

## **Advisory Neighborhood Commission (ANC) 4C Small Grant Guidelines & Application**

**Modified June, 2016**

### **RULES AND REGULATIONS**

- 1) Application must be in writing with digital files or online form being preferred, but not required.
- 2) Application may be submitted at any time during the year. (Please note the Commission may not meet in August). Applications can be submitted via email to [anc4cgrants@gmail.com](mailto:anc4cgrants@gmail.com).
- 3) Application should be submitted to the full ANC 4C. The ANC will determine how best to internally manage the review process. The SMD Commissioner in which the project will occur is designated as the point of contact for the application. If the seat is vacant or the SMD Commissioner declines, the Chair will designate a replacement from among the Commission.
- 4) An application will be voted on by the 4C Commission, at a properly noticed meeting, with a quorum present, during its monthly public meeting, which is held on the second Wednesday of each month.
- 5) The applicant, (or applicant's representative), must be present at the public meeting to answer questions that may arise. The ANC will notify the applicant of the meeting time and location where their grant application will be voted on.
- 6) A single organization or individual applicant may submit only one application in each fiscal year, provided that there are no outstanding receipts or reports due from any previous year's approved grant request. If the ANC votes to increase the maximum grant award, applicants who submitted an application before that date in the same fiscal year may submit a second request for the difference between the original maximum grant award and the new maximum grant award.
- 7) Grant recipients must submit supporting documentation, reflecting the grant funds use, no later than 60 days following receipt of the funds from the ANC.
- 8) Grant recipients who fail to submit required documentation shall be precluded from applying for grants in the future, until such time as the documentation requirements have been met and satisfied.
- 9) Grant awards must benefit residents of ANC 4C residents;
- 10) Grant award must not exceed \$1,000.00.
- 11) Grant award must not exceed 75% of total costs of event.

### **Reporting Requirements:**

*Applicants who are selected for a grant award must provide, within 60 days from the date appearing on the check, a report to ANC 4C detailing the use of the funds. Funds must be spent within that 60-day period. Please use the attached reporting form. This form, once provided, will be reviewed for accuracy by ANC 4C and forwarded to the auditor's office as part of ANC 4C's quarterly reporting period requirements.*

*Please note that the completed report form must be consistent with the original grant application and must include receipts in support of the expenditures. If the 60-day time period has elapsed and the grant recipient fails to submit the required documentation after the ANC has sent a*

*written request, the ANC can request the return of the grant funds and inform the recipient that his/her organization will not be eligible to apply for future grants. A copy of the letter requesting the return of the grant funds will be forwarded to the Office of the Attorney General (OAG) for their information and possible assistance in effecting the return of the grant funds.*

*Should an applicant need an extension of time to file the report, there must be extenuating circumstances out of one's control to grant such a request; such as, an extended period of wet weather for a beautification project, a fire, where records were destroyed, a prolonged illness or death of a principle person involved in the applicant's request or the like.*

*Report filing extensions will only be granted for a maximum of 30 days (1 month), if ANC 4C agrees there are extenuating circumstances, and must be accompanied by a written request presented to ANC 4C. It is at the complete discretion of ANC 4C to issue an extension to any report-filing deadline.*

## **OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR**

### **Statutory Guidelines for ANC Grant Awards**

#### *I. Statutory Guidelines for Grant Awards*

- *D.C. Code, Section 1-264, as amended by D.C. Law 13-135, authorizes ANCs to award grants to persons or organizations for public purposes.*
- *The Auditor encourages ANCs to adopt guidelines for the consideration and award of grants. A grant applicant must:*
  - *Submit a written grant application to the Commission;*
  - *Describe the proposed project for which the grant is requested;*
  - *State the expected public benefits; and*
  - *State the total cost of the project including other sources of funding.*
- *A grant may not be awarded unless that grant is awarded pursuant to a vote of the Commission at a public meeting.*
- *A grant request may be made by a person or an organization proposing to provide services that are public in nature and benefit persons who reside or work within the Commission area. The services proposed should not duplicate those that are already performed by the District government.*
- *Expenditures for grant awards should be supported by documentation (e.g. vouchers, grant request letter and/or proposal, and minutes of the meeting in which the Commission approved the grant).*
- *Grant disbursements and supporting documentation should be included in quarterly financial reports submitted to the Office of the District of Columbia Auditor.*

These Grant Guidelines replace any and all previous Grant Guidelines

- *Within 60 days after the grant award is disbursed to the grantee, the grant recipient shall forward to the Commission a statement as to the use of the funds. The use of the funds should be consistent with the grant application approved by the Commission.*

*II. Examples of Grants Which Are Allowed*

- *Parent-Teacher Associations to fund such activities as computer literacy programs, musical instruction programs, or local cultural education field trips.*
- *Neighborhood civic associations for projects or activities of a public nature that benefit the Commission area.*

*III. Examples of Grants Which Are Prohibited*

- *Grant awards should not be made for non-public purposes or where services are provided for personal gain.*
- *Grant awards should not be made conditional on a grantee's political support or support of a position taken by the Commission.*
- *Grant awards should not be made to a District agency or program funded by the District Government.*
- *Grant awards should not be made where the funds will be used to purchase food and/or entertainment, or to support festivals.*
- *Grant awards should not be made to an individual in that they are deemed non-public purpose expenditure.*

## ***Examples of Some Allowable and Prohibited Expenditure for Advisory Neighborhood Commissions***

### **Allowable Expenditures**

#### **Expenses of Commissioners in performance of services official duties**

*Local Travel*

*Light refreshments (cookies)*

#### **Consultant/contractual services**

*Legal representation of the ANC before an Administrative Agency*

*Rent for meeting or office space*

*Contributions in place of rent*

*Purchase of computer equipment Purchase of motor vehicles*

*Grants to community groups for a “public*

*Grants that duplicate existing government purpose*

*Office supplies, materials*

*Property Insurance*

*Staff salaries and benefits*

#### **Postage, telephones, or utilities**

*Printing and reproduction*

### **Prohibited Expenditures**

#### **Compensation for Commissioners**

*Out-of-town travel expenses*

*Meals (sandwiches)*

#### **Personal subsistence contributions**

*Litigation or support of litigation by others*

*Contributions in place of rent*

*Purchase of motor vehicles*

*Grants that duplicate existing government services*

*Party supplies*

*Life insurance for Commissioners*

*Cash gifts*

*Dinners*

#### **Partisan political activities**

*Tickets for benefit dinners*

# **GRANT APPLICATION**

**Date of Application:**

**Grant Amount Requested:** \_\_\_\_\_

**Name of Organization Requesting Grant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:**

**Alternate Telephone:**

**Fax:**

**Email:** \_\_\_\_\_

- 1) Briefly describe the program for which funds are sought. Include a statement about the project goals and objectives. Attach additional documents if necessary, such as organizational background, mission statement, etc.
- 2) Where will the project be implemented?
- 3) When will the project begin and end?
- 4) Describe how residents or organizations within ANC 4C will benefit from the project. Describe who will be affected by or participate in the project.
- 5) Please attach a detailed budget of what the project will cost. Please indicate how the ANC Commission 4C grant funds will be spent.
- 6) What percentage of the total cost will be covered by the ANC grant?
- 7) Have you obtained funding from other sources for this project? If yes, please describe; if not will you seek additional funding for this project?
- 8) If your grant involves use of a public or private space, please describe the steps you have taken to ensure that trash cleanup and removal will occur in a timely fashion at the conclusion of this event.

- 9) Please attach letters of support for your proposed project or any other materials that you feel will aid the commission's consideration of your application, i.e., your organization's articles of incorporation, annual report, list of board of directors, staff list, copy of tax exemption letter from DC and/or IRS.

**Signature of Person Submitting Application:**

Date: \_\_\_\_\_

*This signature indicates that you have read and understand the Office of the District of Columbia Auditor's statutory guidelines for ANC grant awards (attached to this form). A digital signature shall be accepted.*

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