



CONTACT

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2022 Mission Grant Application

Mission Grant Overview

- Requests for \$50,000 - \$500,000
- Focus on People Attraction: Population growth, retention, and tourism
- Multi-year requests considered
- Payment structure reviewed on a per application basis
 - o Follow-up reporting required prior to application for additional funds
- Two-phase application process
 - o Phase 1: Simple Application – Tell us about your project/program and how it meets a community need.
 - o Phase 2 (invitation only): More in-depth application
 - o Presentation (finalists): Presentation with Q&A to DRA Mission Grant Committee
- Collaboration opportunities with the DRA and community partners throughout the grant cycle

Key Dates

Application Available: Monday, June 27, 2022

Application Deadline: Friday, July 15, 2022

Phase 2 Application Available (invitation only): Monday, August 1, 2022

Phase 2 Application Deadline: Friday, August 12, 2022

Grant Award Announcement: Tuesday, September 27, 2022

Focus for Grant Applications

All requests for funding in 2022 should tie to the mission of **People Attraction: Population Growth, Retention and Tourism**. This aligns with the DRA's mission of providing social, economic and community betterment and lessening the burden of Dubuque city and area government, as well as our vision of being a dynamic community resource, acting as a catalyst to enhance the quality of life and financial well-being of the tri-state community.

Capacity Building vs Material Purchases

Historically, the DRA has funded mostly material items, in 2022 funding preference will be given to applications with capacity building alongside of material purchases.

What is Capacity Building?

Capacity building is the process of developing and strengthening the skills, instincts, processes and resources that organizations and communities need to survive, adapt and thrive in a fast-changing world.

Examples of capacity building activities and potential projects:

- Planning Activities: Organizational assessments, strategic planning, creating a development plan/strategy.
- Donor Development: Marketing/communications, online donor portals, improvements to the donor experience.
- Strategic Relationships: Strengthening relationships with professional advisors and/or nonprofit partners.
- Internal Operations: Improvements to donor database/financial management system, volunteer management, organization website.
- Professional Development: Staff, contractor, or affiliate volunteer(s) attendance at regional/national conferences, local or online trainings.
- Financial Audits: First time audits which can open additional funding opportunities for the organization.
- Organization Marketing: Website creation/design, marketing materials, materials to help promote the organization externally.

Types of Organizations that Can Apply

Nonprofit organizations that meet eligibility requirements are encouraged to submit a grant application. The DRA considers each unique application on a case-by-case basis, with the overall goal of **people attraction: population growth, retention, and tourism**.

Applications will be considered from organizations in all sectors including:

- Arts & Culture
- Civic & Community Development
- Education
- Emergency Services
- Health & Human Services
- Recreation
- Veterans

Coverage Area

The DRA's geographic focus is the tri-state area. The primary focus being Dubuque and contiguous counties, including Grant, Lafayette and Iowa counties in Wisconsin and Jo Daviess county in Illinois.

Eligibility

- Applicants must be a non-profit, tax-exempt organization that has received 501(c)(3), 501(c)(4), 501(c)5, 501(c)6, 501(c)(7), 501(c)(8), 501(c)(10), or 501(c)(19) designation from the Internal Revenue Service or must be a unit of political subdivision (i.e., Conservation Districts).
- Organizations are not allowed to share or borrow a 501(c) status with another organization. The name on the application must match the name on the IRS-issued letter.
- Only one application per 501(c) or equivalent tax-exempt organization will be accepted.

- Individual schools, churches, and volunteer fire departments will not need a 501(c) letter. They are either exempt by law or fall under a blanket exemption because of their ties to a municipality.
- Cities/villages/towns/counties are allowed one application. A statement of support from the city/county administrator endorsing the project must be included with the application.

Schools

- School applications must be submitted through the district office. If there is no district office, submission must be approved by the school principal or administrator.
- One district application should be submitted to encompass all schools within the district.
- School Districts including Dubuque Community Schools, Western Dubuque Community Schools, Holy Family Schools, Maquoketa Community School District and Monticello Community School District: **one** application should be submitted on behalf of the entire school district. While individual projects at each school will be considered, we encourage an application that can benefit the entire district.
- If an affiliated organization is applying on behalf of the school, the affiliated organization must hold a 501(c) in its own name and a letter from the principal/administration must be included with the application. The letter must state that the school/district does not intend to submit an application and the organization is applying on their behalf.

Limitations

The DRA will not fund the following though the mission grants:

- Endowment funds
- Political causes, candidates and lobbying efforts
- Individuals, including scholarships and personal benefits
- Debt incurred or purchases made prior to calendar year 2022

Scoring

Applications will be scored on the following:

- Alignment with the DRA Mission: People Attraction (population growth, retention, tourism)
- Alignment with their organizations Mission
- Is there a clear plan on how to incorporate Diversity, Equity and Inclusion into their work
- Nature of Need: Is the program/project unique or are other organizations doing the same thing
- Partnerships: Other organizations/groups you work with to accomplish the overall goal of the program/project
- Overall Impact: What is the impact for the community and is there sustainability beyond initial award of fund

Recognition of Funding

The DRA has created guidelines to assist organizations with properly recognizing the DRA for funding this includes, but is not limited to:

- Press Release
- Social Media Post
- Logo Lock-up
- Signage

All questions related to Mission Grants should be directed to info@dradubuque.com.