

Advisory Neighborhood Commission 2E Guidelines for Consideration and Award of Grants

Advisory Neighborhood Commission 2E (the Commission) adopts the following guidelines for awarding grants.

1. Criteria for Evaluating Grants

According to Advisory Neighborhood Commissions Statutory Guidelines, a Commission may approve to organizations grants that would be used primarily to provide services that are public in nature and benefit persons who reside or work within the ANC area.

The Commission is prohibited from approving grants:

- To a District government agency or agency program funded by the District government;
- For services that duplicate those already provided by the District government;
- For non-public purposes or where services are provided for personal gain;
- On the condition that the grantee will support a position taken by the Commission;
- For food or entertainment purchases;
- For the sole benefit or support of a private individual or group (this is deemed a non-public purpose expenditure).

In considering whether to approve a grant, the Commission may consider appropriate criteria, such as,

- The extent of the benefit to the residents of ANC 2E;
- Whether the grant proposal is consistent with long-term goals for the ANC 2E community;
- Whether the organization submitting the grant proposal has a history of providing the services as outlined in the grant proposal.
- Whether other community organizations are also providing financial support for the proposed grant activity.

2. Grant Application Process

Grants may be awarded for up to \$1,000. Request for Proposals (RFP) will be announced on the ANC 2E Web site and at the ANC 2E meeting at least 90 days prior to the meeting at which the grant proposals will be considered.

Grant proposals must be submitted on a form approved by the Commission at least 30 days prior to the meeting at which the grant proposal is to be considered. In addition to other material approved by the Commission, the Commission shall request the following information:

- A description of the proposed project for which the grant is requested.
- The total cost of the project, including other sources of funding received or anticipated.
- A list of the organizations leadership, current year budget, by-laws, and mission statement.
- A copy of the IRS determination letter if the organization is a non-profit.
- The date when the funds are expected to be used, if granted.
- A statement of the expected public and community benefits from the project.
- Other reasons, as appropriate, why the grant would be an appropriate expenditure and would not violate any statutory prohibitions.

3. Grant Proposal Consideration by the ANC

- Grant proposals will be approved by the Commission at a regularly-scheduled public meeting.
- Grant proposals will be considered at a Commission meeting following the beginning of the third quarter (April, May, June) of the fiscal year.
- In case of urgent need and with the vote of two-thirds of the serving commission members, grant proposals may be considered at another regular meeting of the Commission.
- A representative of the organization requesting the grant must appear before the Commission and provide a brief description of the project at the meeting at which the grant proposal is to be considered.

Limits to Grants

No single organization may receive grants totaling more than \$1000 in any fiscal year.

Accountability

- All grant recipients must explicitly agree to adhere to these grant guidelines as a condition for receiving any grant.
- According to the Statutory Guidelines, the Commission must determine that the grant funds were used specifically for the purpose approved. Therefore, grant recipients must provide the Commission with a report of how the funds were used within 60 days of disbursement of the funds by the Commission. The report should include receipts, or such receipts shall be forwarded as soon as reasonably possible.
- Any grant funds awarded to a recipient which are not expended within six months of disbursement must be returned to the Commission, unless the Commission approves an extension.