

APPENDIX B: GUIDELINES FOR ANC 1A GRANT APPLICATIONS

I. Preface:

Under DC law, ANCs may award grants to organizations for public purposes. ANC 1A reserves the right to fund or not fund any legal grant application at its sole discretion.

II. Policy:

A. Public Meeting Requirement

The ANC may not award a grant except pursuant to a majority vote of the ANC at a public meeting following a public presentation of the grant request.

B. Permissible Grants

Any grant that serves the best interests of the public in ANC 1A, as determined by consideration of a complete and timely application, and a majority vote of ANC 1A held at a public meeting of the same. Exceptions include those grants that ANC1A is expressly forbidden by law from funding.

C. Prohibited Grants

1. Awards for non-public purposes or where services are provided for personal gain.
2. Awards conditioned on a grantee's political position, or on support of a position taken by the Commission
3. Awards to an agency or program funded by the District government.
4. Awards where funds will be used to purchase food or entertainment, or support festivals.
5. Awards to an individual.
6. Awards that will fund or duplicate existing government services.
7. Awards that provide funding to compensate individuals for services usually performed by adult volunteers or organization officers.
8. Awards that will be used to support religious or partisan advocacy activities.
9. Awards that may be used to pay salaries or support fundraising activities.

D. Amount(s)

1. No organization may apply for or receive more than \$3,000 in ANC 1A funds in any 12-month period, except by special exception 3/4 majority vote of the Commission at a public meeting.
2. No grant expenditure shall exceed the total amount allotted for the same in the annual budget.

III. Process:

A. Public Notice

The grant application itself, the timeline for consideration, and ANC 1A's grant guidelines will be published in advance so as to provide proper notice for any organizations that may want to apply.

B. Competition

It is the goal of ANC 1A to foster a competitive grant process.

C. Timing

1. While Grants may be considered throughout the year, public notification of ANC 1A's grant process and application will be issued twice yearly:
 - a. Once in October
 - b. Once in April
2. Grant applications must be received 30 days prior to their consideration at an official meeting of ANC 1A.

D. Consideration and Recommendation by Grant Committee

1. Applications will be considered by an ad hoc Grants Committee.
2. Membership of the Grants Committee – Any duly elected and willing member of the Commission may serve on the Grants committee.
3. Procedure – The Grants Committee will consider applications and awards outside of the Committee of the Whole Meetings and Public Meetings. They will report their recommendations for grants (if any) to the Commission at the Committee of the Whole meeting.

E. Use of an Approved Application Form

1. The ANC must approve a grant application form for use in its process
2. Grant applications will not be considered unless they are submitted using the approved application.

F. Exceptions

ANC 1A may, at its sole discretion, choose to accept, consider and fund legal grant applications submitted less than 30 days prior to their consideration provided that all other requirements of the application process are met and the Commission votes to consider it by a 3/4 majority at a public meeting.

IV. Application Requirements:

A. Citizen and ANC Sponsorship:

Prior to submitting an application for funding, in order to attest for the need and desire for the proposed activity in the community, the organization requesting the grant must first obtain:

1. A citizen sponsor (presumably the applicant) who resides within the geographic boundaries of ANC 1A (optional); and,

2. The support, sponsorship and guidance of an ANC Commissioner to assist in the grant application process and take the responsibility for requisite follow up documentation. Preferably this will be the commissioner who resides in the Single Member District where the citizen sponsor resides or where the applicant organization is based or where the primary public benefit of the grant will take place.

B. Who Can Apply:

Only organizations based within the geographic boundaries of ANC 1A, or those organizations which directly serve the people of ANC 1A may make grant requests. The organization must propose to provide services, public in nature, that will benefit persons who reside or work within the Commission area. However, the services may not duplicate those already performed by the District government.

C. Required Information for Consideration Shall Include:

1. A clear, written and timely grant application;
2. A detailed description of the proposed project;
3. A description of the public benefits; and,
4. A statement of the total costs of the project which includes other sources of funding and is accompanied by a detailed budget.

V. Financial Reporting Requirements

A. Required Documentation

Payment of grant awards must be supported by documentation, including vouchers, grant request letter or proposal, and minutes of the meeting in which the Commission approved the grant.

B. Timetable for Financial Reporting

All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within 60 days after a grantee receives the grant award, or within 30 days after the event/activity, whichever is later, the grantee must forward to the Commission a statement as to the use of the funds including:

1. Receipts totaling the grant amount
2. Refund (if all funds disbursed by the ANC were not spent)

D. Extensions

Should grantee need an extension to file the report, the grantee must submit a request for extension in writing (email is acceptable) prior to the expiration of the 60 (or 30) days. The Chairman, Treasurer and/or Commission will review the request and approve or deny the request within 10 days of the receipt of the request. An extension may be granted for up to an additional 15 days.

E. Enforcement

Failure to comply with information submission requirements set forth in Section V B will result in the applicant being barred from receiving future grants from ANC 1A for a period of one calendar year beginning the 61st day after the date on the grant check, or after the 31st day of the project, whichever is later. ANC 1A may also request the assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.

F. Responsibilities of the Commissioner Sponsor

The commissioner sponsor will be responsible for assisting the Treasurer in obtaining requisite follow up paperwork.) Individual Commissioners who fail to assist in follow up paperwork can be disallowed from sponsoring grants for a period of up to 1 year by a majority vote of the Commission.