Grant Guidelines

What is the CFGD Grants for Tech program?
Grants for Tech is an innovative approach to assist nonprofits that do not employ IT staff within the Dubuque area. Through a partnership with the University of Dubuque nonprofits can apply to receive technology assessments. The grant program will pay for technology improvements, training and services for nonprofits to help make their organizations more effective and grow stronger. Grants awarded will be a minimum of $2,000, with a maximum grant award of $10,000.

Eligibility
Eligible organizations are within the Dubuque area including 501(c)3 nonprofits, church, school or government organizations that do not employ IT staff. Organizations must operate in a manner that no applicable anti-discrimination laws are violated. Only one proposal may be submitted per organization each year.

Matching Fund Requirements
Organizations are required to demonstrate a match for the implemented project. The match amount is based on the requested grant amount.

The match (cash or in-kind) can be fulfilled in the following ways:

- Any portion of the project's cost paid directly by the nonprofit or its donors/funders or through a special financing arrangement;
- In-kind labor or personnel costs paid by the nonprofit or its donors/funders;
- Services or equipment donated by a third party, if the nonprofit can provide appropriate documentation of the value of services
-

The match rate depends on the organization's budget:

- Match of $0.50 to $1 (cash or in-kind) for organizational budgets of under $500,000 (50% of the funding)
- Match of $1 to $1 (cash or in-kind) for organizational budgets of $500,000 more (100% of the funding)

The Process
Assessment Application
Eligible nonprofit organizations may submit their Assessment Application online from August 26 to September 17 via our grants management system, [GOapply](#).

The Assessment
The first step is to identify existing issues or potential opportunities for improvement in technology hardware, software, equipment, and services. These issues will be evaluated through a Technology Assessment. An Assessment award is not a cash grant, but a service performed for the nonprofit by a small group of University of Dubuque students. The assessment and the report prepared following the assessment seek to improve the efficiency of technology by examining their intended function for the organization.

Selected organizations will be invited to the University of Dubuque where they will meet their student group and will schedule the technology assessment. The initial assessment typically lasts approximately two hours. The assessment involves examining the nonprofit's existing technology and hardware/software. The University of Dubuque student group will complete the assessment and complete a detailed report for the organization. From start to finish, the assessment process can up to several weeks.

Grant Guidelines

Assessment Report

The end goal of the assessment is to provide a prioritized list of possible purchases, upgrades or training to optimize efficiency as well as cost estimates for those upgrades. Once the group completes the Assessment Report, it will be shared with the nonprofit. The costs shown in the Assessment Reports are estimates only.

Project Plan

Selected nonprofits will be required to submit their Project Plan with their approved Implementation Chart online by January 31, 2025 via our grants management system, GOapply. Implementation Charts will be drafted by the student group and submitted by the nonprofit with their Project Plan.

Project Implementation

The University of Dubuque students will provide project management in the implementation of the projects in the second semester of the year. Nonprofits are required to complete a Project Plan and a Implementation Chart. In the Implementation Chart, applicants are asked to describe the technology the organization would like to implement based on the recommendations in the Assessment Report.

Evaluation

Evaluation is critical to the success of the CFGD Grants for Tech program. The evaluation strives to assess the impact of the grant on the organization's efficiency and cost savings and changes in their knowledge of technology and hardware/software. The evaluation also measures the grantee's level of engagement in the project. Information about the Grants for Tech process is collected to determine how well the program was implemented and identify any areas for improvement.

Applying:

Eligible nonprofit organizations may submit their Assessment Application online from August 26 to September 17 at: https://goapply2.akoyago.com/dubuque/application/grantsfortech2024

Process and Timeline

Upon successful submission of the online application, a more detailed timeline for the full scope of the project will be provided.

Questions? Contact Gretchen Corcoran, Grants Manager, at 563-588-2700 or gretchen@dbqfoundation.org for assistance.