



DC Advisory Neighborhood Commission 4A
7600 Georgia Avenue, NW, Suite 205, Washington, DC 20012

COMMUNITY GRANT GUIDELINES and APPLICATION

(Effective December 7, 2011)

I. Statutory Guidelines for Grants Awards

Advisory Neighborhood Commission (ANC) 4A awards community grants in accordance with D.C. Code, § 1-309.13. [Formerly §1-264] as amended by D.C. Law 13-135, authorizing ANCs to award grants to organizations for public purposes.

II. General Guidelines

- A grant request must provide goods and/or services that are public in nature and benefit persons who reside within the ANC 4A Commission area.
- A grant may not replicate services already provided by the District government.
- Grant funds must be used for the purpose stated in the grant application/proposal.
- Grant funds **cannot** be issued:
 - i. to individuals;
 - ii. to “for-profit” organizations;
 - iii. for political activities;
 - iv. for food or entertainment activities or festivals
- Grants can only be awarded to non-profit organizations.

III. Application Process:

- A. Grant request must be made on an ANC 4A grant application form. Forms are available from the ANC 4A Chairperson, from your Single Member District (SMD) commissioner or the ANC website.
- B. Grant applicants, meeting the eligibility requirements, must present the completed applications/proposals orally to ANC4A consideration at a regularly scheduled ANC meeting. (Completed applications must be submitted to the ANC chairperson a minimum of 15 days before the next regularly schedule monthly ANC meeting).
- C. Grant applicants will be notified of the date and time of the meeting where they will be required to present their proposal to the commission.
- D. The ANC will vote on eligible applications following the presentation by the grant applicant. If approved, applicants will receive the funds within 30 days of approval.
- E. Within 60 days following the approval of the grant, the grant recipient must submit to ANC 4A a statement verifying the use of the funds with receipts that support the expenditures. If the grant activity is not to occur during the first 60 days, ANC 4A can approve the grant but not release the check until the activity is to occur or check is needed. Upon release of the check the 60 day period begins.

IV. Funding Available/Budget Period

Grants range from \$100.00 to \$3,000.00. Organizations are eligible to receive no more than \$3,000.00 from ANC 4A in a single fiscal year.

V. 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:

- A. The number of persons and the diversity of groups to be served by the grant within ANC 4A;
- B. Whether the grant funds will be used to purchase items that will have a greater frequency of use and/or longevity of use;
- C. 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;
- D. Whether or not the grant funds will be used to purchase green products and services; and
- E. Whether the grant will serve to better human well-being.

VI. Accountability

Grant recipients **MUST PROVIDE A REPORT** to the Commission on the status and use of grant sixty days (60) following disbursement.

The report should include the following information:

- Description of the use of grant funds
- Description of benefits derived from grants
- Copies of receipts, invoices, etc. to show/verify use of funds.

If receipts are not submitted to ANC 4A within the 60 day window, ANC 4A will first remind the grantee of the requirement; if still no response after two weeks, the Office of the DC Auditor will be notified. If the grantee still remains out of compliance, the matter will be referred to the Attorney General for the District of Columbia. **ANY RECIPIENT ORGANIZATION THAT FAILS TO PROVIDE A REPORT WITHIN THE TIMEFRAME SPECIFIED BY THE COMMISSION SHALL NOT BE ELIGIBLE FOR FUTURE GRANTS.** Any grant funds awarded to a recipient that are not expended within sixty days of receipt must be returned to the Commission, unless the Commission votes otherwise. Any funds expended for purposes not authorized by the Commission must be reimbursed to the Commission.

VII. Nullification and denial of a grant

A grant that is inconsistent with any statute or regulation of the United States or the District of Columbia is null and void to the extent of its inconsistency. The Commission is not liable for any costs incurred by the grant applicant in preparing or presenting the grant, or as a result of its approval or denial. The grant applicant must remit to the Commission any funds received in violation of statutes or regulations.

ANC 4A GRANT APPLICATION

SUBMIT ONE ORIGINAL PACKET and 7 COPIES, COLLATED, BINDED CLIPPED OR STAPLED, of the signed application form and its attachments to ANC4A Chairperson at:

Advisory Neighborhood Commission 4A Chairperson

**Attn: Grants Application
7600 Georgia Avenue NW, Suite 205
Washington, DC 20012
Tel: (202) 450-6225
Email: 4A@anc.dc.gov**

I. Application Contact Information

Name of Applicant: _____

Address of Applicant: _____

Telephone (day) : _____ Telephone (eve): _____

Fax Number: _____ E-Mail Address: _____

Organization Represented: _____

Address of Organization: _____

Single Member District (SMD): _____

II. General Area of Grant: (Please check one)

- Neighborhood Beautification Activities
- Historic Preservation Projects
- Arts and Cultural Education Project
- Extracurricular Education Activities for Pre K -12 students
- Senior Citizen Program
- Public Safety Programs

- Other _____

Total Project Budget: _____

Amount Requested from ANC4A: _____

PLEASE ATTACH THE FOLLOWING TO THE APPLICATION FORM.

Collate in the exact order listed below. Use 8 1/2 x11 sheets.

___ **Organization’s Letter of Support (Max 1 Page)** - Letter on organization’s letterhead stating its support and accountability for project signed by president/chairperson.

___ **Project Description (Max 4 pages)** – Describe the project and its goals and how the project will impact and serve the community. State project background and give the location of the project. Give the target date of completion of project.

___ **Project Budget** – A complete budget listing all items, income and expenditures.

___ **Artistic Drawing/Illustration** of proposed project.

ADDITIONAL QUESTIONS:

1. Is the applicant a nonprofit organization (501C3 - see definitions below)? Yes___No ___

2. Is the applicant a nonprofit organization (501C4 see definitions below)? Yes___No ___

3. Has the applicant applied for an ANC 4A grant before? Yes___No___

If yes, when_____ and for how much \$_____?

Was it granted? Yes_____No_____

4. Does the applicant currently receive funding from the District government for the project or anything connected to the project?

Yes_____No_____ If yes, what agency_____ and for how much \$_____?

5. Is the project/activity for which the applicant seeks funding supported by other grantors/donors? If yes, please list them in Project Budget section of your application.

I hereby certify that the information in this application and its attachments are true and correct to the best of my knowledge.

Signature_____Date_____

ANC 4A INTERNAL USE

Applicant’s Presentation Date: _____

Application Voted On Date:_____Approved___Not Approved___

Amount Awarded_____Date_____

Check Number_____

60 day Project Report Due on:_____

DEFINITIONS

501(c)(3) – Formally established

501(c)(3) exemptions apply to corporations, and any community chest, fund, cooperating association or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, to foster national or international amateur sports competition, to promote the arts, or for the prevention of cruelty to children or animals.. These bodies are often referred to in shorthand form as "Friends of" organizations.

Another provision, [26 U.S.C. § 170](#), provides a deduction, for federal income tax purposes, for some donors who make charitable contributions to most types of 501(c)(3) organizations, among others. Regulations specify which such deductions must be verifiable to be allowed (e.g., receipts for donations over \$250). Due to the tax deductions associated with donations, loss of 501(c)(3) status can be highly challenging to a charity's continued operation, as many foundations and corporate matching programs do not grant funds to a charity without such status, and individual donors often do not donate to such a charity due to the unavailability of the deduction.

501(c)(4) – Formally established

501(c)(4) organizations are generally civic leagues and other corporations operated exclusively for the promotion of social welfare, or local associations of employees with membership limited to a designated company or people in a particular municipality or neighborhood, and with net earnings devoted exclusively to charitable, educational, or recreational purposes. 501(c)(4) organizations may lobby for legislation, and unlike 501(c)(3) organizations they may also participate in political campaigns and elections, as long as campaigning is not the organization's primary purpose. The tax exemption for 501(c)(4) organizations applies to most of their operations, but contributions may be subject to gift tax, and income spent on political activities - generally the advocacy of a particular candidate in an election - is taxable.