

Small Grant Guidelines Modified October 12, 2011 Advisory Neighborhood Commission (ANC) 4C

RULES AND REGULATIONS

- 1) Application must be in writing
- 2) Application may be submitted at any time during the year. Please note that August town meetings are sometimes cancelled.
- 3) Application should be submitted to the SMD Commissioner in which the project will occur by the 1st of the month. The SMD Commissioner will sign off on it and forward application to the full Commission for review prior to the Executive Committee meeting.
- 4) Validated application will be voted on by the 4C Commission during monthly town meeting on the second Tuesday of each month.
- 5) Applicant must be present at the town meeting to answer questions that may arise.
- 6) Organization or individual may submit one applicant in each fiscal year, provided that there are no outstanding reports due from previous years.
- 7) Grant recipients must submit supporting documentation no later than 60 days following receipt of funds.
- 8) Grant recipients who fail to submit required documentation shall be precluded from applying for grants until such time as the documentation requirements have been met.
- 9) Grant award must benefit Ward 4.
- 10) Grant award must not exceed **\$1,000**.
- 11) Grant award must not exceed 75% of total costs of event.
- 12) Recipients of ANC4C grant must submit a grant application.

Reporting Requirements:

Applicants who are selected for a grant award must provide (within 60 days from the day the check is cashed) a report to ANC 4C describing the use of the funds. Funds must be spent within 90 days of date of the check. Please use the attached report form. This form will be reviewed for accuracy by the small grants committee and ANC 4C as a whole.

Please note that the report must be consistent with the grant application and complete with receipts which support the expenditures. If the 60-day time period has elapsed and the grant recipient fails to submit the required documentation after the ANC has sent a written request, the ANC can request the return of the grant funds and inform the recipient that his/her organization will not be eligible to apply for future grants. A copy of the letter requesting the return of the grant funds will be forwarded to the Office of the Attorney General (OAG) for their information and possible assistance in effecting the return of the grant funds.

Should an applicant need an extension to file the report there must be extenuating circumstances out of one's control; such as, an extended period of wet weather for a beautification project, an illness/death or the like.

Report filing extensions will only be granted for a maximum of 30 days (1 month), if ANC 4C agrees there are extenuating circumstances, and must be accompanied by a written request presented to ANC 4C. It is at the complete discretion of ANC 4C to issue an extension to the report filing deadline.

OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR

Statutory Guidelines for ANC Grant Awards

I. Statutory Guidelines for Grant Awards

- *D.C. Code, Section 1-264, as amended by D.C. Law 13-135, authorizes ANCs to award grants to organizations for public purposes.*
- *The Auditor encourages ANCs to adopt guidelines for the consideration and award of grants. A grant applicant must:*
 - *Submit a written grant application to the Commission;*
 - *Describe the proposed project for which the grant is requested;*
 - *State the expected public benefits; and*
 - *State the total cost of the project including other sources of funding.*
- *A grant may not be awarded unless the grant is awarded pursuant to a vote of the Commission at a public meeting.*
- *A grant request may be made by an organization proposing to provide services that are public in nature and benefit persons who reside or work within the Commission area. The services proposed should not duplicate those that are already performed by the District government.*
- *Expenditures for grant awards should be supported by documentation (e.g. vouchers, grant request letter and/or proposal, and minutes of the meeting in which the Commission approved the grant).*
- *Grant disbursements and supporting documentation should be included in quarterly financial reports submitted to the Office of the District of Columbia Auditor.*
- *Within 60 days after the grant award is disbursed to the grantee, the grant recipient shall forward to the Commission a statement as to the use of the funds. The use of the funds should be consistent with the grant application approved by the Commission.*

These Grant Guidelines replace any and all previous Grant Guidelines

II. Examples of Grants Which Are Allowed

- *Parent-Teacher Associations to fund such activities as computer literacy programs, musical instruction programs, or local cultural education field trips.*
- *Neighborhood civic associations for projects or activities of a public nature that benefit the Commission area.*

III. Examples of Grants Which Are Prohibited

- *Grant awards should not be made for non-public purposes or where services are provided for personal gain.*
- *Grant awards should not be made conditional on a grantee's political support or support of a position taken by the Commission.*
- *Grant awards should not be made to a District agency or program funded by the District Government.*
- *Grant awards should not be made where the funds will be used to purchase food and/or entertainment, or to support festivals.*
- *Grant awards should not be made to an individual in that they are deemed non-public purpose expenditure.*

Examples of Some Allowable and Prohibited Expenditure for Advisory Neighborhood Commissions

Allowable Expenditures

Expenses of Commissioners in performance of services official duties

Local Travel

Light refreshments (cookies)

Consultant/contractual services

Legal representation of the ANC before an Administrative Agency

Rent for meeting or office space

Contributions in place of rent

Purchase of computer equipment Purchase of motor vehicles

Grants to community groups for a “public Grants that duplicate existing government purpose

Office supplies, materials

Property Insurance

Staff salaries and benefits

Postage, telephones, or utilities

Printing and reproduction

Prohibited Expenditures

Compensation for Commissioners

Out-of-town travel expenses

Meals (sandwiches)

Personal subsistence contributions

Litigation or support of litigation by others

Contributions in place of rent

Purchase of motor vehicles

Grants that duplicate existing government services

Party supplies

Life insurance for Commissioners

Cash gifts

Dinners

Partisan political activities

Tickets for benefit dinners

SMALL GRANT APPLICATION

Date of Application:

Grant Amount Requested: _____

Name of Organization Requesting Grant: _____

Address: _____

Contact: _____

Telephone:

Alternate Telephone:

Fax:

Email: _____

- 1) Briefly describe the program for which funds are sought. Include a statement about the project goals and objectives. Attach additional documents if necessary, such as organizational background, mission statement, etc.

- 2) Where will the project be implemented?

- 3) When will the project begin and end?

Signature of Person Submitting Application:

Date: _____

This signature indicates that you have read and understand the Office of the District of Columbia Auditor’s statutory guidelines for ANC grant awards (attached to this form).

In addition, applicants who are selected for a grant award must provide (within 60 days from the day the check is deposited) a report to ANC 4C describing the use of the funds. Please use the attached report form. The small grants committee and ANC 4C will review this form for accuracy as a whole.

Please note that the report must be consistent with the grant application and complete with receipts which support the expenditures. If the 60-day time period has elapsed and the grant recipient fails to submit the required documentation after the ANC has sent a written request, the ANC can request the return of the grant funds and inform the recipient that his/her organization will not be eligible to apply for future grants. A copy of the letter requesting the return of the grant funds will be forwarded to the Office of the Attorney General for their information and possible assistance in effecting the return of the grant funds.

Communication with ANC 4C

Single Member District Commissioner’s Signature:

Date: _____

This signature indicates that the SMD Commissioner has read the application and supports its approval.