



GUIDELINES

PURPOSE

The City of Dubuque, through the Creative Resiliency Grant Program, offers limited, flexible support to arts, humanities and cultural nonprofit organizations operating within Dubuque city limits to undertake activities that expand organizational capacity, increase financial stability, promote equity and inclusion, and enhance programmatic offerings in response to COVID-19 and inequity concerns exacerbated in 2020.

ELIGIBLE APPLICANTS

Dubuque-based nonprofit organizations who have a primary mission to provide the general public with programs or activities in areas directly concerned with arts, arts education, or cultural heritage. Eligible applicants must have operated as a nonprofit, tax-exempt under Section 501(c)(3) of IRS code for at least two years prior to the application date.

INELIGIBLE APPLICANTS

- For-profit organizations or businesses;
- Nonprofit organizations whose primary mission is focused on religious, political, social service, or athletic activities;
- Organization that uses a fiscal agent or the nonprofit or federal tax-exempt status of another organization;
- Educational institutions including K-12 schools, universities, and community colleges;
- An organization with an outstanding Final Report associated with previous grant awards from FY20 or prior Office of Arts & Cultural Affairs funding opportunities.

FUNDING GUIDELINES

Grant amounts will be awarded based on an organization's annual cash operating expenses, taken as an average of the organization's reported operating expenses from the 2 fiscal cycles prior to March 17, 2020.

| Organizational Operating Expenses | Maximum Grant Award |
|-----------------------------------|---------------------|
| \$10,000 - \$49,999 | \$750 |
| \$50,000 - \$149,999 | \$1,000 |
| \$150,000 - \$499,999 | \$1,250 |
| \$500,000 + | \$1,500 |

Funding levels can be impacted by the number of eligible applicants and how an application scores against the scoring rubric.

ELIGIBLE USE OF FUNDS

Grant funds may be used to support programmatic and operating expenses incurred within the eligible funding period. Funds must be used to support direct costs for activities that fulfill the mission of the grant recipient and support activities that support organizational and community resiliency as outlined in the grant submission.

INELIGIBLE ACTIVITIES AND EXPENSES

- Expenses that occur prior to or after the funding period
- Religious, political, and sports activities
- Fundraising or benefit events
- Competitions, contests, or awards to honor or recognize achievement
- Food, beverage, or catering costs
- International travel
- Capital projects, ie. construction, property renovation
- Regranting
- Lobbying activities
- Acquisition or purchase of artwork for permanent collections

INELIGIBLE ACTIVITIES AND EXPENSES

Applicants are required to demonstrate matching funds for the direct costs that support the proposed activities in an amount that is equal to or greater than the total grant amount requested. The required match may be in-kind, cash, or a combination of the two. Other grant funds from the City of Dubuque may not be used as matching funds.

APPLICATION SUBMISSION

Applications must be submitted via the online application form no later than **11:59PM on Friday, July 9, 2021**. Include only the materials requested. Changes or additional materials outside of the submission deadline will not be accepted.

TIMELINE

- **Tuesday, June 8** - Applications available at www.cityofdubuque.org/artsgrants
- **Friday, June 11 from 2-3PM** - Informational Webinar [via GoToWebinar](#)
- **Friday, July 9 by 11:59PM** – Creative Resilience grant applications due
- **August** – Notifications and contracts released
- **September** – Anticipated disbursement of funds

RATING CRITERIA

1. Impact of operational adaptations and changes made since March 17, 2020 on organization's current financial and programmatic situation. **(3 points)**
2. Proposed use of funds is clearly defined and supports activities that build resilience through arts and cultural practices for the organization and in the community. **(3 points)**
3. Overall case for support actively advances the City of Dubuque's Arts and Culture Master Plan goals and priorities. **(3 points)**

IMPORTANCE OF DIVERSITY, EQUITY & INCLUSION (DEI)

The City of Dubuque strives to be an equitable community of choice and supports organizations that advance that goal. It is important that grantees demonstrate commitment to welcoming and serving any and all Dubuque residents, integrating DEI best practices into their operations, and presenting diverse art forms, creative voices, and cultural experiences.

REVIEW OF APPLICATIONS

Applications will be scored by a panel composed of professionals in the arts, culture, or nonprofit management fields. Scoring will be reviewed by the Arts and Cultural Affairs Advisory Commission to determine funding levels and provide a recommendation for approval or adjustment by the City Council.

ACKNOWLEDGEMENT

If awarded funding, the applicant must acknowledge the City of Dubuque's support in appropriate communications pertaining to this grant. Recognition guidelines and logos are [available for download at 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, 2022. 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.

APPLICATION ACCESS AND QUESTIONS

We are committed to making our programs and services accessible to everyone. Please contact the Office of Arts and Culture Affairs at 563.690.6059 or jbrant@cityofdubuque.org to request any accommodations, translation, interpretation, or other assistance you need in completing this process. The organization submitting the application is solely responsible for the content and timely submission of this grant

SCORING RUBRIC

1. 2020 Operation Adaptations and Shifts: 3 points

| 3 | 2 | 1 |
|---|--|--|
| Applicant demonstrates initiative and creativity in adapting operations over the past year to stabilize and continue operations and community engagement. | Applicant appropriately adapted operations over the past year. | Applicant demonstrates little effort to adapt operations and/or unclear how operations were adapted. |

2. Appropriateness and Clarity of Funding Usage: 3 points

| 3 | 2 | 1 |
|---|--|---|
| Applicant clearly identifies how grant funds will be used to meet stated goal(s). Project budget and intended use of requested funds are clear and appropriate. Activity demonstrates financial support by leveraging diverse sources of cash and/or in-kind matches that are well-defined. | Applicant provides adequate information on how the grant funds will be used to achieve the stated goal(s). Project budget, intended use of requested funds and match sources are identified. | Applicant does not clearly identify how grant funds will be used to achieve the strategic goal(s). Project budget, intended use of requested funds or sources of match are unclear or inadequate. |

3. Advances the City of Dubuque's Arts and Culture Master Plan: 3 points

| 3 | 2 | 1 |
|---|--|---|
| Applicant clearly describes how the proposed activities directly align with priorities and makes a strong case for how activities will advance the goals of the City of Dubuque's Arts and Culture Master Plan. | Applicant adequately connects the proposed activities to the City's Arts and Culture Master Plan priorities. Activities described are somewhat likely to advance the Plan's goals. | How the activities align with the City's Arts and Culture Master Plan is ambiguous and minimal evidence is provided of how activities will advance the City's Arts and Culture Master Plan goals. |

FOR REFERENCE

CITY OF DUBUQUE ARTS AND CULTURE GOALS FROM THE ARTS AND CULTURE MASTER PLAN

1. **Economic Development:** Encouragement and support of arts and culture are not only quality of life issues, but also a serious economic development strategy. The contributions of the arts and artists are supported and leveraged for economic development, boosting the city's brand and aiding talent attraction and retention.
2. **Inclusivity:** Arts and culture in Dubuque promote inclusivity, diversity, harmony and understanding.
3. **Integration of Arts and Cultural Community into City Leadership:** The arts and cultural community – artists, performers, administrators, and so on – are fully integrated into the City's decision-making conversations. They are incorporated into economic development, planning, commercial, and education strategies. Leadership in these sectors communicate well with the arts community and vice-versa. In addition, the contributions of the arts and of artists to the city's prosperity are recognized.
4. **Opportunity and Accessibility:** Dubuque is a city with participatory cultural opportunities in all corners of the community. Barriers to participation, whether physical, intellectual, economic or other, are minimized or removed to encourage equitable opportunities for cultural engagement.
5. **Involvement and Participation:** Residents of Dubuque actively participate in the arts and culture. Arts and cultural entities and other sectors enable greater involvement and participation among Dubuque's citizens and visitors.
6. **Clear Policies and Strong Management:** Clear policies, guidelines and procedures enable governance of the city's arts and cultural sector and the municipality's involvement with it.

PRIORITIES AND STRATEGIES TOWARDS THE GOALS OF THE ARTS AND CULTURE MASTER PLAN

Priority A: Promote and support arts and culture as Dubuque's competitive edge.

- a. Establish multiple funding streams to support arts and cultural activity.
- b. Develop, attract and retain creative talent.
- c. Develop a regulatory or business incentive framework that promotes and protects Dubuque's arts and cultural assets.
- d. Undertake a strategic branding, marketing and communications campaign promoting awareness of Dubuque's arts and cultural community at home and in other markets and attracting participants from outside Dubuque.

Priority B: Boost capacity for arts and culture to thrive

- a. Designate and empower an individual or entity to lead development of the cultural sector.
- b. Clarify roles, responsibilities and guidelines for the Arts and Cultural Affairs Advisory Commission to best leverage their energy and knowledge to the benefit of arts and culture in Dubuque.
- c. Establish a public art policy framework conducive to the arts and cultural activity.
- d. Facilitate communication and coordination among the arts and cultural sector.
- e. Right-size facilities to meet capacity needs for rehearsal, exhibition/performance, education and administration.
- f. Develop organizational and professional capacity.

Priority C: Foster engagement at all levels

- a. Deepen appreciation for arts and culture among the general public.
- b. Provide arts education opportunities to people of all ages, skill levels, and income levels.
- c. Increase availability and accessibility of arts and cultural offerings.

- d. Nurture individual artists, from student to amateur to professional.
- e. Stimulate volunteerism.
- f. Inspire and diversify leadership.

Priority D: Cultivate connections

- a. Ensure arts and culture in Dubuque is inclusive and welcoming of people of all backgrounds and interests.
- b. Develop ties among the arts and the broader community, increasing visibility and relevance of arts and culture.
- c. Integrate leadership of the arts and cultural sector with leaders in other sectors of Dubuque by forging new relationships and strengthening existing ones between the arts and cultural sector and the business, public, non-profit and educational sectors.

Additional sub-strategies are outlined in the City of Dubuque Arts and Culture Master Plan at <https://www.cityofdubuque.org/DocumentCenter/View/36680/Master-Plan-Priorities-and-Strategies>