

What would you do with \$2,500 to make a more Sustainable Dubuque?

Sustainable Dubuque Community Grant Program

In 2006, a community task force was created to define a vision to make Dubuque a more Sustainable community. After nearly two years of work, they delivered to the City Council and greater community this definition of sustainability:

“Dubuque is a viable, livable and equitable community. We embrace economic prosperity, environmental integrity, and social/cultural vibrancy to create a sustainable legacy for generations to come.”

Helping to define that vision are 12 sustainability principles:

- Regional Economy
- Smart Energy Use
- Resource Management
- Community Design
- Green Buildings
- Healthy Local Foods
- Community Knowledge
- Reasonable Mobility
- Healthy Air
- Clean Water
- Community Health & Safety
- Native Plants & Animals

For more information on the Sustainable Dubuque initiative, please visit www.sustainabledubuque.org.

Since their work, numerous community-led initiatives have helped us move toward our goals, including programs led by the public and private sector and actions taking place in individual homes and businesses.

About the Sustainable Dubuque Community Grant Program

The goal of the Sustainable Dubuque Community Grant Program is to provide small amounts of funding to assist non-profits, businesses, clubs, organizations, and groups of passionate residents in implementing their ideas to make Dubuque a more sustainable place and to support community leadership in the Sustainable Dubuque initiative.

Grants may be awarded to any group of individuals to implement a project that helps to achieve the Sustainable Dubuque vision and includes a component of community education and/or engagement.

Amount of Award

Grants will be awarded up to a maximum of \$2,500 per project.

Grant Availability & Timeline

Grants can be submitted at any time during the year, although they will be reviewed based on bi-annual deadlines available at www.cityofdubuque.org/sustainability. Applications will be reviewed by the Resilient Community Advisory Commission, and recipients will be notified of their status within four weeks of the grant deadline.

Grants will be awarded to all worthy projects during bi-annual reviews, and so money will be available on a “first come-first serve” basis beginning July 1 each year to coincide with the City’s fiscal year. This means that if all funding is allocated at that July review, new funds would not be available for this program until July 1 of the following year.

Grant Guidelines

1. Grant must address at least one of the Sustainable Dubuque principles.
2. Grant must include an education and/or engagement component.
3. Any marketing, advertising or educational materials produced should acknowledge Sustainable Dubuque support by including the Sustainable Dubuque logo. We are happy to assist with this item.

Grant Preference & Alignment with City Council Priorities

All grant applications that address at least one of the twelve Sustainable Dubuque principles will be accepted. The Resilient Community Advisory Commission has identified the following areas as priorities for grantmaking:

1. Projects that increase the social capital and capacity of Dubuque neighborhoods.
2. Projects that increase access to healthy local foods, especially in Dubuque's food deserts.
3. Projects that help to meet the 50% by 2030 Community Climate Action & Resiliency Plan, a plan to reduce community-wide greenhouse gas emissions.

Projects that address one or more of these priorities will receive up to two preference points, of a total of 33 available points, during the scoring process.

Eligibility

Any group of individuals located within Dubuque city limits is eligible to apply. "Group" can refer to a non-profit, business, club, organization, neighborhood association, or group of individuals, provided one individual is willing to be the primary contact who is responsible for fiscal interactions and measurement of impact.

Prior applications: Applicants who have received funding are not eligible for additional funding for one calendar year from the date of their award. Groups who were unsuccessful in previous applications may compete in future rounds with the project originally proposed, or with new projects.

Target Audience

Proposals must target, at a minimum, residents or businesses located in Dubuque. It is acceptable to target individuals in addition to this audience, such as Dubuque County residents. Preference may be given for proposed projects that target a traditionally unengaged population.

Reimbursement Method

The preference of the City is to reimburse one grant recipient 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, please contact Sustainability Coordinator, Gina Bell, to discuss other financing 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.

Required Measurement of Impact/Success

We want to share your successes and lessons learned with others! One of the requirements of this program is measurement of the impact of your project. Recipients will be required to complete a performance report before receiving their final grant reimbursement.

In addition to the required reporting metrics, applicants are encouraged to define your own measure of success in question #6 of the application. You can tell your story through numbers, stories, photos, or video. This could mean calculating the greenhouse gases avoided when individuals biked instead of driving their cars to an event or 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.

Contact Information

Completed applications should be sent to gbell@cityofdubuque.org by 11:59 p.m. on the relevant deadline. For more information or to ask any questions you have, please contact Sustainability Coordinator Gina Bell at gbell@cityofdubuque.org or 563.690.6038.



Sustainable Dubuque Grant Application

PLEASE NOTE: *This pdf version of the grant application is provided for grant planning purposes only. All applications should be submitted through the electronic form found at www.cityofdubuque.org/sustainability to ensure they are received and reviewed.*

We are excited to read about your idea! The questions below will help us better understand what you want to do, why and with whom. Please be as specific as possible.

Project Name:

Date(s) of Project:

Project start date _____ Project completion date _____

Lead community group/organization(s):

Organizational mission statement (or explain what your group does and why):

Website (if applicable):

Project leader / Grant Contact:

Phone:

Mailing Address:

Email:

Additional contact:

Phone:

Email:

Project Location:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Downtown | <input type="checkbox"/> Point Neighborhood |
| <input type="checkbox"/> North End | <input type="checkbox"/> South End |
| <input type="checkbox"/> Hill/College | <input type="checkbox"/> West End |
| <input type="checkbox"/> City Wide | <input type="checkbox"/> Other: |

Physical address or intersection if applicable: _____

Which one of the City Council's Goals does your project best address? Choose only one.

- Robust Local Economy: Diverse Businesses and Jobs with Economic Prosperity
- Vibrant Community: Healthy & Safe
- Livable Neighborhoods and Housing: Great Places to Live

- Financially Responsible, High Performance City Organization: Sustainable, Equitable and Effective Service Delivery
- Sustainable Environment: Preserving and Enhancing Natural Resources
- Partnership for a Better Dubuque: Building our Community that is Viable and Equitable
- Diverse Arts, Culture, Parks and Recreation: Experiences and Activities
- Connected Community: Equitable Transportation, Technology, Infrastructure and Mobility

Targeted Outreach & Planning Identify whether you plan to involve any of the following populations in your planning, marketing, or outreach process?

Ages under 18	Heterosexual/Straight	Persons with Disabilities
Ages 18-60	Hispanic/Latinx	Refugees
Ages 61+	Immigrants	Trans or Transgender
American Indian/Alaskan Native	International students	Unemployed/Fixed income
Asian	Lesbian	Upper class/income
Bi-Sexual	Men	Veterans
Black/African American	Middle class/income	White/Caucasian
College Students	Multi-Racial	Women
English Language Learners	Native Hawaiian/Other Pacific	Working class/income
Gay	Islander	Our process is non-targeted

1. Please describe your idea/project by answering the following questions. Be as specific as possible and address each question. (400-word maximum) 6 points

- a. What is your idea/project?
- b. Who will benefit from your idea/project?
- c. How will you implement your idea (include timeline, process and people)?

2. Which of the Sustainable Dubuque principles does your project support? 5 points

Check all that apply & explain how project addresses checked principles.

<input checked="" type="checkbox"/>	Sustainable Dubuque Principle	How does this project address the principle(s)? Be clear and specific. (100-word maximum)
<input type="checkbox"/>	Regional Economy	
<input type="checkbox"/>	Community Design	
<input type="checkbox"/>	Community Knowledge	
<input type="checkbox"/>	Clean Water	
<input type="checkbox"/>	Smart Energy Use	
<input type="checkbox"/>	Green Buildings	
<input type="checkbox"/>	Reasonable Mobility	
<input type="checkbox"/>	Native Plants & Animals	
<input type="checkbox"/>	Resource Management	
<input type="checkbox"/>	Healthy Local Foods	
<input type="checkbox"/>	Healthy Air	
<input type="checkbox"/>	Community Health & Safety	

3. Does your project address one or more of the preferential point categories? Check all that apply. 2 points

<input type="checkbox"/>	Increase access to healthy local foods, especially in Dubuque’s food deserts
<input type="checkbox"/>	Increase the social capital and capacity of Dubuque’s neighborhoods
<input type="checkbox"/>	Helps to meet the 50% by 2030 Climate Action Plan goal to reduce community-wide greenhouse gas emissions.

4. How will your project address diversity, equity and inclusion? Consider incorporating this lens into project planning, marketing, and execution. (100-word maximum) 3 points

5. All projects must include community engagement and/or community education. Please explain how you will incorporate one or both in your project. 3 points

- a. How will you include community engagement in your project? (100-word maximum)
- b. How will you include community education in your project? (100-word maximum)

6. How will you know your project is a success? All grantees will be required to complete a performance report summarizing basic impacts, such as number and demographics of people reached through the project. Who will be better off? What change will you see? How will you measure impact of your project? (300-word maximum) 3 points

7. How will you measure your impact? 2 points

8. Describe any prior experience you’ve had impacting your community. If applicable, please describe any experience you have managing a community-based project including the target audience, method of engagement and results. (150-word maximum) 3 points

9. Budget: Show evidence of careful financial planning by completing the following proposed project budget. Only list expenses associated with your proposed project. You must provide a match – it can be cash or in-kind.

How much money are you requesting? (maximum of \$2,500) Please provide amount and a brief description.

Expense	\$ requested	Explanation
Supplies	\$	
Facility rental	\$	
Marketing/advertising	\$	
Educational materials	\$	
Food	\$	
Other	\$	
Other	\$	
Other	\$	

Total amount requested: \$ _____ Total project amount: \$ _____

10. Match: What community assets will you contribute or use for this project? Please provide a brief description.

3 points

Expense	Explanation
Financial match	
Individual Volunteer Hours	
Organization/Association involvement	
Connection to a traditionally unengaged or marginalized population	
Donation of equipment or space	
Collaboration with another event happening in the community	
Other	

Total match \$ _____