



Housing and Community
Development
350 W. 6th Street
Dubuque, IA, 52001
Office (563) 690-6094
mdeutsch@cityofdubuque.org
www.cityofdubuque.org/housing

Purchase of Services Grant Program Guidelines

PURPOSE

This grant program is designed to support human service programs in the City of Dubuque that align with and advance the City's goals and priorities.

ELIGIBLE APPLICANTS

Not-for-profit and faith-based organizations that provide year-round human service programs and whose mission is aligned with advancing the City of Dubuque's goals and priorities. Eligible applicants must be located within the City of Dubuque, and the services must be provided within the City of Dubuque. Organizations whose primary mission is political are ineligible.

INELIGIBLE COSTS

The following will not be funded with this grant:

- Expenses incurred prior to the city's funding fiscal year
- Capital improvements or building renovations
- Retirement of debt
- Inherently religious or political activities
- General fundraising
- Purchase of equipment
- Lobbying
- Organizational dues or memberships
- Income payments to, or on behalf of, individuals
- Expenses that violate local, state, or federal laws

FUNDING GUIDELINES

The Fiscal Year 2026 budget allocated up to \$100,000 from General Funds for the Purchase of Service Grant.

- Applicants can request a minimum of \$2,500 and a maximum of \$25,000 per program.
- The City of Dubuque will contribute no more than 75% of the total project cost. For example, if a project has a total cost of \$20,000, the city will award no more than \$15,000 (75%). Please note that any ineligible activity or expense included in the application will be excluded, which may reduce the total project cost below the \$15,000 minimum grant request.

- An applicant can receive funding for no more than four consecutive years. In the fourth year, applicants are limited to receiving no more than 25% of the previous year's funding. Applicants are eligible to apply again in the sixth year.
- Priority points will be given for new or expanded programs, and/or organizations that have not received Purchase of Service funds in the past four years. Existing programs can be funded, but funding levels will depend on the number of eligible applicants and the degree to which an applicant meets the selection criteria.
- Only complete applications will be considered for funding.
- Applicants are encouraged to consult with Mary Bridget Corken-Deutsch, Community Development Specialist, at 563-690-6094 or via email at mdeutsch@cityofdubuque.org with any questions prior to submitting the application.

APPLICATION SUBMITTAL

Applications are available at www.cityofdubuque.org/POSG. Applications are due by **5:00 pm on Friday, May 30, 2025**. Incomplete applications will not be accepted.

Once submitted, no changes or additions can be made to the application. The deadline is strictly enforced, and no late applications will be accepted. The responsibility for ensuring the accuracy and completeness of the application lies with the organization, not city staff.

Please note that when using the online application, cutting and pasting into the document may alter the formatting. The information requested in the application must be entered into the form and sections provided. After completing the application, submit it and print a copy for your records.

GRANT APPLICANT WORKSHOP

The City of Dubuque will host three (3) workshops for potential applicants. While attendance at one of these workshops is encouraged, it is not required. [Register here](#): FY26 Purchase of Service Grant Applicant Workshop.

- **Thursday, May 8** from 1:00–2:00 PM in person at the Housing and Community Development Department, Room 250
- **Tuesday, May 13** from 9:30–10:30 AM – TEAMS meeting
- **Monday, May 19** from 3:00–4:00 PM – TEAMS meeting

TIMELINE

- **Monday, May 5, 2025**: Applications Available, Press Release posted
- **Friday, May 30, 2025 @ 5:00 pm**: Applications Due
- **Wednesday, June 25, 2025 @ 5:30 pm**: Funding recommendations reviewed by the Community Development Advisory Commission and recommended to City Council
- **Monday, July 7, 2025 @ 6:30 pm**: Funding recommendations approved by City Council
- **Tuesday, July 8, 2025**: Funding agreements become effective

RATING CRITERIA

- **Eligibility (3 points):** Dubuque non-profit and faith-based organizations whose mission is to provide human and social services that fulfill a public purpose for the Dubuque community. Preference points are given to new or expanding programs and/or organizations that have not received Purchase of Service funds in the past 4 years.
- **Narrative (10 points):** The program's goals align clearly and explicitly with City Council goals and priorities and address an identified community need in a meaningful way. Establishes evidence-based need.
- **Intercultural Competency, Belonging, and Economic Mobility (Total points: 15):** The program reflects the applicant's understanding of intercultural competency, belonging, and economic mobility and demonstrates leadership and service delivery in the community.
- **Outcomes (5 points):** The applicant can clearly describe the anticipated impact of the proposed program and how they will measure this impact.
- **Budget (7 points):** The program budget and use of funds are efficient and appropriate. The applicant demonstrates organizational capacity to manage the proposed program and handle financial responsibilities.

APPLICATION REVIEW PROCESS

Applications will be reviewed and scored by the Community Development Advisory Commission and City staff. Based on these scores, the Commission will make a funding recommendation to the City Council. The City Council will make the final recommendation and approval of grant awards. The City reserves the right to request changes to award amounts or deny any application, even if eligibility criteria are met.

ACKNOWLEDGEMENT

The Applicant agrees to acknowledge the City of Dubuque support in signage, program materials, promotion, publicity, advertising and other printed or electronic communications related to this grant.

REPORTING and ADDITIONAL INFORMATION

The applicant agrees to submit quarterly reports summarizing the program's outcomes, including data on the number of persons served, household income, and race. Additional reporting requirements may apply. The applicant must retain all financial records, reporting documents, and other relevant records related to the City of Dubuque grant program for a period of five fiscal years following completion, as required by the funding source. All applicants are required to carry Insurance Schedule G Vendors.

