



City of Dubuque, Iowa
ARTS AND CULTURE GRANT PROGRAM FOR SPECIAL PROJECTS
FY 2020 FUNDING

GUIDELINES

PURPOSE

The City envisions that Dubuque will be an inclusive community, remarkable for its social and cultural vibrancy. The City of Dubuque seeks to fund artistic, creative projects that place community engagement at its core that is a step beyond the conventional. We are looking for engagement, meaning that there will be an active, two-way process in which one party motivates another to get involved or take action—and both parties experience change and growth.

ELIGIBLE APPLICANTS

- Organizations incorporated in the State of Iowa as a City of Dubuque not-for-profit.
- Affiliated groups with their own specific mission, governing structure and budget using the incorporated status of a City of Dubuque umbrella not-for-profit organization.
- Organizations that are an established group acting as a not-for profit in the City of Dubuque.
- Only one application per organized group will be accepted.

INELIGIBLE APPLICANTS

- For-profit organizations or individuals.
- An applicant that has received funding for the past two consecutive years.
- An applicant with an outstanding final report from a previous grant.
- Employee or volunteer costs for the project cannot be a grant requested item but can be used for up to 50% of the in-kind match and account for no more than 25% of the entire project.

FUNDING GUIDELINES

- Minimum Request: \$1,500
- Maximum Request: \$8,000
- Applicants must provide at least one dollar of match for every dollar requested. In other words, at least 50% of the grant can be funded by the City and 50% by the organization.
- You must provide some cash resources in your match.
- In-kind match refers to donated goods or services that have been contributed to the project. The dollar amount of in-kind match should be calculated at the verifiable fair-market value. Please see <https://www.iowaworkforcedevelopment.gov/> for more information.

ELIGIBLE ACTIVITIES AND EXPENSES

Because the Special Projects Grant is funded by the City of Dubuque, all Special Projects need to be conducted in the City of Dubuque. Project include but are not limited to: Culture and Historic Resources, Folk and Traditional Arts, Theatre, the Spoken Word, Literature, Dance,

Music, Opera, Film, Visual Art, Digital Art, Installation Art, Murals, Public Art, Performance Art, and Sculpture.

Eligible expenses must be dedicated specifically to the project and can include:

- Artists
- Contractors
- Supplies and Materials
- Space and Equipment Rental
- Travel
- Marketing/Publicity

Grant Imperatives

Grant applicants must demonstrate all of the following in their application:

1. a partnership with one or more organizations that is new or substantially different from previous collaborations; and
2. a project that involves the creation and presentation of an original work of art, arts experience or arts learning opportunity that is unique or substantially different from the ongoing programming of the organization applying; and
3. active diversity, equity and inclusion strategies in planning, marketing and execution.

Successful applications will specifically address at least one of the following goals:

- The project is innovative in using emerging art forms to increase enthusiasm and energy within the organization and its audiences.
- The project increases personal participation, awareness and appreciation of quality arts and culture activities especially among groups of people who have not traditionally accessed the arts and culture offerings of your organization, including age, culture, disability, ethnicity, gender, gender identity, race, geographic, and socioeconomic related groups in Dubuque.
- The project uses different strategies beyond traditional marketing and free-ticket programs to attract new audiences.
- The project involves collaborators in planning, executing and sharing resources and ideas for the project. Collaborators can include other non-profits, artists, neighborhood groups, businesses, schools or individuals.
- The project promotes the arts as a common ground for all members of the community.
- The project fosters the celebration of cultural diversity and heritage and encourages presentations of minority artists and arts reflecting ethnic traditions.

INELIGIBLE ACTIVITIES AND EXPENSES

- Anything occurring before July 1, 2019, or after June 30, 2020
- Projects not open to the public
- General operating expenses
- Social entertainment and reception expenses
- Religious, political, and sports activities
- Fundraisers or benefits
- Competitions, contests, or awards programs to honor or recognize achievement including awards, trophies, or gifts
- Uniforms
- Capital or equipment outlay
- Funds used to re-grant

REVIEW OF APPLICATIONS

Applications will be reviewed and scored by a volunteer panel comprised of jurors, who will forward their recommendations to the Arts and Cultural Affairs Advisory Commission. The Commission will select an appropriate funding scheme to maximize the grant funding through a blind selection process and officially recommend the finalists to City Council. Funding recommendations from the Commission will be forwarded to the City Council for review and approval. The City reserves the right to request additional information or make modifications to amount of grant awarded.

APPLICATION SUBMISSION

Applications must be submitted **exclusively online** by the deadline, **11:59 pm on Friday, March 29, 2019**. No other form of application will be acknowledged or accepted. Include **only** the materials requested any other documents will be discarded. Once an application is submitted, it will not be able to be changed. The deadline is strictly enforced. The organization submitting the application, not city staff, is solely responsible for the content of this grant. Determine early if you experience any trouble filling out the electronic application so you can be assisted in advance of the deadline. The application will prompt you to receive an email copy. Please save a copy for your records.

TIMELINE

- **January 24** - Applications for both Operating Support and Special Projects grants available at www.cityofdubuque.org/artsgrants
- **12:00 pm, February 4** - Application Workshop, Multicultural Family Center
- **5:30 pm, February 6** - Application Workshop, Multicultural Family Center
- **11:59 pm, March 29** – Online applications are due **for Special Projects only**
- **April** – Applications reviewed by volunteer panel
- **May 28** - Panelists findings are presented to and voted on by Commission
- **June** – Grant recommendations sent to City Council for final approval
- **June/July** – Contracts signed, funding disbursed

RATING CRITERIA

1. **Special Project Description:** How well the project is explained. **(3 points)**
2. **Uniqueness:** How is the project interesting and different from the ongoing, traditional programming of the organizations involved. **(5 points)**
3. **Diversity, Equity and Inclusion:** How does the project demonstrate inclusiveness **(6 points)**
4. **Partnership:** How has your organization made meaningful and unique partnerships **(3 points)**
5. **Artistic merit:** How does your project's concepts, leaders, artists, and collaborators demonstrate quality and best practices. **(5 points)**
6. **Evaluation:** How the project will be evaluated? **(3 points)**
7. **Budget and Timeline:** The likelihood the project will be successful based on careful event and financial planning. **(5 points)**
8. **Workshop** – Workshop attendance **(1 BONUS point; attendance not mandatory)**

ACKNOWLEDGEMENT

If awarded funding, the Applicant agrees to acknowledge the City of Dubuque's support in appropriate signage, program materials, promotion, publicity and advertising activities audio and visual, and in other printed and electronic forms of communication pertaining to this grant. Posts on social media should bear the tag #CityArtsDBQ and the City of Dubuque Office of Arts &

Cultural Affairs should be tagged on Facebook [@ArtsandCultureDBQ](#). Applicants must submit several good quality digital photos of the organization for City public relations efforts.

REPORTING

The City of Dubuque will require a performance reporting form to be completed by all recipients of City funding. This reporting form will be shared with grantees at the time their contract is presented so that adequate data can be collected in advance. The 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

IMPORTANCE OF DIVERSITY, EQUITY & INCLUSION

The City of Dubuque places a high priority on becoming an equitable community of choice, and supports organizations that help to advance that goal. If selected to receive an Operational Support grant, recipients are highly encouraged to participate in Intercultural Competency learning. It is important to the Arts and Cultural Affairs Advisory Commission that our grantees demonstrate commitment to adequately serving all residents of Dubuque and this includes being up to date on inclusive strategies and tactics. More information about opportunities to engage with diversity, equity and inclusion education can be found at the City of Dubuque Department of Human Rights [webpage](#).

CITY OF DUBUQUE ARTS AND CULTURAL GOALS

Goal 1: To celebrate the arts as an opportunity to enjoy and enrich community life.

- A. Promote opportunities for residents of and visitors to Dubuque to enjoy the arts.
- B. Encourage arts and cultural programming year-round for children and adults in the Dubuque area.
- C. Foster multi-cultural, multi-disciplinary artistic and educational opportunities to expand cultural horizons and improve the quality of life.
- D. Encourage opportunities for personal, educational, cultural, and recreational enrichment.
- E. Promote collections, services, experiences, and programs that respond to individual and community needs.
- F. Promote the arts as a common ground for all members of the community.

Goal 2: To provide a variety of affordable and accessible cultural arts activities and resources for all ages.

- A. Expand cultural and recreational opportunities for all ages.
- B. Promote coordination and increased public and private support of wide-ranging, affordable cultural and recreational events and organizations.
- C. Support affordable access to cultural arts activities and resources, whenever possible.
- D. Promote accessible arts activities for members of the community, regardless of disabilities.
- E. Consider expanded, affordable use of public facilities.

Goal 3: To promote affordable and accessible spectator and participatory arts experiences and cultural events.

- A. Consider expanding the opportunities to bring cultural events to community facilities.
- B. Promote art, drama, film, music, and dance experiences for audiences and participants of all ages.
- C. Consider expanding the role of the Five Flags Center and other venues as centers for cultural events and arts experiences.
- D. Promote a strong community base of support.

Goal 4: To utilize the arts to encourage a better understanding of the cultural diversity of the world.

- A. Encourage presentations of minority artists and arts reflecting ethnic traditions.
- B. Foster global awareness activities and intercultural education.
- C. Foster the celebration of cultural diversity.

Goal 5: To support the expression of the cultural arts and access to that expression.

- A. Foster accessible cultural opportunities which increase appreciation and broaden perspectives.
- B. Promote the recorded wisdom, experiences and ideas of others -- assembled, organized and made accessible to all.
- C. Promote opportunities for arts groups to utilize the Five Flags Center, Five Flags Theater, and other venues for the expression of art.
- D. Promote free expression of and full access to that expression of artists worldwide.
- E. Promote and improve public awareness and appreciation of the arts.
- F. Encourage preservation, collection, and interpretation of fine arts.
- G. Promote support of local area artists and artistic endeavors.

Goal 6: To safeguard the cultural and historic resources of the community as critical to the quality of life and the attractiveness of Dubuque.

- A. Promote the preservation of historic buildings and architectural resources in the community with emphasis in areas of greatest need.
- B. Encourage educating the community about the benefits of historic preservation to the community's quality of life, economic development efforts, tourism, and tax base enhancement.
- C. Encourage exploration, preservation, and interpretation for present and future generations, the history of Dubuque and the Mississippi River.
- D. Promote increased appreciation, education, technical assistance and funding for the community's historical and architectural heritage.
- E. Encourage the development of a marketing plan for the cultural and historic resources in the community.

Goal 7: To encourage the availability of adequate funding and facilities to support arts activities.

- A. Promote preservation and reuse of historic buildings and sites in the community for the cultural arts.
- B. Promote maintaining cultural arts, entertainment, and continuing education services offered by local cultural and educational institutions.
- C. Encourage coordinated services and shared resources among cultural arts organizations in the Dubuque area.
- D. Encourage establishment of a performing arts center and/or a concert hall for large venue concerts.

Applications are available online at <http://www.cityofdubuque.org/grants>

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