ARTS & CULTURAL AFFAIRS FY27 CAPACITY BUILDING GRANT

SCORING RUBRIC

PROGRAMS & SERVICES

The application provides a clear overview of the organization and the programs and services it offers.

High-scoring applications will:

- Clearly explain how the organization's programs and services fulfill and advance its mission, vision, and values
- Demonstrate how the organization and its mission address a defined community need
- Provide a detailed description of the target audience, including demographics and the number of people served annually

Reviewers will consider:

- How well the organization's programs and services reflect and advance its mission, vision, and values
- How effectively the organization identifies and responds to community needs
- The clarity and completeness of information about the population served (demographics, reach, and annual participation)

5	3	1
Applicant demonstrates a record of programs and services that clearly advance the organization's mission, vision, and values. Applicant has identified a community need and target audience is clear. Community impact is strong.	Applicant offers average programming or services that relate to its mission, vision, and values. Applicant serves a community need and target audience. Community impact is clear.	Applicant's programs and services are limited. It is unclear how they relate to mission, vision, and values. Community need is unidentified, and target audience is unclear. Community impact is unclear and/or inadequate.

PROJECT DESCRIPTION

The organization clearly identifies the area of capacity that the project will improve and explains how this improvement will strengthen the organization's ability to fulfill its mission.

High-scoring applications will:

- Provide a clear and concise description of why the capacity-building project is necessary
- Demonstrate how the project will increase capacity and advance the organization's mission
- Clearly align the project with the organization's strategic plan or long-term goals

Reviewers will consider:

- How effectively the organization identifies the specific area of capacity to be strengthened
- How well the application explains the project's necessity and anticipated impact
- The extent to which the project will enhance the organization's ability to fulfill its mission
- The degree of alignment between the proposed project and the organization's strategic plan

5	3	1
Applicant clearly identified area for capacity-building. It is evident that the project will advance the organization, mission, and strategic plan. Impact on organization is significant.	Applicant has identified a general area for capacity-building, but it is partially clear and/or unclear how project will advance either the organization, the mission, and/or the strategic plan. Impact on organization is average.	Applicant's area for capacity-building is not identified /or appears to be ineffectual in advancing either the organization, the mission, and/or the strategic plan. Impact on organization unclear and/or inadequate.

PROJECT PLAN

The capacity-building project plan clearly outlines manageable and measurable objectives and outcomes.

High-scoring applications will:

- Present specific, measurable objectives and outcomes that demonstrate how the project will increase organizational capacity

- Include a realistic and achievable timeline for implementation

- Identify qualified project directors, consultants, and team members responsible for carrying out the project

- Clearly describe how the organization will evaluate progress and measure success

Reviewers will consider:

- The clarity and feasibility of the project's objectives, outcomes, and evaluation methods

- How realistic and well-organized the project plan and timeline are

- The qualifications and readiness of the individuals leading and supporting the project

- The degree to which the project plan demonstrates potential to build sustainable organizational capacity

5	3	1
Applicant identifies specific objectives and outcomes and an intentional evaluation plan. Applicant clearly identifies a need and how the project will advance the organization, mission, and strategic plan. Project plan and timeline are clear and reasonable. The team is strong and qualified.	Applicant's objectives and outcomes and evaluation plan are average. Project plan and timeline are general but not unreasonable. Team is adequate.	Applicant's objectives and outcomes and evaluation are inadequate. Project plan and timeline are unclear, unreasonable, and/or not evident. Team is identified but qualifications cannot be determined.

PRIORITIES & TIMING

The organization demonstrates that the capacity-building project is both a timely priority and aligned with the organization's strategic goals. High-scoring applications will clearly connect the project to advancing a specific objective or priority within the strategic plan and will illustrate that the organization is operationally and strategically ready to undertake the project.

High-scoring applications will:

- Clearly connect the project to advancing a specific objective or priority within the organization's strategic plan

- Demonstrate that the organization is operationally ready to implement the project if funded

- Demonstrate that the organization is strategically positioned to undertake and sustain the project's outcomes

Reviewers will consider:

- How clearly the applicant identifies specific advancement of a strategic plan objective or priority through the proposed project

- The degree to which the project demonstrates alignment with organizational priorities and timing

- How well the application conveys that the organization is operationally prepared to implement the project

- The extent to which the organization appears strategically ready and positioned to successfully execute the project

5	3	1
Applicant identifies specific advancement of a strategic plan. The organization is well-poised to execute the project.	Applicant has adequately described advancement of a strategic plan. The organization is generally prepared to execute project.	Applicant provides minimal evidence of advancement of a strategic plan. Applicant has not provided evidence of being ready to execute project.

ORGANIZATIONAL RESOURCES

The organization and proposed capacity-building project engages and utilizes other resources such as funding sources, volunteers, and community partnerships.

High-scoring applications will:

- Clearly describe the organization's primary sources of financial and in-kind support

- Demonstrate how the project will leverage existing resources such as funding, volunteers, or partnerships

- Show how the project will strengthen the organization's community relationships and overall sustainability

Reviewers will consider:

- How effectively the organization utilizes diverse resources (financial, human, and community-based) to support its mission and goals

- The extent to which the proposed project will enhance or expand the organization's ability to engage these resources

- The clarity of the plan for using grant funds to advance a specific strategic goal

5	3	1
Applicant has a clear plan in place to utilize funds to achieve and or advance a strategic goal(s).	Applicant has an adequate plan in place to utilize funds to achieve and or advance a strategic goal(s).	Unclear how the grant funds will assist the applicant in achieving and or advancing a strategic goal(s).

ACKNOWLEDGEMENT

If awarded funding, the organization must acknowledge the City of Dubuque's support in appropriate communications pertaining to the grant. Recognition guidelines and logos are available on the City's website.

REPORTING

Applicants must submit a performance report within 60 days of the end of the funding cycle no later than August 31, 2027. Applicant agrees to retain all financial records, reporting documents, and all other records pertinent to the City of Dubuque grant program for a period of three calendar years beyond the contract.

Delinquent performance reports will impact applicant's compliance record and standing with the City of Dubuque's Arts and Culture Grant Program(s), affecting future eligibility.

ACCESSIBILITY AND QUESTIONS

We are committed to making our programs and services accessible to everyone. Please contact the Office of Arts & Cultural Affairs at (563) 690-6059 or bspurlin@cityofdubuque.org to request any accommodations, translation, interpretation, or other assistance you need in completing this process. The applicant is solely responsible for the content and timely submission of this grant.