



*City of Dubuque, Iowa
Downtown Housing Incentive Program*

APPLICATION FAQ's

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View complete grant guidelines on our webpage.

For personal assistance, please call the Economic Development Department at 563-589-4393.

1. How can I submit a grant application?

The City of Dubuque Economic Development Department is now accepting grant applications through our online form submitted electronically or through a downloadable application which can be submitted through e-mail or submitted as a hard copy to the Economic Development office. All forms of the application can be accessed [here](#).

2. What is the deadline for grant applications?

Applications will be reviewed by the Department on a case by case basis with qualifying projects being submitted to the City Council for final review and approval.

3. Is my project eligible to receive grant funding?

For a complete description of available grants, including grant conditions and requirements please view our [grant guidelines](#). Your project must also take place in our [Greater Downtown Urban Renewal District](#).

4. I've downloaded a fillable application. Where should I send it when I've completed the application?

After downloading a fillable application from our webpage, you can attach and send it electronically via e-mail or deliver a physical copy to the Economic Development Department.

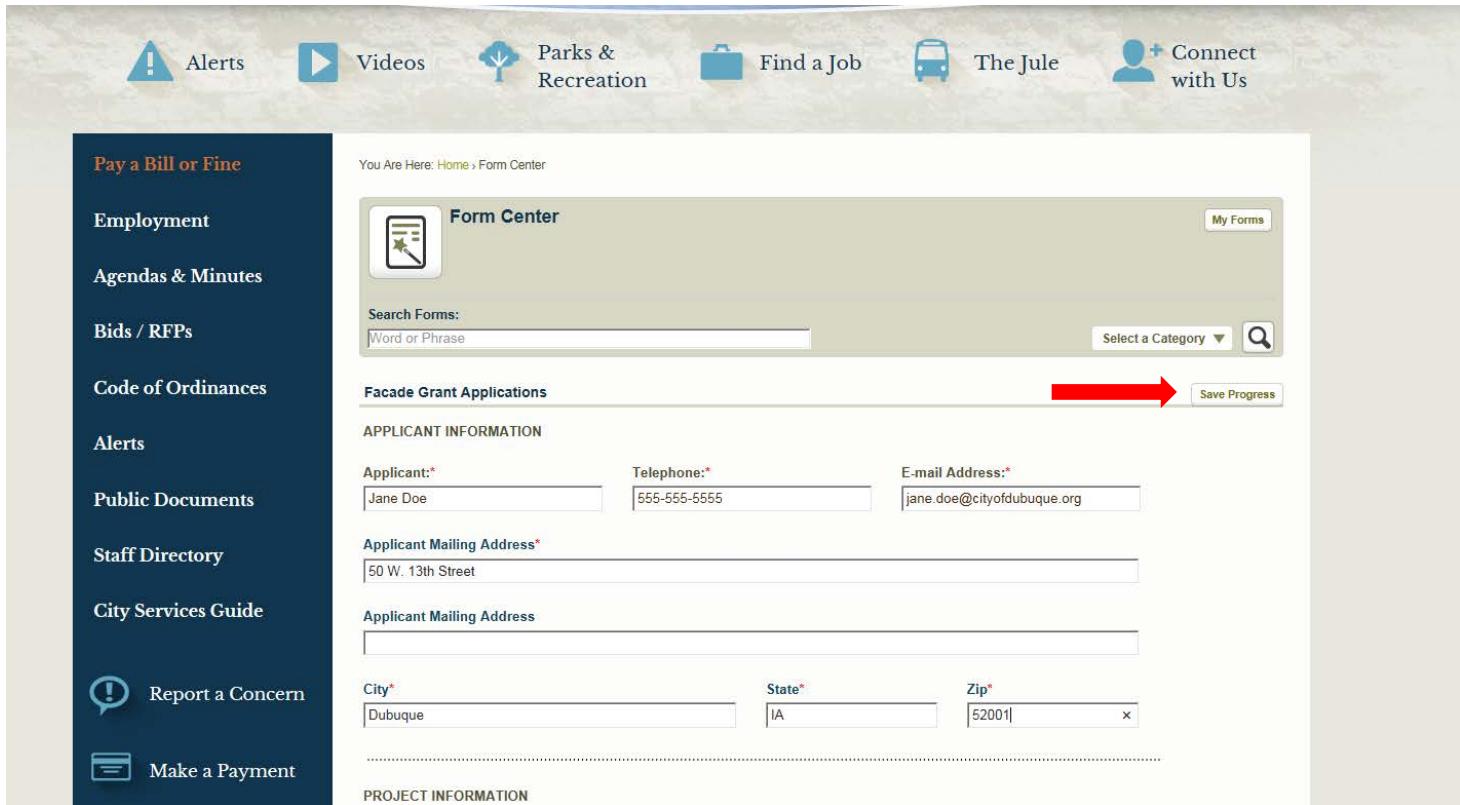
Applications submitted via e-mail should be sent to
EconDev@CityofDubuque.org.

Printed versions of applications can be mailed to the Economic Development Department, 50 W. 13th Street, Dubuque IA, 52001.

***Please ensure all necessary attachments and additional documents are included with your application for submittal.*

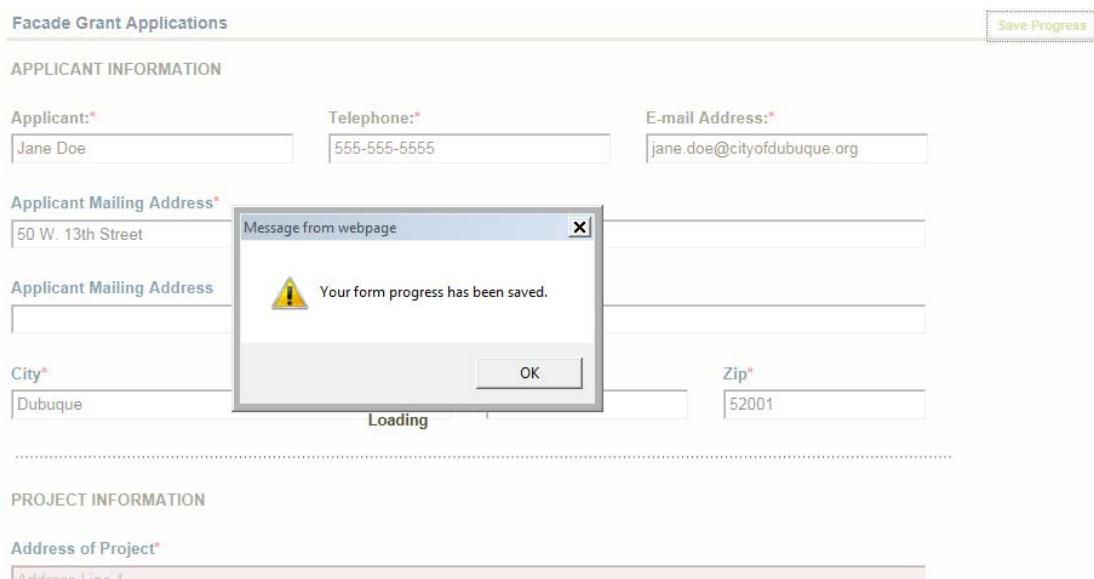
5. Can I save my online application and continue to work on it later?

Yes! We recommend periodically saving your form to err on the safe side. Save your progress by clicking the “Save Progress” button in the upper right corner of the online form:



The screenshot shows a website navigation bar with links for Alerts, Videos, Parks & Recreation, Find a Job, The Jule, and Connect with Us. On the left, a sidebar lists various city services: Pay a Bill or Fine, Employment, Agendas & Minutes, Bids / RFPs, Code of Ordinances, Alerts, Public Documents, Staff Directory, City Services Guide, Report a Concern, and Make a Payment. The main content area is titled "Form Center" and shows a "Facade Grant Applications" form. The form includes fields for "APPLICANT INFORMATION" (Applicant: Jane Doe, Telephone: 555-555-5555, E-mail Address: jane.doe@cityofdubuque.org), "Applicant Mailing Address" (50 W. 13th Street), "City" (Dubuque), "State" (IA), and "Zip" (52001). A "Save Progress" button is located in the top right corner of the form area, which is highlighted with a large red arrow.

You should receive a notification confirming that you have successfully saved your progress:

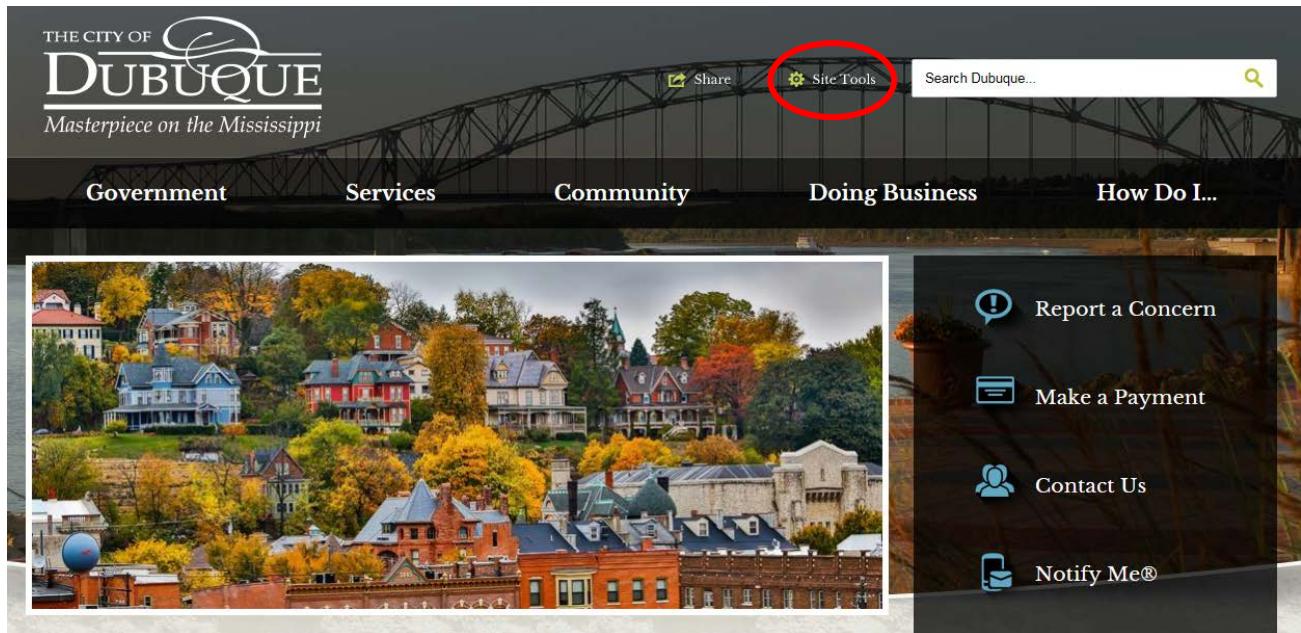


The screenshot shows the same "Facade Grant Applications" form as the previous image. The "APPLICANT INFORMATION" section is filled with the same data. A modal dialog box titled "Message from webpage" is centered on the screen, displaying the message "Your form progress has been saved." with an exclamation mark icon. There are "OK" and "Cancel" buttons at the bottom of the dialog. The "Save Progress" button is visible in the top right corner of the main form area.

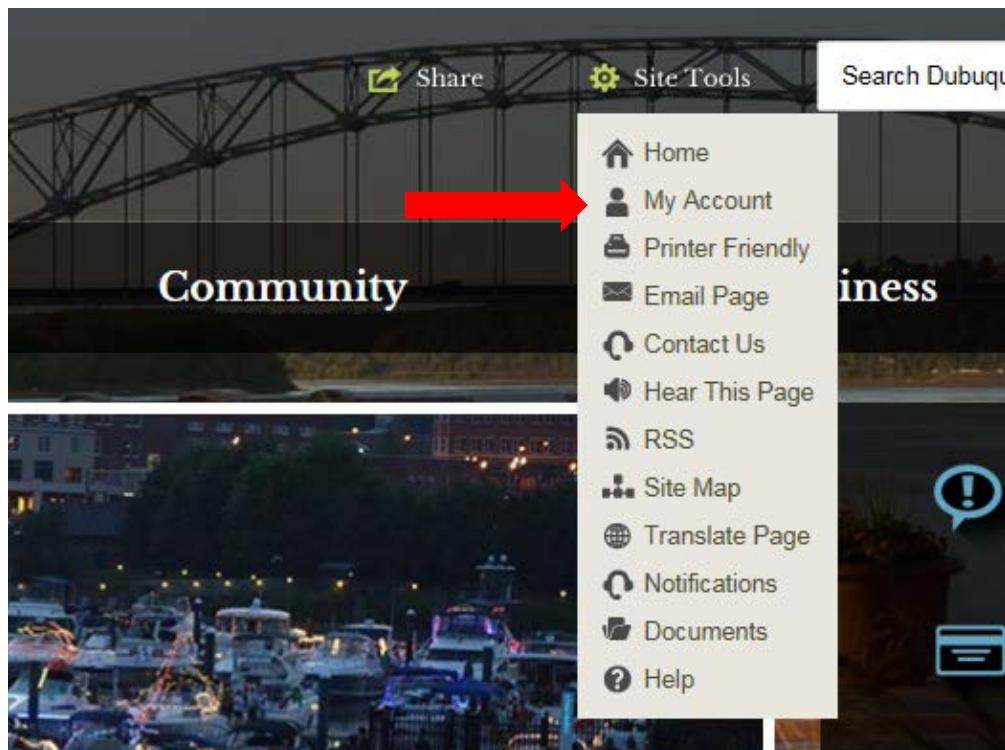
6. Help! I saved my application and logged out and now I can't find my saved application.

Don't worry. Follow these simple steps to access your saved form:

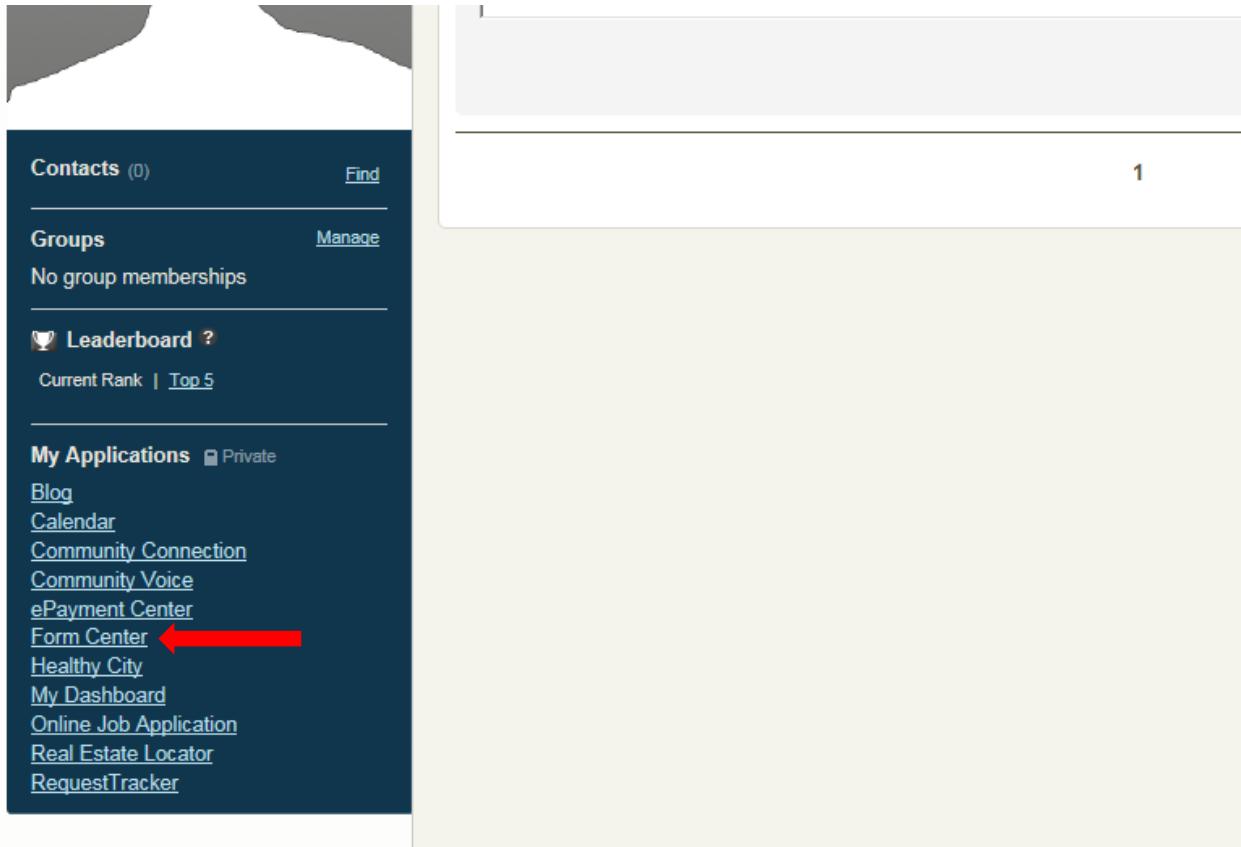
- 1) Go to the City of Dubuque homepage. Click on "Site Tools" at the top of the page.



- 2) From the drop-down menu, select "My Account"



- 3) Sign in using the same log-in information you originally accessed the form with.
- 4) Click on “Form Center” from the column on the left side of the screen:



Contacts (0) [Find](#)

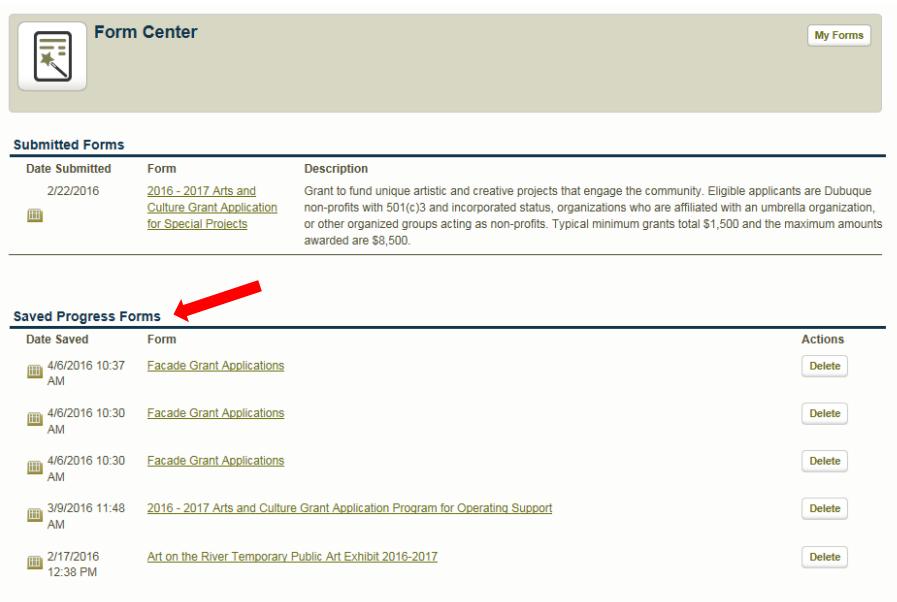
Groups [Manage](#)
No group memberships

Leaderboard ?
Current Rank | [Top 5](#)

My Applications Private

- [Blog](#)
- [Calendar](#)
- [Community Connection](#)
- [Community Voice](#)
- [ePayment Center](#)
- [Form Center](#) ←
- [Healthy City](#)
- [My Dashboard](#)
- [Online Job Application](#)
- [Real Estate Locator](#)
- [RequestTracker](#)

- 5) Here you will access a page that will shows a history of your submitted and saved progress forms. To find your form, look under the “Saved Progress” section:



Form Center [My Forms](#)

Submitted Forms

| Date Submitted | Form | Description |
|----------------|---|---|
| 2/22/2016 | 2016 - 2017 Arts and Culture Grant Application for Special Projects | Grant to fund unique artistic and creative projects that engage the community. Eligible applicants are Dubuque non-profits with 501(c)3 and incorporated status, organizations who are affiliated with an umbrella organization, or other organized groups acting as non-profits. Typical minimum grants total \$1,500 and the maximum amounts awarded are \$8,500. |

Saved Progress Forms ←

| Date Saved | Form | Actions |
|--------------------|--|------------------------|
| 4/6/2016 10:37 AM | Facade Grant Applications | Delete |
| 4/6/2016 10:30 AM | Facade Grant Applications | Delete |
| 4/6/2016 10:30 AM | Facade Grant Applications | Delete |
| 3/9/2016 11:48 AM | 2016 - 2017 Arts and Culture Grant Application Program for Operating Support | Delete |
| 2/17/2016 12:38 PM | Art on the River Temporary Public Art Exhibit 2016-2017 | Delete |

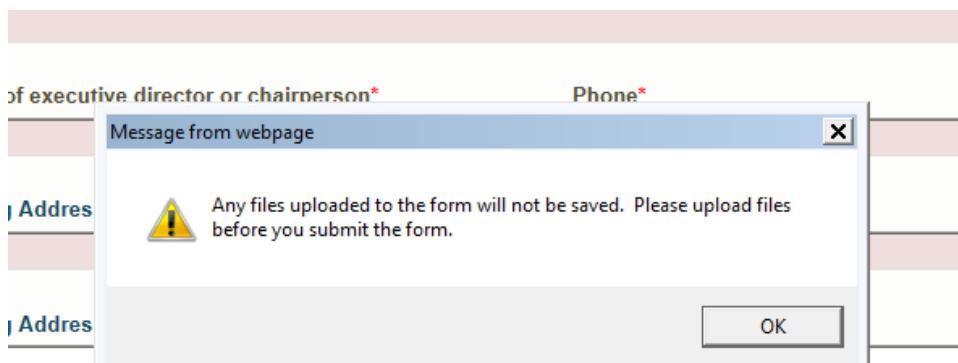
6) At any time during your application process, you can access your saved forms by clicking “My Forms” in the top right corner of your form:



The screenshot shows the 'Form Center' interface. At the top, there is a 'Form Center' logo and a 'My Forms' button with a red arrow pointing to it. Below the logo is a search bar with 'Search Forms:' and 'Word or Phrase' input fields, along with a 'Select a Category' dropdown and a magnifying glass icon. The main content area is titled 'Facade Grant Applications' and contains sections for 'APPLICANT INFORMATION'. It includes fields for 'Applicant:' (Jane Doe), 'Telephone:' (555-555-5555), 'E-mail Address:' (jane.doe@cityofdubuque.org), 'Applicant Mailing Address' (50 W. 13th Street), 'Applicant Mailing Address' (empty field), 'City:' (Dubuque), 'State:' (IA), and 'Zip:' (52001). A 'Save Progress' button is located in the top right corner of the main content area.

7. Why do my attachments disappear when I save the progress on my form?

Our system prevents you from saving attachments before you are ready to submit your final form. You must include your attachments ONLY when you are ready to submit your final application. When you save your form, a notification will remind you of this:



State* Zip*

8. Help! I'm having trouble with my online form and I'm not sure why.

To solve additional, unaddressed problems, please do the following:

- Ensure you have filled all required fields
- Check to see that you have attached required attachments
- Ensure you are using an updated version of your internet browser
- Try a different internet browser
- Check that your attachments are not titled with special characters
- Make sure you check the "I am not a robot" box so the site knows your application is not spam

If you have taken these steps and are still experiencing difficulties, please contact the Economic Development Department by calling 563-589-4393 or e-mailing EconDev@CityofDubuque.org