



## NEIGHBORHOOD SUPPORT GRANT

### Purpose

The City of Dubuque's Neighborhood Support Grant program is a neighborhood-based community development effort which supports groups of neighbors working to make a difference in their neighborhood and community. The goals of the program are to:

- Celebrate neighbors and neighborhood strengths
- Demonstrate individual, family, neighborhood, and community pride
- Improve quality of life
- Support neighbors helping other neighbors and their neighborhood

### Overview

- Up to \$2,500 awarded per project.
- All projects must take place within the City of Dubuque limits.
- Funding is based on the fiscal year which starts in July. Applications are reviewed on the first business day of every month, with funds being dispersed on the 15th of the following month. (If funding will be used for a special event, groups are encouraged to apply well in advance.)
- Only one project per month from the same group will be reviewed.
- All projects must be closed out by the end of the fiscal year in June.
- Neighborhood associations may have up to 6 projects ongoing at a time.
- One group may not have more than 3 projects ongoing at the same time.

### Eligibility

Neighborhood associations or groups within the City of Dubuque may apply. Grants will not be made to individuals or for-profit organizations. Proposed projects must take place within established neighborhood boundaries. Areas within the City of Dubuque not covered by a neighborhood association are encouraged to become a neighborhood association by contacting the Office of Economic Mobility & Neighborhood Support.

### What is a Neighborhood Association?

- A neighborhood association is an organized group of residents who live within the neighborhood boundaries who are coming together to improve and enhance the community that they live, play and work in.
- A group is any group of non-related members who live in the neighborhood and are operating, for purposes other than making a profit, within the neighborhood boundaries (if area is covered by a neighborhood association) examples: not-for - profit organizations, parent teacher association, card club, bowling team of neighborhood members.

## Types of Projects

- Landscaping and beautification projects which are completed on the public right of way and are previously approved by appropriate City departments.
- Workshops which benefit neighborhood residents.
- Clean-up projects that clear an area of trash and debris, graffiti or other unsightly conditions that detract from neighborhood appearance which are coordinated with appropriate City departments prior to application. If the project includes permanent fixtures (i.e., trash cans), they must be installed on public property with prior approval from the appropriate City departments.
- Newsletter and flyer projects distributed to all residents of the neighborhood.
- Festivals and activities which have a positive theme and impact in the neighborhood highlight the strengths of the neighborhood and its residents and are open to all neighborhood residents.
- Other ideas that advance the City of Dubuque's goals, priorities, and plans:
  - [City Council Goals and Priorities](#)
  - [City of Dubuque Arts and Culture Master Plan](#)
  - [Equitable Poverty Reduction & Prevention Plan](#)
  - [Imagine Dubuque Plan](#)
  - [50 % by 2030 Community Climate Action and Resiliency Plan](#)

## Ineligible projects

- Equipment may not be purchased with these funds unless it is necessary to carry out the project. All tools and equipment purchased must be turned over and maintained by the neighborhood association, accessible for use by all neighborhood residents, and have a written public procedure for use.
- Staff salaries may not be supported with these funds. Payments cannot be made directly to individuals.
- No religious or political activities can be supported with these funds.
- Reimbursement is not allowed for costs incurred prior to grant approval.

## The Process

- Determine if project and applicant are located within a neighborhood area ([see map](#))
- Approach appropriate City departments for approval, if needed
- Approach neighborhood association regarding endorsement, if needed
- Complete the application
- Get neighborhood association president signature
- Sign and submit the application to the Office of Economic Mobility & Neighborhood Support
- Allow 2 - 3 weeks prior to the start of the project for grant review and approval

For more information, please contact Community Engagement Coordinator Temwa Phiri at 563-589-4180 or [tphiri@cityofdubuque.org](mailto:tphiri@cityofdubuque.org).

# **CITY OF DUBUQUE NEIGHBORHOOD SUPPORT GRANT**

# Cover Page

## Contact information:

1. Name of neighborhood association or group	For office use: Date received
2. Name of Group:  Phone: _____ E-mail: _____	3. Grant Administrator:  Phone: _____ E-mail: _____
2a. Mailing address	3a. Mailing address:

#### 4. Budget information:

Total grant funds requested	Resources provided by neighborhood or partners	Total cost (A + B)
A.	B.	C.

## 5. Check list:

- Cover page and 2- page grant application attached (total of 3 pages)
- Grant signed by applicant and grant administrator, if applicable.
- Attachments - approval from City departments, if needed

I certify that our neighborhood association endorses the project outlined in this application.

---

President signature

date

I certify as grant administrator that I will submit copies of the products developed with these funds, submit a closeout evaluation report of the outcomes resulting from the use of these funds, and make timely submission of payment requests to the City Manager's Office. I further certify that funds will be used in accordance with the grant rules and for the purposes outlined in the grant application and will not be used for unapproved equipment purchase, for staff salaries, or for religious or political purposes.

(grant administrator and date)

**CITY OF DUBUQUE**  
**NEIGHBORHOOD SUPPORT GRANT**

**APPLICATION**

1. Describe in detail where the project will take place.
2. How many residents do you anticipate involvement with in the project?
3. Describe any volunteers and what tasks they will be doing?
4. List all the City departments and contacts you have made. Attach a copy of approval received if applicable.
5. Please, describe your group.
6. Describe the contributions that your group and the neighborhood association are making to this project.

7. Briefly describe your project. **Include dates and times** of specific activities, if possible.

8. Describe how your project will help with community building and/or improving relations in the neighborhood.

8. Amount of grant money requested \$ \_\_\_\_\_

What is the specific use?

Budget item	a. Grant money	b. Other source	Total costs (a+b)
<b>Totals</b> (Column a. cannot exceed \$2,500)			

Completed applications can be sent to [tphiri@cityofdubuque.org](mailto:tphiri@cityofdubuque.org).