

## Grant Guidelines and Policy Statement

1. **Application.** Each grant request must be made on a grant application form approved by the Commission. The ANC 1C grant application is available on the ANC 1C's website at <http://anc1c.org>. Grant applicants must be a 501(c)(3) non-profit organization or must arrange for a 501(c)(3) non-profit organization (preferably located in and serving the Adams Morgan community) to serve as the fiscal agent in order to receive and manage the grant funds on its behalf. Applicants must provide proof of non-profit status (e.g., attach a copy of the Internal Revenue Service (IRS) or DC Office of Tax & Revenue tax exemption letter or similar disclosure documentation to the application).
2. **Funding Limits and Timelines.** Grant making shall occur on a rolling basis throughout the year. Grants will be made in the amounts of \$1,000, \$2,000, and \$4,000 per applicant per calendar year.

Twice a year, ANC1C will conduct a proactive call for grants to build awareness of the grant process in community organizations. These calls for grants will adhere to the following schedule:

- February: Call for grants
- March: grants due (second Wednesday of the month)
- March: Consideration of grants at Public Services and Environment Committee meeting (fourth Wednesday of the month)
- April: Awarding of grants at ANC monthly meeting (first Wednesday of the month)
- June: Call for grants
- July: grants due (second Wednesday of the month)
- July: Consideration of grants at Public Services and Environment Committee meeting (fourth Wednesday of the month)
- August: Awarding of grants at ANC monthly meeting (first Wednesday of the month)

Please note that ANC 1C welcomes submission of grant applications outside of this schedule; however, grants cannot be awarded within the first three months or last three months of the two-year ANC term. Please refer to the ANC 1C website for information on terms.

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.** Grant applicants must complete the electronic ANC 1C grant application two weeks prior to the next meeting of the ANC 1C Public Services and Environment (PSE) Committee meeting (fourth Wednesday of each month). After the

complete application is received by the PSE Committee, a representative of the applicant organization will be invited to present the grant application at the next scheduled monthly PSE Committee meeting, typically held on the fourth Wednesday of the month. If the application is approved by the PSE Committee, the PSE Committee Chair will distribute a copy of the application to all commissioners. The application would then be considered at the standing ANC 1C public meeting on the first Wednesday of the following month.

*No grant applications will be accepted, nor will any grants be awarded, during the first three months and the final three months of the ANC's two-year term. Please refer to ANC 1C's website for information regarding ANC terms.*

5. **Itemizing proposed expenditures.** Applicants must submit an itemized, project-specific budget and any proposals, estimates, or price quotes along with the grant application. The grant application should contain an explanation of what the ANC 1C grant would be spent on, and indicate why 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. ANC 1C grants may not be used to reimburse an organization for an already completed project. DC law further prohibits ANC 1C from spending funds on food, beverages, or entertainment.
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 or if the grant seeks to duplicate existing public or private services in the neighborhood or the District of Columbia;
  - 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. **Grantee Compliance/Accountability.** Within 60 days following disbursement, grant recipients MUST PROVIDE the following to update the Commission on the status and use of grant funds:
  - a. A short narrative
  - b. An expenditure report that provides an itemized view of how funds were spent
  - c. Copies of receipts
  - d. Copy of products produced / associated with the grant (i.e. promotional materials)

*Please note: Grant recipients must also be prepared to make any other program documentation available to ANC 1C that is required by the DC Auditor. 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 (including receipts) 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. Failure to provide timely documentation of program reports and financial receipts in support of the grant may result in notification to the organization's chair of the board, the Internal Revenue Service, and the DC Inspector General's office.*
8. **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.
9. **Waiving the grant policy.** ANC 1C may waive the provisions of this grant policy for a grant application that is inconsistent with these policies, unless to do so would violate DC law. 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.

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