



Government of the District of Columbia  
**ADVISORY NEIGHBORHOOD COMMISSION 5C**  
PO Box 26183 . Washington, DC 20001 . [www.ANC5C.COM](http://www.ANC5C.COM)

## **ANC5C GRANT GUIDELINES**

All potential grantees must participate in a grant orientation conference call prior to submitting an application to ANC 5C.

A grantee must be a non-profit organization or partner with a community organization, e.g., church, school, or civic association, for the initiation of a grant request and for the duration of the grant. Grants will no longer be issued to individuals.

All grant applications must be submitted by the 1st of each month for consideration by the Committee within the following 90 days.

All grant applications must be submitted online.

No grantee shall receive more than one grant in a 24-month period.

No grant request should exceed \$5,000.

All awarded funds will be paid directly to vendor.

The Finance and Grant Committee, in discussion with each grantee, shall determine the duration of the grant.

All grantees must select an administrator and provide required contact information for said person.

A representative of the organization requesting the grant must make a public presentation of the grant request prior to a vote of the Commissioners.

Grants may not be used for partisan political activity, litigation, or food or entertainment expenses.

All grantees must submit a statement of use, along with receipts, reflecting how and when grant funds were used, and from whom services or products were purchased.

If a grant report does not contain the proper accounting of all funds, then the grantee will have breached the grant agreement. Having breached the agreement, the grantee will forfeit the grant award. That forfeiture will trigger any or all of the following penalties. First, the Commission shall not disburse any other funds to the grantee as may have been agreed to under the grant award. Second, the Commission shall, by certified mail, notify the recipient of the breach and demand that the recipient immediately return all unspent monies to the Commission. A copy of the demand letter will be sent at the same time to the appropriate single member district commissioner. Third, the grantee will be ineligible to apply for a new grant from ANC 5C for a period not exceeding two years.

**REPORTING:** Within 30 days following the issuance of a grant, the grant recipient shall forward to the Commission, via Grants & Finance Committee Chair, a grant report including statement as to the use of the funds consistent with the grant application, complete with receipts, invoices, cancelled checks, vouchers, contracts, etc. The report should reflect the expenditures and indicate funds actually paid, the amount of the payment, when the amount was paid, to whom the amount was paid, and a description of the item or service for which the amount was paid. If a grant report does not contain the proper accounting of all funds, then it shall be deemed to be in breach of the grant agreement, at which time all unspent monies must be returned to the Commission immediately. The Commission shall consider this as forfeiture of the award and any future grant funds under the term of the grant and it may result in the Commission receding and and/or all funds under the grant award. Further, the penalty for noncompliance with the terms of the agreement will result in the forfeiture of any additional or future grant funds to said group, individual, or organization.

**ANC5C GRANT APPLICATION FORM**

**1. DATE OF APPLICATION**

**2. DATE OF PROJECT OR ACTIVITY**

5/18/2011

5/18/2011

**3. APPLICANT ORGANIZATION NAME AND ADDRESS**

**4. CONTACT NAME**

**5. TITLE**

**6. ADDRESS (IF DIFFERENT FROM ABOVE)**

**7. TELEPHONE**

**8. FAX**

(     )     -

(     )     -

**9. E-MAIL ADDRESS**

**10. NAME OF YOUR COMMISSIONER**

**11. SINGLE MEMBER DISTRICT**

**12. TITLE OF PROJECT**

**GRANT CATEGORY** (check one):

Beautification

Technology

Community Outreach

Recreation

Other

**DESCRIPTION OF PROJECT:** Provide a statement of purpose and a general conceptual overview of the project. Attach additional pages as necessary. If there are multiple phases of the project, give an overview of each phase.

A large, empty rectangular box with a thin black border, intended for the user to provide a statement of purpose and a general conceptual overview of the project. The box is currently blank.

**THE PURPOSE OF THIS PROJECT IS TO**



**CONTEXT & RATIONALE:** Explain where and how the project fits within the existing community.

What would be the community impact? How many 5C residents will participate? How will the project complement the existing goods and services in this area? Attach additional pages as necessary.

For Education/Enrichment grants, explain the tangible benefit to the students that will be derived from the proposed project, and assessments of those outcomes.

**PLAN OF WORK/ IMPLEMENTATION:** Attach a chronological, annotated outline, divided into distinct phases, that details the evolution of the project from start to finish. Include the specific dates during which you plan to conduct the work. For example, phase one might be researching and purchasing supplies, phase two delivering/implementing the project, and phase three assessing outcomes. Outcome assessment(s) may include written work, conference participation, printed flyers, landscaping, completion of course work, etc.

*For Education/Enrichment Grants – please provide a detailed timeline and assessment of outcomes.*

*There will be a section later in this application to provide instructor background information.*

**Phase I Dates:**5/18/2011

**Phase II Dates:**5/21/2011

**Phase III Dates:**5/2/2011

**BUDGET:** Attach a budget that details dollar amounts for all costs in the following categories. Indicate which costs, if any, are for project implementation.

Technology       Services       Fees and tuition       Other

*(See attached)*

**OUTSIDE SUPPORT:** Does the project involve/require individuals or institutions apart from the ANC5C? If so, please explain and attach letters from said individuals/institutions agreeing to participate in the project.

**IF THERE ARE TEACHERS/CONSULTANTS PROVIDING INSTRUCTION/ENRICHMENT, PLEASE PROVIDE RESUMES AND CONTACT INFORMATION.**

\_\_\_\_\_ Signature(s) of Applicant/Date

\_\_\_\_\_ Signature(s) of Applicant/Date

**INSTRUCTORS/CONSULTANTS (if any):**

\_\_\_\_\_ Signature/Title/Date

**PROJECT BUDGET: SUPPLIES AND MATERIALS**

**SERVICES FEES**

**STIPENDS OTHER (Explain)**

**TOTAL:**

**Please do not write below this line**

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**Date approved: 5/18/2011 Amount: \_\_\_\_\_ Grant Number: \_\_\_\_\_**