

ANC 7B  
Grant Guidelines

Pursuant to 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 following are the Grant Guidelines for ANC 7B  
Advisory Neighborhood Commission 7B Grant Guidelines established August 2018.

1. D.C. Advisory Neighborhood Commission 7B (hereinafter “Commission”) receives annual funding from the D.C. Government. These funds are budgeted by the Commission, and a portion is allocated for community grants has been budgeted.
  
2. The general intent of the grants is to stimulate activities that improve the welfare of the residents within the ANC 7B community and to provide funds for projects where other sources are insufficient and are not permitted nor provided by the District of Columbia government.
  
3. The Commission may award a grant to any non-profit organization for a specific project that is public in nature and benefits persons who live or work within ANC 7B.
  
4. Organizations seeking grants for projects should have or seek additional sources of funds. The Commission should not be the sole source of funding. Grants are given on a one-time only basis.

5. Grants may not be awarded for general operating expenses. They may not be given for any project that would be duplicative of any service provided by the DC government. Grants may not be made to a District agency or program funded by the DC Government.

6. The Commission may award all or part of a grant request, and payments may be made in installments at the discretion of the Commission.

7. Grants may not be given for any purpose for which the Commission itself could not expend funds, including: food or entertaining, for political purposes, litigation, or if deemed non-public in nature.

8. Upon receipt of a grant request, either the Chair or the Secretary shall refer the request to both the Commissioner in whose Single Member District the activity will take place and to Commission designed Grants Administrator. The Commission will determine compliance with the guidelines and when the public presentation is made.

9. Applications must be submitted at least two weeks, prior to the Commission meeting at which a representative for the organization must make a public presentation.

10. A grant may be awarded only pursuant to a vote of the Commission at a regular public meeting subsequent to the meeting at which the public presentation was made.

11. Grant requests must be signed by an authorized representative or agent of the applicant organization and submitted to the Administrator of the Grants for 7B, preferably by email the Grant Administrator at [anc7b@earthlink.net](mailto:anc7b@earthlink.net) and the Office of ANC. The written request must specify the following:

- Identification of the group (including its approximate length in existence, its officers, and a financial statement, as well as email, phone and website, if any.) Also, provide the names, emails, and phone numbers of all persons who will manage the disbursement of funds provided by the ANC.
- Goals and purposes of the specific project, including its rationale. The community needs and benefits particularly to the ANC7B constituency, should be identified, and a description of the project implementation should be provided. There should also be a brief statement identifying community support for the project.
- A detailed total project budget, including itemization of expenditures (actual and projected) for the project.
- An accounting of other funding sources (grants, dues, sales, etc.)
- Timetable for the project.
- Provisions for periodic monitoring and for an end-of-project report
- Disclosure of any Advisory Neighborhood Commissioners directly or indirectly involved in the project and the applicant organization.

12. Any grant recipient must sign a Memorandum of Agreement with the Commission upon receipt of the grant disbursement in which the organization agrees to adhere to DC Government laws and the Commission grant guidelines and reporting requirements.

13. Recipients of ANC 7B grants are to keep accurate records of income and expenses related to the project. At any time, the Commission may request an accounting of expenses as the Commission sees necessary.

14. Recipients of ANC 7B grants must provide the Commission with an end-of-project report sent to the Grants Administrator and the Secretary of the Commission, preferably by email. It

should adequately summarize the uses, results, and benefits consistent with the grant application as approved by the Commission. The report must include all records and supporting documentation and receipts of all expenditures.

15. The report must be submitted within 45 days of the date on the check by which the grant was disbursed. If an approved project cannot be completed within 45 days, checks will be issued in installments upon submission of the required report at 3-week intervals for the length of the project as approved by the Commission. A final accounting must be submitted within 45 days of the issuance of the last installment to include any unspent funds.

16. In the event that the full amount of the grant is not spent on an approved project, all unexpended funds must be returned to the Commission. If the grantee fails to comply with any ANC 7B guidelines or DC laws, including misappropriation of the funds, the grant will revert to the Commission and actions referred to the AG for review and direction.

17. All grants must be in accordance with applicable D.C. law, including the laws, rules, and regulations pertaining to Advisory Neighborhood Commissions.

18. These guidelines were approved by a roll-call vote of 7-0

August 16, 2018 at a scheduled and noticed public meeting of ANC 7B with a quorum present.

OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR  
STATUTORY GUIDELINES FOR ANC GRANT REWARDS

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.
  - Submit a written grant application to the Commission;
  - Describe the proposed project for which the grant is requested; State the expected public benefits; and
- The Auditor encourages ANCs to adopt guidelines for the consideration and award of grants. A grant applicant must:
  - 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.

**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.

**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 <sup>[1]</sup>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 a non-public purpose expenditure.

OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR  
PROCEDURAL REQUIREMENTS FOR GRANT AWARDS

1. Ensure that a grant application is submitted for the ANC's review.
2. Ensure that the purpose of the requested grant adheres to the public purpose requirement.
3. Ensure that the organization's representative presents the grant request at a public meeting of the ANC.
4. Ensure that grant guidelines are included in the ANC's by-laws.
5. Ensure that ANC minutes reflect the approval of all grants awarded by the ANC.
6. Ensure that the grantee uses the grant funds for the purpose stated in the grant request letter or proposal.
7. Ensure that, within 60 days following the issuance of a grant, the grant recipient forwards to the ANC a statement as to the use of the funds along with receipts which support the expenditures.
8. Ensure that grant disbursements are included in the quarterly financial reports submitted to the Auditor.

EXCERPT OF SECTION 15 OF THE  
COMPREHENSIVE ADVISORY NEIGHBORHOOD COMMISSION AMENDMENT ACT OF 2000

*Note: Provided for general information. Not intended to be official.*

*Consult D.C. statutes for official text of Act.*

“(m)(1) A grant may not be awarded unless the grant is awarded pursuant to a vote of the Commission at a public meeting following the public presentation of the grant request. A Commission may approve grants only to organizations that are public in nature and benefit persons who reside or work within the Commission area. The services provided by the grantee organization must not be duplicative of any that are already performed by the District government.

(2) An applicant for a grant must submit an application in writing to the Commission. The application shall contain:

(A) A description of the proposed project for which the grant is requested

(B) A statement of expected public benefits; and

(C) The total cost of the proposed project, including other sources of funding, if any.

(3) Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts which support the expenditures.

(4) Grant disbursements shall be included in quarterly financial reports submitted to the Auditor.”

“(n) The Mayor may, pursuant to Title 1 of the District of Columbia Administrative Procedure Act issue rules to implement the provisions of this section. The proposed rules shall be submitted to the Council for a 45-day period of

review, excluding Saturdays, Sundays, legal holidays, and days of Council recess. If the Council does not approve or disapprove the proposed rules, in whole or in part, by resolution within this 45-day review period, the proposed rules shall be deemed approved.”

*Note: Provided for general information. Not intended to be official.  
Consult D.C. statutes for official text of Act.*

**ADVISORY NEIGHBORHOOD COMMISSION (ANC) 7B  
Grant Request Application Form**

**1. DATE OF APPLICATION**

**2. DATE OF PROJECT OR ACTIVITY**

**3. APPLICANT ORGANIZATION NAME AND ADDRESS (CURRENT SOURCE OF FUNDING)**

**4. CONTACT NAME & TITLE**

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

**6. TELEPHONE**

**7. FAX**

**8. E-MAIL ADDRESS**

**9. BRIEF DESCRIPTION OF PROPOSED PROJECT/ACTIVITY/LOCATION OF EVENT/TIME**

**10. PROJECTED TOTAL COST**  
\$

**11. AMOUNT REQUESTED**  
\$

**12. OTHER SOURCES OF SECURED FUNDING (BE SPECIFIC, PROVIDE NAMES)**

**13. STATEMENT OF BENEFIT (DETAILED DESCRIPTION OF PROJECT OR ACTIVITY, WHO WILL BENEFIT AND IN WHAT WAY)**

**SIGNATURE OF PERSON SUBMITTING APPLICATION:**

**DATE:**

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**THIS SIGNATURE INDICATES THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE TERMS ANC 7B GRANT GUIDELINES AND THE OFFICE OF THE DISTRICT OF COLUMBIA AUDITOR'S STATUTORY GUIDELINES FOR ANC GRANT AWARDS.**

## **ANC Grant Memorandum of Understanding**

The grant application submitted by (organization) has been reviewed and the application has been:  
\_\_\_\_ Accepted for the following amount \$ \_\_\_\_\_  
\_\_\_\_ Rejected

**By signing below grantee agrees to the following terms:**

1. Within 45 days of funding grantee must provide ANC with the following information regarding the grant:
  - a. Statement of use detailing how funds were used and the public benefit derived from the use of the funds.
  - b. Receipts totaling grant amount
  - c. Refund (if all funds disbursed by the ANC were not spent)
2. 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 45 days.

The Commission will review the request and approve or deny the request within 10 days of the receipt of request. An extension request should be for no more than 30 days.

3. Failure of grantee to provide the above requested information within a timely manner will result in notification from ANC to grantee to immediately provide the information contained in Section 1 above or reimburses the funds disbursed to grantee.

***Please note that failure to comply with information requirements of this agreement will result in the ANC losing future allotments equal to amount of the funds disbursed to your organization. Additionally, grantee may be barred from receiving future grants from our ANC and the ANC may request assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.***

**Grantee's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

Check # \_\_\_\_\_

Grant Application Date: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_

Date Awarded: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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