

GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADVISORY NEIGHBORHOOD COMMISSION 3A



ANC 3A GRANTS

Not-for-profit organizations that are public in nature are eligible to apply for a grant from ANC 3A for projects that benefit the Commission area and people who live or work within ANC 3A. Eligible organizations that have a project in mind to serve the ANC 3A community and would like to apply for a grant to support that project should email the ANC at 3a@anc.dc.gov or contact an individual Commissioner to discuss the project. Applicants should also inquire about scheduling a presentation of the grant request before submitting a grant application to the ANC and OANC.

NOTE: ANC 3A requests that a project proposed for a grant should last no more than 60 days.

See the Commission's grant guidelines below:

ANC 3A GRANT GUIDELINES

1. Each entity receiving a grant from ANC 3A must be a not-for-profit organization that is "public in nature." That does not mean that the organization must be officially considered a 501(c)3 organization but it must be a not-for-profit, not a for-profit organization or an individual.
2. The proposed uses of the grant must primarily benefit the Commission area and the persons who live or work within ANC 3A.
3. The organization must have a bank account in the name of the organization that can receive the grant funds (not in the name of an individual employee or representative of the organization), or must arrange for an official fiscal agent expressly allowed to receive and administer the grant funds in the name of the organization, with formal documentation provided to ANC 3A to verify that status.
4. The organization requesting an ANC 3A grant must complete the official ANC grant application form and email it to ANC 3A at 3a@anc.dc.gov **and** also email it to the Office of ANCs oancs@dc.gov For the official grant application form, see: https://dcgovict-my.sharepoint.com/:w/g/personal/oancs_dc_gov/EbEw3vpttn9GntGy6ibWyOUBEWKf0B3Oz8irjvrdgg_-w?rttime=LQ-OwsrH3Ug
5. Grant applications to ANC 3A must be submitted in electronic form to the ANC **and** to the Office of ANCs (OANC) by the 15th day (or the next business day) of the month prior to the ANC 3A meeting at which the grant request will be presented to the ANC and considered for approval.
6. The Commission requests that grant applications be presented at its regular January, April, July, or October public meetings.
7. The grant application must include:
 - a. a description of the organization requesting the grant and the nature of services it provides to the ANC 3A community;
 - b. a description of the proposed project for which the grant is requested;
 - c. a statement of expected public benefits of the project, focusing on the benefits for individuals who live or work within ANC 3A;
 - d. the expected timetable for completing the proposed project;

- e. the total cost of the proposed project, with a detailed project budget;
 - f. information on all other sources of funding the organization is seeking or planning to use to pay for the project
 - g. an estimate of the overhead costs the organization expects to incur in carrying out the grant and the percentage of the grant funds those overhead costs would represent of the total grant funds being requested from ANC 3A. By District law, no grant can be used to pay overhead costs that exceed 15% of the total amount of the grant.
8. The maximum amount of an individual ANC 3A grant considered by the ANC will be \$2,500 and the minimum will be \$500, unless the Commission decides by majority vote at a public meeting to waive the limit for a specific grant application.
 9. A representative of the organization requesting the grant must present the request to the Commission at an ANC 3A public meeting at which a quorum is present, outlining the elements of the grant application (above), before the Commission can consider a motion to approve the grant application.
 10. After the presentation of the grant request, each grant must be approved by majority vote of the Commission at a duly-noticed ANC 3A public meeting at which a quorum of the Commissioners is participating. The Commission may vote to approve the full amount of the grant request, approve a grant for a portion of the grant request, or deny the grant.
 11. The Commission's consideration of a grant shall include the following factors: the organization's intended use of funds; the number of individuals who live and work in ANC 3A who will benefit from the grant; whether the organization is located in or near ANC 3A; the needs of the organization for the funds, considering its overall finances and other potential sources of funds; the organization's prior history with management of ANC 3A grants; and the amount of time that has elapsed since the last ANC 3A grant to the organization.
 12. An organization may not receive a total of more than \$2,500 in ANC 3A grants in any fiscal year (October 1 of one calendar year through September 30 of the following year), unless the Commission votes to waive that amount. An individual organization may apply for additional grants within the same fiscal year if further funds are needed for one or more different projects; however, the combined total amount of all the grants that one organization receives from ANC 3A in one fiscal year can in no case exceed the maximum of \$2,500 for that year without vote of the Commission.
 13. ANC 3A grants are intended to support specific projects, not pay administrative or other general costs of operating the organization requesting the grant.
 14. Grant applications will not be accepted for:
 - a. Partisan political activity, litigation or other legal costs, salaries, or fundraising.
 - b. Purchase of food or entertainment.
 - c. Projects that duplicate existing District government services.
 15. Within sixty (60) days of receiving a grant from ANC 3A, the grant recipient must forward to the ANC a statement in electronic form showing how it has used the grant funds, consistent with the grant application, with receipts supporting all expenditures. Any grant funds not spent within those sixty (60) days shall be returned to ANC 3A no later than the 60th day after the organization receives the grant, unless prior to the 60th day the organization submits to ANC 3A a written request for an extension presenting reasons for needing additional time. The ANC 3A Treasurer may approve an extension of time. An extension cannot be requested to last for more than thirty (30) days.

16. An organization that does not follow the terms of the grant or does not follow these grant guidelines may be excluded from receiving future ANC 3A grants.

The Commission approved draft ANC 3A Grant Guidelines by a vote of 5 - 0 at its duly-noticed public meeting on July 15, 2025, at which a quorum was present. The above amended Draft Guidelines were approved by a vote of 5 - 0 at the duly-noticed ANC 3A public meeting on September 17, 2025, at which a quorum was present. (Three of the five Commissioners make a quorum.)