WELCOME!

ANC 6C

Grant Writing Seminar & Information Session

February 7, 2015
10:00 AM – 11:30 AM
1. Learn about eligibility and the types of projects that are encouraged

2. Get to know the ANC 6C grant application process

3. Network and learn from each other
Agenda

I. Eligibility, Rules & Important Dates

II. Parts of the Grant Proposal

III. Committee Review & Approval Process

IV. Tips & Strategies

V. Networking Session

But first...
Charles Allen
Ward 6 Council Member
Eligibility, Rules & Important Dates
Basic Eligibility

- Non-profit organizations with a 501(c)(3) determination from the IRS

- Organizations do not need to be located within the ANC 6C boundaries

- Projects do need to “…provide services that are public in nature and benefit persons who reside or work within the Commission area.”
ANC6C Boundaries
Project Examples

- Public art/beautification.
  - Examples: Tree box plantings, call box art

- School/youth organization activities.
  - Examples: PTA events, sports teams, classroom projects

- Community service
  - Examples: Organizations that help low income families or the homeless
Prohibited Projects

- Non-public purposes or where services are provided for personal gain
- Food, alcoholic beverages, travel and/or entertainment purposes
- Awards to individuals
- Awards to a District agency or agency program funded by the District Government
- Duplication of a service already provided by the District government
2014 Awarded Grants

- J.O. Wilson Theatre Production – $3,180
- Peabody Garden Project – $2,703
- J.O. Wilson Garden Shed – $2,000
JO Wilson Elementary School presents

Disney's

101 Dalmatians KIDS

Thursday, May 22, 2014
6:00 pm
Atlas Performing Arts Center
1333 H Street NE, Washington, DC 20002

Free Tickets available at
Atlas Theater Box Office (202-399-7993)
J.O. Wilson Garden
### Funding Cycles

<table>
<thead>
<tr>
<th>Cycle</th>
<th>Application Deadline</th>
<th>Grant Committee Review</th>
<th>ANC Review &amp; Award</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td><em>Last Thursday of the Month</em></td>
<td><em>Second Wednesday of the Month</em></td>
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<tr>
<td>1</td>
<td>Mar 15</td>
<td>Mar 26</td>
<td>Apr 8</td>
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<tr>
<td>2</td>
<td>Jun 15</td>
<td>Jun 25</td>
<td>Jul 8</td>
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<tr>
<td>3</td>
<td>Sep 15</td>
<td>Sep 24</td>
<td>Oct 7</td>
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<tr>
<td>4</td>
<td>Dec 5</td>
<td>Dec 17 *</td>
<td>Jan 13, 2016</td>
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* December grant committee meetings are held earlier than the last Thursday of the month.
The Application
A complete grant proposal will consist of:

1. Cover Sheet (Form)
2. Project Description
3. Budget
4. Project Outcome
5. Supporting Documents
Project Description

Part 2
Project Description

- What is the project?
- Who will benefit from the project?
- How will they benefit?
- Specific, Measurable, Attainable & Relevant
Project Description (1)

- **WHAT** are you doing?
- **WHEN** is it happening?
- **WHERE** will it take place?

*Specific, Measurable, Attainable & Relevant*
Who benefits?

How?

Specific, Measurable, Attainable & Relevant
Project Description (2)

- **WHAT?**
- **WHEN?**
- **WHERE?**

Specific, Measurable, Attainable & Relevant
Community Impact (2)

- Who benefits?
- How?

Specific, Measurable, Attainable & Relevant
Budget

Part 3
Budget

- Most crucial part of application
  - Describes what grant money will be used for

- Must be clear and account for all money requested
  - Checked by DC Auditor

- Itemize expenses
  - Provide descriptions, quantity, cost

- ALL project costs
  - From all sources
What to Include in the Budget

- Material goods
- Labor
- Equipment rental
- Donations in Kind
- Discounts
## Budget Presentation

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty.</th>
<th>Each</th>
<th>Total</th>
<th>ANC 6C</th>
<th>Capitol Hill Community Found.</th>
<th>Donations in Kind</th>
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<tbody>
<tr>
<td>A.</td>
<td><strong>Landscaping</strong></td>
<td></td>
<td></td>
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<tr>
<td>A-1</td>
<td>Shrubs - Viburnum</td>
<td>3</td>
<td>$20.99</td>
<td>$62.97</td>
<td>$ -</td>
<td>$ -</td>
<td>$62.97</td>
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<tr>
<td>A-2</td>
<td>Shrubs - Boxwood</td>
<td>3</td>
<td>$12.99</td>
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<td>A-3</td>
<td>Groundcover - Phlox</td>
<td>6</td>
<td>$6.49</td>
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<tr>
<td>A-4</td>
<td>Groundcover - Mondo Grass</td>
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<td>$5.99</td>
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<td>A-5</td>
<td>Garden Soil - 1.5 cu. ft. bags</td>
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<td>$5.97</td>
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<td>$35.82</td>
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<td>A-6</td>
<td>Mulch - 2 cu. ft. bags</td>
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<td>$2.50</td>
<td>$10.00</td>
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<td><strong>Subtotal</strong></td>
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<td>B.</td>
<td><strong>Hardscaping</strong></td>
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<td>B-1</td>
<td>Paver base sand - 0.5 cu. ft. bags</td>
<td>25</td>
<td>$3.77</td>
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<tr>
<td>B-2</td>
<td>Pavers - 12 in. x 12 in. Concrete Step Stone</td>
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<td>$2.39</td>
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<td>Polished white pebbles - 0.5 cu. ft. bags</td>
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<td>C.</td>
<td><strong>Equipment</strong></td>
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<tr>
<td>C-1</td>
<td>Roto-tiller rental - 24 hours</td>
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<td>$35.00</td>
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<td><strong>Subtotal</strong></td>
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<td>D.</td>
<td><strong>Labor</strong></td>
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<td></td>
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<td>D-1</td>
<td>Labor performed by volunteers (hours)</td>
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<td><strong>TOTAL</strong></td>
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## Allowable/Prohibited Expenses

<table>
<thead>
<tr>
<th>Allowable</th>
<th>Prohibited</th>
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<tbody>
<tr>
<td>Consultant/contractual services</td>
<td>Personal subsistence (e.g. clothing, food)</td>
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<tr>
<td>Purchase of computer equipment*</td>
<td>Purchase of motor vehicle</td>
</tr>
<tr>
<td>Rent for meeting or office space*</td>
<td>Contributions</td>
</tr>
<tr>
<td>Office supplies, materials</td>
<td>Party supplies</td>
</tr>
<tr>
<td>Printing and reproduction</td>
<td>Tickets for benefit dinners</td>
</tr>
<tr>
<td>Tree box plantings</td>
<td>Funeral wreath or flowers</td>
</tr>
<tr>
<td>Public program on neighborhood history</td>
<td>Community or street festival</td>
</tr>
<tr>
<td>Public arts</td>
<td>Projects that are religious in nature</td>
</tr>
<tr>
<td>Items to be owned by the applicant organization</td>
<td>Gift to individuals</td>
</tr>
</tbody>
</table>
Project Outcome

Part 4

What will a successful project look like?
Why is Section 4 necessary?

- Provides information to the grantee to shape future projects and proposals
- Helps the grantee gather information for the final Report (due upon completion of the grant project)
- Allows the Grant Committee to evaluate the community impact of projects and grants
- Helps both grantee and the Grant Committee to learn what works and what doesn’t work
Required Supporting Documents

Part 5
Required Supporting Documents

- **Required Documents:**
  1. IRS 501(c)(3) non profit status letter and ID number
  2. Letters of support from the head of your organization and any partnering organization(s)

- **Strongly Suggested:**
  1. Letters of support from stakeholders, beneficiaries, and community members
  2. Photographs, architectural drawings or other documentation related to completing the project.
Grant Review Process

- Application requirements check
- Committee consideration
- ANC review and approval
- Payment and performance
- Closeout 60 days from payment

Apply
Grants Committee
ANC
Payment
Project Performance
Closeout

(15th) (last Thu.) (2nd Wed.) (60 days)
Grant Review Process

15th

10d

Grants Committee

13d

ANC

REPORT

60d

0123 4567
Name Last
Tips and Strategies
Tips & Strategies

- Spell check
- Have others read your draft application
- Supporting Documents
- Spend funds and submit receipts/report within 60 days
- Budget clarity
- List other funding sources
- Tell a good story
- Follow the instructions
Questions
ANC 6C Grants Committee
Contact Information

Sonté DuCote, Chair
Victoria Lord, Vice Chair

anc6c.grants@gmail.com
Twitter @anc6cGrants