

Advisory Neighborhood Commission 5C - Grant Instructions

Thank you for your interest in applying for a grant through the Advisory Neighborhood Commission 5C. The ANC 5C grants program awards grant funding to organizations that conduct programs which directly benefit the ANC 5C 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 needs. 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 5C 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 5C community.

The following types of projects are examples of projects ANCs have funded:

- Public art/ neighborhood beautification. (Examples: Tree box plantings, call box art)
- School / youth organization activities. (Examples: PTA events, sports teams)
- Community service, or educational activities (Examples: Organizations that help low income families, seniors, youth or the homeless)
- Public events, and activities (Examples: health fair, block party)

Eligibility & Rules

All ANC 5C grant recipients must be documented non-profit organizations, community associations, faith-based, youth, community based organizations, or another entity providing a service to the general public. If the organization is a 501(c)(3), 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:

- Private events, 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.
- Grant awards where the funds will be used for alcoholic beverages, travel and/or entertainment purchases.
- Grant awards to an individual 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
<ul style="list-style-type: none"> ● Consultant/contractual services ● Purchase of computer equipment (only if related to the program that the grant is funding. Not permissible to pay for grantee’s computers generally) ● 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) ● Office supplies, materials ● Printing and promotional material ● Tree, garden, or other plantings ● Public program on neighborhood history ● Public arts or education ● Items to be owned by the applicant and can be used for future programs 	<ul style="list-style-type: none"> ● Contributions ● Tickets for benefit dinners ● Funeral wreath or flowers ● Community or street festival Projects that are religious in nature ● Gift to individuals ● Personal subsistence (e.g. clothing, food) ● Purchase of a motor vehicle

Grant Application Process Overview

Grants may be submitted by email or in person at an ANC5C meeting. Receipt of the application will be entered into the minutes of the meeting in which they are submitted. All email applications received between regularly scheduled meetings will be submitted by the Commissioner at the next regularly scheduled Commission meeting. If submitting in person, please provide (8) eight copies of your application. In order to be considered for a grant, applicants must fully complete an application. Applications will be reviewed and awarded on a monthly basis by the Grants Committee.

The Commission will enlist a Grant Committee, of which members may be nominated by the Commission, or volunteer their time. Committee members will not be compensated for their service to the Commission. The Committee will review all complete applications received by the Commission, and determine their eligibility. Eligible grants will be awarded full, partial, or no funding. The Grant Committee or the Commission may provide a request for more information to the Applicant.

The Committee will present a summary of the application(s) and recommendations to the Commission at their regularly scheduled meeting.

All grant money awarded must be spent within 90 days of disbursement. The applicant must also provide all receipts and a closeout report within the same 90 days. Before receiving any funds, a successful applicant must sign the ANC 5C Grant Award Agreement, committing the applicant to these requirements.

2016 Application and Meeting Dates:

Grant Applications Due	Grants Committee Mtg	ANC 5C Mtg
May 6, 2016	May 9, 2016	May 18, 2016
June 10, 2016	June 13, 2016	June 15, 2016
July	ANC 5C RECESS	n/a
August	ANC 5C RECESS	n/a
September - December	TBD	

Applications may be submitted in person at an ANC 5C Commission meeting, or via email to ANC 5C Treasurer, Nolan Treadway, at 5c07@anc.dc.gov. Only complete applications will be accepted (See requirements below). The Grants Committee is available to assist organizations with their applications. Organizations may submit applications early.

The ANC 5C Commission generally meets the third Wednesday of each month (except July and August, when the Commission is on recess) at 7:00 PM. Always check the meetings calendar at www.anc5c.net 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 provide (8) eight copies of the application.

After grant applications are reviewed and voted on by the Grants Committee, a recommendation is presented to the Commission for a vote. The Applicant, or the Applicant's representative must be present at the ANC 5C Commission meeting. ANC 5C meetings take place on the third Wednesday of each month (July and August) at 7:00 PM at the Holiday Inn Express located at 1917 Bladensburg Rd, NE. Please remember to check the meetings calendar at www.anc5c.org as time and location may change. Bring (8) eight copies of your final grant proposal to the ANC 5C 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.

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 www.ANC5C.net/grants) 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 1,500 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 5C 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 5C 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.

3. **Budget**

All grant requests must include a detailed, itemized budget of the entire project, not just the portion for which ANC 5C grant funds will be used. Proposed budgets should indicate specifically which items will be paid for using ANC 5C 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 Costs			Funding Source		
		Qty	Each	Total	ANC 5C	Applicant Organization	Donations In-Kind
A	Landscaping						
A-1	Shrubs - Viburnum	3	\$20.99	\$63.00	\$0.00	\$63.00	\$0.00
A-2	Shrubs - Boxwood	3	\$12.99	\$38.97	\$0.00	\$38.97	\$0.00
A-3	Groundcover - Phlox	6	\$6.49	\$38.94	\$0.00	\$38.94	\$0.00
A-4	Groundcover - Mondo Grass	6	\$5.99	\$35.94	\$0.00	\$35.94	\$0.00
A-5	Garden Soil - 1.5 cu. ft. bags	6	\$5.97	\$35.82	\$0.00	\$35.82	\$0.00
A-6	Mulch - 2 cu. ft. bags	4	\$2.50	\$10.00	\$0.00	\$0.00	\$10.00
	SUBTOTAL			\$222.64		\$212.64	\$10.00
B	Hardscaping						
B-1	Paver base sand .5 cu ft bags	25	\$3.77	\$94.25	\$94.25	\$0.00	\$0.00
B-2	Pavers - 12 in x 12 in	32	\$2.39	\$76.48	\$76.48	\$0.00	\$0.00
B-3	White pebbles - .5 cu ft bags	6	\$28.99	\$173.94	\$173.94	\$0.00	\$0.00
	SUBTOTAL			\$344.67	\$344.67		
C	Equipment						
C-1	Roto-tiller rental - 24 hours	1	\$35.00	\$35.00	\$35.00	\$0.00	\$0.00
	SUBTOTAL			\$35.00	\$35.00		
	TOTAL			\$922.31	\$397.67	\$212.64	\$10.00

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 5C grant funds or appropriate scope of ANC 5C grant applications. The ANC Grants Committee welcomes applicants who have requested or received funds from other sources.

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:**

- **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**. (*only applicable for 501(c)(3) organizations*)
- **Required:** Letters of support from the head of your organization and of any partnering organization(s).
- **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 ninety (90) 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:

- **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.**
- **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 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.
- **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 ANC5C 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.

Please go to www.anc5c.net/grants to download an applicaiton and for full information