

**Approved: Sept. 9, 2003 Article I – Small Grant Guidelines Modified January 3, 2008  
Advisory Neighborhood Commission (ANC) 4C**

**RULES AND REGULATIONS**

- 1) Application must be in writing
- 2) Applications may be submitted at any time during the year, with the following restrictions listed below. Note: ANC 4C frequently does not hold a public meeting in the month of August.
- 3) Application should be submitted with 15 copies to the Single Member District (SMD) Commissioner for the area in which the project will occur by the 1<sup>st</sup> of the month. The SMD Commissioner will sign off on it and then it should go the ANC 4C small grants committee for review. The chair of the small grant committee is Commissioner Shanel Anthony, [anthony148@gmail.com](mailto:anthony148@gmail.com) or 202-723-6670.
- 4) The small grants committee will then meet periodically to review the application and if recommended for funding, will bring to the Commission's monthly meeting the following month. The Commission meets on the second Tuesday of each month.
- 5) Applicant must be present at the monthly ANC 4C Commission meeting in which the proposal is discussed to answer questions that may arise.
- 6) Maximum amount of each small grant = \$3000.00.
- 7) An applicant may submit an application once each calendar year, provided the reports for the previous grant are filed in a timely fashion and are complete.
- 8) Requirements for programs funded:
- 9) ANC 4C will give consideration to the coverage of small grants awarded throughout the year for each SMD within ANC 4C boundaries. This criterion will not necessarily preclude approval of otherwise good proposals.

**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 Corporation Counsel 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.*



- 5) Please attach a detailed budget of what the project will cost. Please indicate how the ANC Commission 4C grant funds will be spent.
  
- 6) What percentage of the total cost will be covered by the ANC grant?
  
- 7) Have you obtained funding from other sources for this project? If yes, please describe; if not will you seek additional funding for this project?
  
- 8) Please attach letters of support for your proposed project or any other materials that you feel will aid the commission's consideration of your application, i.e., your organization's articles of incorporation, annual report, list of board of directors, staff list, copy of tax exemption letter from DC and/or IRS.

Signature of Person Submitting Application:

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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 aft 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 Corporation Counsel 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.*

## **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.*

#### ***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 mad 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 duties*

*Local Travel*

*Light refreshments (cookies)*

*Consultant/contractual services*

*Legal representation of the ANC before an Administrative Agency*

*Rent for meeting or office space*

*Purchase of computer equipment*

*Grants to community groups for a “public purpose”*

*Office supplies, materials*

*Property Insurance*

*Staff salaries and benefits*

*Postage, telephones, or utilities*

*Printing and reproduction*

**Prohibited Expenditures**

*Compensation for Commissioners services official*

*Out-of-town travel expenses*

*Meals (sandwiches)*

*Personal subsidence 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*

*Partisan political activities*

*Tickets for benefit dinners*