

Advisory Neighborhood Commission 6C - Grant Instructions 2017

Thank you for your interest in applying for a grant through the Advisory Neighborhood Commission 6C. The ANC 6C grants program awards grant funding to organizations that conduct programs which directly benefit the ANC 6C community.

The following instructions are designed to help organizations ensure their applications will be well received by the Grants Committee and Commission. In addition to unsolicited grant requests, the commission may periodically issue solicitations for proposals that meet a specific need. The application process remains the same in either case.

Typically grants range from \$500 to \$2,500. Larger grant requests may be considered, but must demonstrate significant lasting impact on the ANC 6C community. Grant disbursement will be at the discretion of the Commission; for large disbursements, the Grants Committee may require checks from the ANC to be written directly to the entity providing goods or services outlined in grant application (e.g., a check may be written directly to a sporting goods store if the grant is for equipment benefiting a neighborhood basketball program).

The Commission encourages new and innovative grant projects with enduring and lasting impact on the ANC 6C community.

The following types of projects are examples of previously funded projects:

1. Public art/ beautification. (Examples: Tree box plantings, call box art)
2. School/ youth organization activities. (Examples: PTA events, sports teams)
3. Community service. (Examples: Organizations that help low income families or the homeless)

Eligibility & Rules

All ANC 6C grant recipients must be documented non-profit organizations. A copy of the organization's 501(c)(3) determination from the IRS must be included with the grant application.

The DC Auditor prohibits the following purposes and activities from being funded with ANC grants:

- Non-public purposes or where services are provided for personal gain.
- Conditional on a grantee's political support or support of a position taken by the Commission.
- Grant awards to a District agency or agency program and/or service funded by the District Government.

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- Grant awards where the funds will be used for food, alcoholic beverages, travel and/or entertainment purchases.
- Grant awards to an individual in the full-time employ of the organization in that they are deemed non-public purpose expenditure.
- Grant awards where the purpose will duplicate a service already provided by the District government.

Examples of Some Allowable and Prohibited Expenditures for ANC Granted Activities	
Allowable	Prohibited
Consultant/contractual services	Full Time Staff
Purchase of computer equipment (only if related to the program that the grant is funding. Not permissible to pay for grantee's computers generally)	Personal subsistence (e.g. clothing, food) Purchase of a motor vehicle
Rent for meeting or office space (only if related to the program that the grant is funding. Not permissible to pay grantee's rent generally)	Contributions
Office supplies, materials	Party supplies
Printing and reproduction	Tickets for benefit dinners
Tree box plantings	Funeral wreath or flowers
Public program on neighborhood history	Community or street festival
Public arts	Projects that are religious in nature
Items to be owned by the applicant organization, e.g., team uniforms, theatre costumes	Gift to individuals, e.g., team uniforms for individual players

Grant Application Process Overview

There are four funding cycles in each calendar year during which grants will be reviewed and awarded. Please pay close attention to the application and award dates at the end of this section.

All grant applications submitted by the appropriate deadline will be reviewed by the ANC 6C Grants Committee at the next regularly scheduled meeting (usually, the last Thursday of each

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month). The Committee will receive a summary of the application from a Grants Committee Member selected by the Committee Chair to work with the applicant. The applicant does not need to be present at this meeting. The Committee will make a recommendation to the applicant for any necessary changes to meet the grant guidelines at this time.

The final review of the grant application by the ANC 6C Grants Committee will be held at its next regularly scheduled meeting (usually, the last Thursday of each month). The applicant must be present at this meeting (including the primary contact). The Committee will make a recommendation for the ANC at this time. Recommendations may include full, partial, or no funding.

The ANC will make the final funding decision at its next regularly scheduled meeting (the second Wednesday of the following month). The applicant must be present at this meeting (including the primary contact). Funds awarded may be delivered at the conclusion of the meeting, at a later date, or sent by mail.

All grant money awarded must be spent within 60 days of disbursement. The applicant must also provide all receipts and a closeout report within the same 60 days. Before receiving any funds, a successful applicant must sign the ANC 6C Grant Award Agreement, committing the applicant to these requirements.

2017 Important Dates					
Year	Cycle	Application Deadline**	Grant Committee Review (Last Thursday)	Grant Committee Final Review (Last Thursday)	ANC Review & Award (Second Wednesday)
2017	1	February 9	February 23	March 30	April 12
2017	2	May 11	May 25	June 29	July 12
2017	3	August 17	August 31	September 28	October 11
2017	4	November 2	November 16*	December 14*	January 10, 2018
<p>* November & December grant committee meetings are held earlier than the last Thursday of the month.</p> <p>** Applications may be submitted early for preliminary review and technical support by the Grants Committee.</p>					

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Deadlines and important dates

Applications must be submitted via email to ANC 6C Grants Committee Chair Victoria Lord and Vice Chair, Leslie Barbour at anc6c.grants@gmail.com. Only complete applications will be accepted (See below for requirements). The Grants Committee is available to assist organizations with their applications. Organizations may submit applications early.

The ANC 6C Grants Committee generally meets the last Thursday of each month (except November and December, when it is earlier in the month at 7:00 PM at the Northeast Neighborhood Public Library located at 330 7th Street, NE. Always check the meetings calendar at www.anc6c.org as time and location may change. The primary contact for the grant proposal will be notified when the grant application is scheduled to be heard. Please bring seven (7) copies of the application to the Grants Committee meeting.

After grant applications are reviewed and voted on by the Grants Committee, a recommendation is presented to the Commission for a vote. The primary contact for the grant application must be present at the ANC 6C Commission meeting. ANC 6C meetings take place on the second Wednesday of each month (except August) at 7:00 PM at the Heritage Foundation located at 214 Massachusetts Avenue, NE. Please remember to check the meetings calendar at www.anc6c.org as time and location may change. Bring seven (7) copies of your final grant proposal to the ANC 6C Commission meeting.

A successful grant application has two parts:

1. The Grant Proposal
2. A Final Report at the end of the grant activities, to include all receipts and a narrative report.

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Grant Proposal

A complete grant proposal will consist of five (5) parts:

1. **Cover Sheet Template**
2. **Project Description**
3. **Budget**
4. **Project Outcome**
5. **Supporting Documents**

1. **Cover Sheet Template**

Word document template (provided on ANC6C.org, click “Documents”) with organization’s contact information and project summary, including amount requested and projected start and completion dates, etc.

2. **Project Description**

Please describe the proposed project (in 500 to 1,200 words). The level of detail included in your proposal should reflect the amount of money being requested; a proposal requesting \$2,500, for instance, must include considerably more information than a proposal asking for \$500. The proposal should set out clear project goals; these goals and activities should be **specific, measurable, attainable, and relevant** to the ANC 6C community.

Please make sure to include the following information in your proposal:

- What is the project?
- Who will carry out the project? Be sure to include any prior experience or professional qualifications that demonstrate an ability to complete the project.
- Who will benefit from the project, e.g., ANC 6C students, seniors, low-income residents etc.? Keep in mind that a project may benefit more than one group or overlapping groups in the community.
- How will they benefit?
- Why does your organization want to undertake the proposed project at this time?
- What environmental impact will the project have, if any?
- When will the project be completed? Include a timeline.
- Will other entities partially fund the project? If so, provide detailed information.

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3. Budget

All grant requests must include a detailed, itemized budget of the entire project, not just the portion for which ANC 6C grant funds will be used. Proposed budgets should indicate specifically which items will be paid for using ANC 6C grant funds. If funds from other sources will be used, (including funds provided or raised by the applicant, grants from other organizations or ANCs) those funds and the items they will be used for should be indicated in the proposed budget. Also include volunteer labor and donations in kind (with or without an estimated value).

The project budget should be presented in a table, similar to the example below:

Item	Description	Estimated Cost			Funding Source		
		Qty.	Each	Total	ANC6C	Capitol Hill Community Found.	Donations in Kind
A. Landscaping							
A-1	Shrubs - Viburnum	3	\$ 20.99	\$ 62.97	\$ -	\$ 62.97	\$ -
A-2	Shrubs - Boxwood	3	\$ 12.99	\$ 38.97	\$ -	\$ 38.97	\$ -
A-3	Groundcover - Phlox	6	\$ 6.49	\$ 38.94	\$ -	\$ 38.94	\$ -
A-4	Groundcover - Mondo Grass	6	\$ 5.99	\$ 35.94	\$ -	\$ 35.94	\$ -
A-5	Garden Soil - 1.5 cu. ft. bags	6	\$ 5.97	\$ 35.82	\$ -	\$ 35.82	\$ -
A-6	Mulch - 2 cu. ft. bags	4	\$ 2.50	\$ 10.00	\$ -	\$ 10.00	\$ -
Subtotal				\$ 222.64	\$ -	\$ 222.64	\$ -
B. Hardscaping							
B-1	Paver base sand - 0.5 cu. ft. bags	25	\$ 3.77	\$ 94.25	\$ 94.25	\$ -	\$ -
B-2	Pavers - 12 in. x 12 in. Concrete Step Stone	32	\$ 2.39	\$ 76.48	\$ 76.48	\$ -	\$ -
B-3	Polished white pebbles - 0.5 cu. ft. bags	6	\$ 28.99	\$ 173.94	\$ 173.94	\$ -	\$ -
Subtotal				\$ 344.67	\$ 344.67	\$ -	\$ -
C. Equipment							
C-1	Roto-tiller rental - 24 hours	1	\$ 35.00	\$ 35.00	\$ 35.00	\$ -	\$ -
Subtotal				\$ 35.00	\$ 35.00	\$ -	\$ -
D. Labor							
D-1	Labor performed by volunteers (hours)	16	\$ 20.00	\$ 320.00	\$ -	\$ -	\$ 320.00
Subtotal				\$ 320.00	\$ -	\$ -	\$ 320.00
TOTAL				\$ 922.31	\$ 379.67	\$ 222.64	\$ 320.00

* Notes:

This sample budget is provided as an example of desirable budget presentation. Under no circumstance does the content of this sample budget imply allowed expenditures of ANC 6C grant funds or appropriate scope of ANC 6C grant applications.

The ANC Grants Committee welcomes applicants who have requested or received funds from other sources.

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4. Project Outcome

Explain what a successful outcome of this project will look like (in 250 to 750 words). How do you plan to measure the success of your project, e.g., surveys of outcomes, number of participants, final outcomes? How will you document your project, e.g. with videos, photos, artwork, or testimonials? Be aware that documentation will be helpful in writing the **required**

Final Report.

5. Supporting Documents

- a. **Required:** A copy of your IRS 501(c)(3) non-profit status letter and identification number. Please label this attachment **Proof of 501(c)(3) Status**.
- b. **Required:** Letters of support from the head of your organization and of any partnering organization(s).
- c. **Strongly suggested:** Letters of support from stakeholders, beneficiaries, and other community members.

Strongly suggested: Photographs, architectural drawings, or other documentation that demonstrates your organization's ability to complete the project and fulfill your grant obligation.

Final Report

If you are awarded a grant, you are required to submit a Final Report within sixty (60) days from the time the grant money is awarded. Failure to submit a Final Report will jeopardize your organization's ability to receive additional grants from this ANC going forward.

The Final Report must include:

- a. **Statement of Use:** Please provide a statement of use explaining exactly how the grant was actually spent. If funding was spent differently than outlined in budget submitted with application explain why. **Note: Any major changes to project must be approved prior to purchase.**
- b. **Project Outcome:** A brief evaluation (in 250 to 750 words). The evaluation should consider how well the project met its stated goals; obstacles encountered during the project and how

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they were overcome; and, the lasting impact of the project. Include any photos, survey data, or videos that help to tell the story of your project.

- c. Original and Actual Budget: Please present your original and actual budget in one table or excel spreadsheet. Your final report budget should reflect expenditures for the total project (not just the items that the ANC6C funded.) Other funding sources must be identified. You must also present **receipts** that coincide with budget items and reflect a zero balance, Receipts need to be clearly labeled to line up with the budget submitted with the application.

Please keep in mind that not all final reports will record complete success. Reports that evaluate and analyze aspects of the proposed project that did not work out are just as useful to both the grantee and also the ANC Grants Committee. The Grants Committee finds it helpful to learn about your experience with both the grant process and the final project. Please be honest in your assessment.

Submitting Your Application, Supporting Documentation and Final Report

Applications must be submitted via email to anc6c.grants@gmail.com. You should submit two separate documents: application and supporting documentation.

The following naming convention must be adhered to when submitting your application and supporting documentation: Organization name _project name_ application_ date. For example: JOWilsonPTA_JungleBookPlay_Application_June 15 2015.

For your supporting documentation file use the same naming convention just replace “application” with “supportingdocs”. For example: JOWilsonPTA_JungleBookPlay_supportingdocs_June 15 2015.

Finally, your final report file should adhere to the same naming convention just replace “application” with “finalreport”. For example: JOWilsonPTA_JungleBookPlay_finalreport_June15,2015.

Please go to www.anc6c.org, click on Grants Committee to download the Application Form, which includes a template for your cover sheet and subsequent grant proposal sections.

The ANC Grants Committee welcomes grant proposals that meet the funding criteria and follow the application requirements, both detailed above. Questions? See ANC 6C’s website (www.anc6c.org) or email the Grants Committee Chair Victoria Lord and **Vice** Chair, Leslie Barbour at (anc6c.grants@gmail.com). Applicants are encouraged to contact the Grants Committee before submission of the full proposal to ensure all requirements are met.