



ANC 4D Community Grant Guidelines

ANC 4D awards community grants in accordance with D.C. Code, Section 1-264, as amended by D.C. Law 13-135, authorizing ANC's to award grants to organizations for public purposes.

General Guidelines:

To be considered for a grant, a written grant application must be submitted by a nonprofit, volunteer or school-related group which must demonstrate that the project for which they are requesting support will:

- Serve, in part or in whole, the public and/or public good within the geographical boundaries of ANC 4D.
- Address one or more of the grant priorities set by ANC 4D.
- Not replicate any existing services provided by the D.C. government
- Funds must be used for the purpose stated in the grant application/proposal.

Eligibility Requirements:

Group/organizations must be located in or provide substantial benefit to residents of 4D.

Applicants may not receive funding for more than one project in one fiscal year. Priority will be given to applicants who have not received grant funds from ANC 4D within the past 3 years.

Example of Grants That Are Permissible:

- To Parent-Teacher Associations, to fund such activities as computer literacy programs, musical instruction programs, or local cultural education field trips.
- To Neighborhood civic associations, for projects or activities of a public nature that benefit the Commission area. (e.g. plant flowers or improve public spaces)

The ANC may not award a grant except pursuant to a majority vote of the ANC at a public meeting following a public presentation of the grant request.

Grant Priorities:

- Arts and Cultural Education and Projects
- Extra-Curricular Educational Activities for Pre-K-12 students
- Media

- Neighborhood Beautification Activities
- Parks and Recreation Projects
- Public Safety Projects
- Senior Citizen Programs/Activities
- Youth/Adult Education Projects

Other _____

Funding Available:

Grants range from \$100 to \$1,500. In general, no eligible organization will receive more than \$1,500 in grant funding from ANC 4D in a single fiscal year.

Grant Limits:

ANC 4D will not award grants under the following circumstances:

- To a “for profit” organization or similar private enterprise.
- To an individual.
- For political partisan or lobbying activities.
- For food and entertainment.
- For projects that propose to provide transportation or overnight accommodations.
- For non-public purposes or where services are provided for personal gain.
- For a grantee’s political position, or in support of a position taken by the Commission.
- To be used to support religious or partisan advocacy activities.
- To provide funding to compensate individuals for services usually performed by adult volunteers or organization officers.
- No grant may be used to pay salaries or support fundraising activities.

Application Process:

Organizations interested in applying for an ANC 4D Community Grant must:

- Complete the application form and provide supplemental supporting documents, if applicable, by the application deadline. (Application deadlines are: Spring - - April 30th; Fall - - October 31st).
- If the application meets the basic eligibility criteria, the applicant must present its proposal orally to the ANC 4D for consideration at the first regular ANC meeting following the deadline.
- ANC 4D will vote on the eligible application presented at the next ANC public meeting after the meeting at which the presentation was made.
- If approved, grant recipient will receive their grant check within 30 days of the vote, and must deposit and use the funds within 60 days of receipt of the check.

Submission Requirements: (Submit one original and 5 copies)

- Completed and signed application form
 - Description of project, quantify and location of people that will benefit, and how they will benefit – two (2) pages maximum
 - Goal and objectives of project
 - Resume of key personnel involved in the project (one page max)
 - Cost estimates (including commercial invoices and/or price quotes on business letterhead)
 - Complete project budget on Project Budget Form
 - A budget narrative describing each budget line item (if appropriate)
 - Support materials (slides, audio/videotapes, emails, letters of support, reviews, etc.) that would aid the Grant Committee in considering your application. (Applicants should include a self-addressed stamped envelope if they wish to have their work returned to them.)
 - Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Commission.
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GRANT TIMELINE:

- Applicant submits form
- Grants Committee evaluates proposals and makes recommendations to full ANC 4D Commission.
- ANC 4D regular commission meeting. Commission will vote on recommendations from the Grants Committee. Applicants must be present and present their application.
- Applicants will be sent notification whether their proposal was approved or denied. Successful applicants will discuss disbursements of funds with ANC 4D Treasurer.
- Project expenditures must be completed within 60 days of disbursement of funds.
- Grant Committee meets to evaluate success of projects.

Accountability:

All grant recipients must explicitly agree to adhere to these grant guidelines as a condition of receiving an ANC 4D Community Grant.

Reporting Requirements:

Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission documents that include an explanation of the use of funds, goals or objectives of project and how the grant was used to directly benefit the ANC 4D Community, complete with receipts which support the expenditures. While not required, ANC 4D would welcome copies of letters, photos, slides, audio/videotapes, testimonies/reviews, brochures, etc. from those that have benefited from the project/activity.

If the 60-day time period has elapsed and the grant recipient fails to submit the required documentation, ANC 4D will send a written reminder to the grantee of the requirement. If the grantee fails to respond with the required documentation within a reasonable time, the grantee will be deemed to have violated the terms of the ANC 4D grant. The penalty for noncompliance with the grant terms will be the forfeiture and required return of unaccounted for grant funds. In addition, the offending organization will not be eligible to receive future ANC 4D grant funds. ANC 4D will contact the Office of the Attorney General to initiate proceedings for the return of forfeited grant funds from the grantee organization.

Criteria for Evaluating Grants:

In deciding whether to approve a grant, the Commission may consider, by way of example and not limitation, the following criteria:

- The number of persons and the diversity of groups to be served by the grant within ANC4D;
- Whether the grant funds will be used to purchase items that will have a greater frequency of use and/or longevity of use;
- Whether the applicant will use District of Columbia vendors and or services to implement the purpose of the grant, unless those resources are unavailable in the neighborhood or District of Columbia;
- Whether or not the grant funds will be used to purchase green products and services; and
- Whether the grant will serve to better human well-being.

Publicizing the Community Grant Program:

ANC 4D Community Grant process will be semiannually announced on March 1st , for the April 30th proposal deadline, and September 1st for the October 31st proposal deadline, in both cases generally using the following media and conventional outlets:

- Petworth News
- Petworth Listserv
- ANC 4D Official Website
- Flyers Posted (e.g. Library, Churches, Businesses)

Further, ANC 4D will develop and maintain an email list of nonprofit organizations, schools and community/civic groups serving our community that the ANC will use to provide notice of upcoming ANC 4D grant opportunities.

Internal Process:

ANC 4D will establish a Community Grant Committee comprised of all six ANC Commissioners. The Committee will be charged with the responsibility for:

- Establishing eligibility of applicants.
- Ensuring that all necessary paperwork is in order.
- Researching any related matters.
- Following up with grant recipients to ensure timely receipt of required follow-up reports.