 = Not Answered  
 “X” replaces “0” for essential criteria. Selecting “X” disqualifies an application.

### Grant Narrative

Project description and goals are clear and achievable	5	4	3	2	1	0
Project addresses and supports a need in the community	5	4	3	2	1	0
Applicant demonstrates experience and/or clearly explains capacity to complete the project	5	4	3	2	1	0

### Budget

Timeline and workplan demonstrate planning to produce proposed deliverables	5	4	3	2	1	0
Budget is clear, reasonable, and detailed	5	4	3	2	1	0
Project match (in-kind or financial) is planned and explained	5	4	3	2	1	0

### City Priorities

Proposed project aligns with a city plan	5	4	3	2	1	X
Proposal's impact on underrepresented persons Positive Impact=5, No impact=3; Negative impact = X	5		3			X

### Community Education/Engagement

Proposed project incorporates community education and/or community engagement	5	4	3	2	1	X
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### Impact

Plans to measure impact are planned and explained	5	4	3	2	1	X
Performance measures are meaningful and relevant	5	4	3	2	1	0

**Notes:**