



## 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 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](http://www.sustainabledubuque.org).

Since then, 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. We encourage new groups or individuals to use this funding!

### Amount of Award

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

## Grant Availability & Application Timeline

Grants can be submitted at any time during the year, although they will be reviewed on a bi-annual basis and application deadlines are available at [www.cityofdubuque.org/sustainability](http://www.cityofdubuque.org/sustainability) and listed below.

Applications will be reviewed and scored by the Resilient Community Advisory Commission, which then forwards their recommendation to City Council for approval and funding. Recipients generally are notified of their status within five weeks of the grant deadline.

Funding for this program is based on the City's fiscal year, with new funds becoming available on July 1 each year. However, grant applications are reviewed in two cycles—once in September and again in March. Because funds are awarded on a first-come, first-served basis, it is possible that all available funding could be allocated during the September cycle. If this occurs, no additional funding will be available until the next fiscal year begins on July 1.

Action	Date
Grant application open	Ongoing, rolling basis
Spring grant application deadline	March 15th
Spring grant awards made	~April 20 <sup>th</sup> (2 <sup>nd</sup> city council meeting in April)
Fall grant application deadline	September 15th
Fall grant application awards made	~October 20 <sup>th</sup> (2 <sup>nd</sup> city council meeting in October)

## Grant Guidelines

1. Grant must align with a City Council Priority and address 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 or a "Powered by Sustainable Dubuque" sticker (provided by City).

## Grant Preference

The Resilient Community Advisory Commission has identified the following area as a priority for grantmaking:

- Projects that address specific actions identified in the 50% by 2030 Community Climate Action & Resiliency Plan and/or Imagine Dubuque Plan (or another City of Dubuque plan) and can demonstrate alignment will be given preference during the scoring process.

## Eligibility

Any person or 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 applicants:* Applicants who have received funding are not eligible for additional funding for one calendar year from the date of their application. Additionally, prior grantees' ability to fulfill grant requirements (reporting/reimbursements/Sustainable Dubuque acknowledgement) will be considered during scoring process. Groups who were unsuccessful in previous cycles may compete in future cycles, with the project originally proposed, or with new projects.

### **Target Audience**

Proposals must target residents or businesses located in the City of Dubuque. It is acceptable to include individuals in addition to this audience, but funds must be spent in the City limits benefiting City residents. Proposed projects that target individuals, persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, those aging in place, or high energy burden are encouraged.

### **Grant Budget**

Grant applications should clearly indicate how the funds will be used. A partial match is required and can be cash or in-kind.

### **Reimbursement Method**

The preference of the City is to reimburse 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 Director, [Gina Bell](#), to discuss other 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 within reason.

### **Required Measurement of Impact/Success + Reporting**

We want to share your successes and lessons learned with others! One requirement of this program is to measure the impact of your project. Recipients will be required to complete a final report or present the information to the Resilient Community Advisory Commission.

In addition to the required reporting metrics, applicants are encouraged to define their own measure of success in 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.

### **How to Apply**

Only online applications are accepted and should be complete by 11:59 p.m. on the relevant deadline.

[APPLY HERE](#) or visit [www.cityofdubuque.org/sustainability](http://www.cityofdubuque.org/sustainability) and scroll to Community Grants section and click apply now.

### **Additional Grant Information**

For more information or questions, please contact Sustainability Director, Gina Bell at [gbell@cityofdubuque.org](mailto:gbell@cityofdubuque.org) or 563.690.6038.

\*This statement was recommended by resident stakeholders in 2006, prior to the passage of House Bill 856 amending Chapter 19 of the Iowa State Code.



## Sustainable Dubuque Grant Application

***PLEASE NOTE: This pdf version of the grant application is provided for grant application planning purposes only. All applications should be submitted through the electronic form at [www.cityofdubuque.org/sustainability](http://www.cityofdubuque.org/sustainability). Click on the APPLY NOW button to ensure application is received and reviewed. Paper copies or scanned versions of this pdf will not be accepted nor considered for funding.***

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.

**Lead person/community group/organization(s):**

**Have you received prior Sustainable Dubuque Grant funding? Y/N**

**Project leader / Grant contact:**

**Phone:**

**Email:**

**Mailing Address:**

**Project Title:** 7 words or less

**Grant Purpose:** In 50 words or less, describe how the Sustainable Dubuque Grant will be used.

**SD Grant Narrative:** In 400 words or less, briefly describe the project/idea, the goals of the project, who will benefit, your experience impacting your community, your capacity to complete this project and why you are confident you will be able to produce results if awarded an SD grant.

**Primary City Council Goal & Sustainable Dubuque Principle:** Indicate which City Council Goal best fits your project as well as the Sustainable Dubuque Principle which your project addresses.

**Project Location:** Physical address or intersection or neighborhood in Dubuque city limits (if applicable): \_\_\_\_\_

**Amount of Sustainable Dubuque Grant Request:** Name an amount up to \$2,500 that is requested from Sustainable Dubuque.

**Total Grant Budget, Deliverables, and Timeline:** The total budgeted amount can be higher than \$2,500 if any matching fund leverage is present. A match is required for SD grants, and we do track matching resources for all awards. The match does not have to be 100% of requested funds and can be in-kind (volunteer time, supplies, etc.) or a cash match. Complete Table 1. Use \$0.00 in any SD or other sources line item that is not being asked to cover an expense item. Once complete, this table should show a clear record of total projected budget by funding source and a project timeline. Add explanatory text after the table if needed.

**Table 1. Project Budget by Deliverables and Timeline.**

Expense Item	Deliverable	Delivery Date(s)	Total Cost of Expense	Amount from SD grant	Amount from Other Sources (Match)
<i>Example: wood, screws and other supplies</i>	<i>Example: create a produce stand to share food grown in community garden with the neighbors</i>	<i>May 2021</i>	<i>\$638.00</i>	<i>\$500.00</i>	<i>\$138.00</i>
			\$	\$	\$
			\$	\$	\$
<b>Project Totals:</b>			<b>\$</b>	<b>\$0*</b>	<b>\$</b>

\*not to exceed \$2500

**Does your project align or address an action identified in the 50% by 2030 Plan, Imagine Dubuque Plan or another adopted City plan?**

<input type="checkbox"/>	Help to meet the 50% by 2030 Climate Action and Resiliency Plan goals to reduce community-wide greenhouse gas emissions, adapt to a changing climate, and grow a sustainable, resilient community by addressing an action from the plan.
<input type="checkbox"/>	Help to further actions or in direct alignment with the Imagine Dubuque Plan.
<input type="checkbox"/>	Help to further actions or in direct alignment with another adopted City of Dubuque plan. * *Plan: _____
<input type="checkbox"/>	It does not align or support a City of Dubuque plan.

**Explain how your project is in alignment with the plan(s) above:** (50-word max)

**Impact Statement:** Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s). (300-word max)

The proposed grant project programs or policies could have a unique **POSITIVE** impact on persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, aging in place, or high energy burden.

Describe the positive impact expected from this project:

Indicate which groups are impacted: (persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, aging in place, or high energy burden, Other \_\_\_\_\_)

The proposed grant project programs or policies could have a **NEGATIVE** impact on persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, aging in place, or high energy burden.

Describe the negative impact expected from this project:

Present the rationale for the existence of the proposed program or policy:

Provide evidence of consultation with representatives of the person or groups impacted:

Indicate which groups are impacted: (persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, aging in place, or high energy burden, Other \_\_\_\_\_)

The proposed grant project programs or policies **are not expected to have** a unique impact on persons or households with low incomes, low mobility access, low greenspace access, high heat impacts, low food access, aging in place, or high energy burden.

Present the rationale for determining no impact:

**All projects must include community engagement and/or community education. Please explain how you will incorporate one or both in your project. (100-word maximum)**

**How will you measure your impact and what does project success look like?** 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? Good performance measures include not only who was served but how it impacted their life/experience/situation. (300-word maximum)

**Experience Applying for this Grant** – Please help us continue to improve the Sustainable Dubuque Grant Program. Please check the box that best describes your experience filling out this form and use the additional space to explain anything else we should know about your experience filling out this grant application.

<input type="checkbox"/>	Delightfully easy! Clear, concise and I was able to share my idea without being over-burdened. (Positive)
<input type="checkbox"/>	Pretty typical grant application. If you've done one, you've done them all. (Neutral)
<input type="checkbox"/>	That was awful. I needed help, it didn't make any sense, and the application isn't worth the funding. (Negative)

Additional explanation:

## Sustainable Dubuque Community Grant Proposal Evaluation Rubric

Project title: \_\_\_\_\_

### **Scoring Criteria**

5 = Very Good, 4 = Good, 3 = Acceptable, 2 = Poor, 1 = Very Poor, 0 = Not Answered

"X" replaces "0" for essential criteria. Selecting "X" disqualifies an application.

### **Grant Narrative**

Project description and goals are clear and achievable:	5	4	3	2	1	0
Project addresses a need in the community:	5	4	3	2	1	0
Applicant demonstrates experience and/or clearly explains capacity to complete the project:	5	4	3	2	1	0
Proposed project aligns with a City Council Priority and Sustainable Dubuque Principle(s):	5	4	3	2	1	<b>X</b>

### **Budget**

Timeline and workplan demonstrate planning to produce proposed deliverables:	5	4	3	2	1	0
Budget is clear, reasonable, and detailed:	5	4	3	2	1	0
Project match (in-kind or financial) is planned and explained:	5	4	3	2	1	<b>X</b>

### **City Priorities**

Proposed project aligns with a city plan:	5	4	3	2	1	0
Proposed project aligns with the Climate Action Plan:	5	4	3	2	1	0
Proposal anticipates a positive or neutral impact on identified groups with a clear explanation to support this expectation:	5	4	3	2	1	<b>X</b>

### **Community Education/Engagement**

Proposed project incorporates community education and/or community engagement:	5	4	3	2	1	<b>X</b>
--	---	---	---	---	---	----------

### **Impact**

Plans to measure impact are planned and explained:	5	4	3	2	1	<b>X</b>
Performance measures are meaningful and relevant:	5	4	3	2	1	0

### **Notes:**