

ANC 1C Grant Guidelines and Policy Statement

Revised 3/2/2005

1. **Application.** Each grant request must be made on a grant application form approved by the Commission. (The application form is available from the Commission on the ANC 1C Web site at www.anc1c.org, as well as via fax, e-mail, or in person from individual commissioners.) An applicant must either be a 501(c)3 non-profit organization, or must arrange for a 501(c)3 non-profit organization (preferably in the Adams Morgan community) to receive and manage the grant funds on its behalf. Applicants must attach a copy of their organization's Form 990, or similar disclosure documentation (such as, an annual report), to the application. ANC 1C will accept and consider only those grant applications that fall within the ANC's funded grant making priorities for the year in which the application is received.
2. **Funding limit.** Grants shall be limited to \$1,000 per applicant per fiscal year.
3. **Budget period.** Funds available for a grant are those funds that have been budgeted by ANC 1C for grants in the period in which the grant is being voted on by the Commission. Budgets will be based on annual cycles.
4. **Consideration of grants.** Ten (10) copies of the grant application are due (postmarked or handed to the ANC 1C Grants Committee Chair) on the 10th of the month. The ANC 1C Grants Committee Chair will distribute a copy of the application to each commissioner, retaining one copy for the ANC 1C grant files. The application would then be considered at the standing ANC 1C public meeting on the first Wednesday of the following month. (Example: an application received April 10th would be considered at the meeting on the first Wednesday in May.) No grant applications will be accepted, nor will any grants be awarded, during the first three months and the final three months of an ANC term.
5. **Itemizing expenditures.** Applicants must submit an itemized budget, project specific, along with their grant application, explain what the money from an ANC 1C grant would be spent for, and indicate whether there is a demonstrated need for a grant from ANC 1C. If the Commission approves less than the total applied for in the application, it may earmark funds approved for specific items listed in the application or for specific categories of expenditures. ANC 1C grants may not be used by the applicant for paying overdue bills, administrative costs, or organizational operating expenses; ANC 1C grants are not intended as emergency funds.
6. **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. whether the grant funds would be used primarily to aid residents or organizations in the Adams Morgan ANC's geographic area;
 - b. whether funding is available to the applicant from other sources;
 - c. whether the applicant has sought funding from private sources;
 - d. whether the persons served by the grant have limited income or opportunity to obtain the services or goods provided for in the grant as individuals;
 - e. the number of persons and the diversity of groups to be served by the grant;
 - f. whether the grant will serve the population as a whole or a limited number of persons;
 - g. whether the grant funds will be used to purchase items that will have a greater frequency of use and/or longevity of use;
 - h. whether the applicant will use Adams Morgan and/or 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;
 - i. whether or not the grant funds will be used to purchase "Green" products and services;
 - j. whether the grant will serve to better human well being;

7. **Prohibited Grants.** Grant funds are not available under any circumstances:
 - a. to "for profit" organizations;
 - b. to individuals;
 - c. for projects that do not directly affect the ANC 1C community, except that such funds are available to support a broader based organization that also works in the ANC 1C community and directly benefits its constituency area;
 - d. to provide existing services already provided by government or other agencies in the community;
 - e. for food, beverages or entertainment (including block parties or festivals);
 - f. for partisan political activities;

8. **Accountability.** Grant recipients **MUST PROVIDE A REPORT** to the Commission on the status and use of grant funds every 60 days following disbursement. Any grant funds awarded to a recipient that are not expended within six months 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. If the Commission votes to extend the time by which funds not expended within six months may be expended by the recipient, the recipient shall provide a final report of its expenditures within two months after the date of such extension(s) of time or return such funds. **ANY RECIPIENT THAT FAILS TO PROVIDE A REPORT WITHIN THE TIMEFRAME SPECIFIED BY THE COMMISSION SHALL NOT BE ELIGIBLE FOR FUTURE GRANTS.** Grant recipients must also make full program documentation and financial disclosures available to ANC 1C and the public.

9. **Waiving the grant policy.** The Adams Morgan ANC may waive the provisions of this grant policy for a grant application that is inconsistent with these policies. Under no circumstances may the provisions of section 7 ever be waived. This must be done on a grant-by-grant basis. Waivers may only be given at a regularly scheduled business meeting of the ANC. The vote must be a 2/3 vote, of the Commissioners present, in favor of the waiver(s).

This must be a separate vote before the actual vote to approve the grant. The vote to approve the grant will only require a majority vote of the Commissioners present.

10. **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 or the District of Columbia any funds received in violation of statutes or regulations.

The following Grant Making Priorities for Calendar Year 2005 are established for ANC 1C

1. Organizations whose annual revenue stream is \$50,000 or under.
2. All Volunteer Organizations.
3. Organizations based in Adams Morgan as defined by the boundaries of ANC1C

ANC 1C GRANT REQUEST FORM
Advisory Neighborhood Commission 1C P.O. Box 21652 Washington, DC 20009

Date (MM/DD/YYYY) _____ Amount Requested _____

Applying Organization _____

Address Of Organization _____

Person submitting Application _____

Phone Number _____ Email Address _____

Organization website _____

Does your organization have 501(c)(3) status?

Yes Attach a copy of your exemption

No Indicate the 501(c)3 organization that will receive and manage the grant funds on applicant's behalf _____

Has your organization applied for a 501(c)(3) status?

Yes

No

Has your organization previously applied for a grant from ANC 1C

Yes For how much? \$ _____

What year (latest)? _____

Was it granted?

Yes Was follow-up report given to the Commission?

Yes

No

No

No

Does your organization currently receive funding from the DC Government?

Yes How much annually? \$ _____

From what office? _____

No

Is the organizations Annual revenue stream less than \$50,000?

Yes No _____

Is the organization an all volunteer organization?

Yes No _____

Is the organization based in Adams Morgan as defined by the boundaries of ANC1C?

Yes No _____

