



ADVISORY NEIGHBORHOOD COMMISSION 7F
Government of the District of Columbia

Grant Application

See ANC 7F Grant Guidelines starting on page 6

Return completed application to:

Advisory Neighborhood Commission 7F

PO Box Address

7F@anc.dc.gov

Application Date:

Amount Requested:

Applicant Name:

Mailing Address:

Contact Name:

Title:

Telephone:

Email:

Website:

Section 1 Applicant Information

Is the applicant a 501(c)(3) non-profit organization?

- Yes *(attach a copy of the exemption)*
 No *(describe the legal structure of the organization)*
-

Has the applicant ever received a grant from ANC 7F?

- Yes *(date)* _____ *(amount)* _____
 No

Does the applicant receive funding from the DC government?

- Yes
 No

Does the Applicant receive funding from the DC Council?

- Yes
 No

Describe the organization requesting the grant, including the nature of the services it provides to the residents of ANC 7F. Attach additional pages as needed.

Section 2 Project Information

Describe the purpose of the grant and how the grant funds will be used. Please be specific. Attach additional pages as needed.

Community Benefits (check all that apply)

- | | |
|---|---|
| <input type="radio"/> Arts and Culture | <input type="radio"/> Parks and Recreation |
| <input type="radio"/> Educational Activities | <input type="radio"/> Public Safety |
| <input type="radio"/> Historic Preservation | <input type="radio"/> Senior Citizen Programs |
| <input type="radio"/> Neighborhood Beautification | <input type="radio"/> Other (specify) |

Describe the public benefits of the project to be supported by the grant, highlighting the benefits to individuals who live and work in ANC 7F. Please be as specific. If possible, include a brief statement identifying local community support for the project.

Describe any other sources of funding for the project that the applicant has or plans to secure.

Describe the project timeline, highlighting the use of the ANC 7F grant funding.

Describe any involvement, direct or indirect, in the project by any ANC Commissioner.

Describe the project costs in detail , including the total project costs and detailed budgetary information about the activities that the grant funding will support.

Section 3 Accountability

Does the applicant agree to forward to ANC 7F, within sixty (60) days of receiving the grant, a statement as to the use of the funds consistent with the purposes described in this application, complete with receipts supporting all expenditures?

Yes *(initial)*

Should the grant not be fully expended within sixty (60) days, does the applicant agree to provide ANC 7F with a report every thirty (30) days on the status of the project until the funds are spent in full or the funded project is complete?

Yes *(initial)*

Does the applicant agree to provide ANC 7F with an end-of-project report summarizing the uses, results, and benefits from the grant

Yes *(initial)*

Does the applicant agree to return to ANC 7F any grant funds not spent on the approved project for the purposes for which the grant was approved?

Yes *(initial)*

Section 4 Signature

The undersigned, either as the applicant or representing the applicant, affirms that the information provided in this Grant Application is accurate and true to the best of his or her knowledge.

Signature

Date:

Printed Name

ANC 7F INTERNAL USE

Date Presented:

Date Voted:

Vote Tally: (for) (against) (abstain)

Amount Awarded: \$

Date Check Issued:

Check Number:

Receipts Received:

Use of Funds Stmt Received:

Final Report Received:

ANC 7F Grant Guidelines¹

Funding

ANC 7F grants generally range from \$100 to \$3,000. The Commission may, at its discretion, consider granting a larger amount. Disbursements may be made in installments, at the discretion of the Commission.

Grants are usually made on a one-time only basis. The Commission may consider making a second grant to an organization, generally after two years have elapsed from the date of the initial grant.

Projects and programs for which a grant funding is requested should also have other sources of funding; ANC 7F should not be the sole source of funding.

When an applicant is seeking grant funds from more than one ANC, ANC 7F will not make a grant in excess of what is provided by the other ANC(s) unless the grant applicant can prove that the residents of ANC 7F will benefit more than the residents of the other ANC(s).

Organization

ANC 7F only awards grants to non-profit organizations, not to "for-profit" organizations, private enterprises, or third party pass-through organizations. The organization receiving the grant must be "public in nature" and benefit persons who reside or work within the ANC 7F area.

Grants may not be made to a District agency or program funded by the District Government.

Uses

Grants from ANC 7F may not be used for partisan political activity, litigation, food or entertainment expenses, or to support festivals.

Grants from ANC 7F may not be used to pay for salaries or the operational expenses of an organization.

Accountability

Within sixty (60) days of receiving the grant, the recipient must forward to ANC 7F a statement as to the use of funds consistent with the grant application, complete with receipts supporting all expenditures.

Should the grant not be fully expended within sixty days, the recipient shall provide ANC 7F with a progress report every thirty days on the status of the project until the funds are spent in full or

the funded project is complete. All expenditures must be consistent with the grant approved by the Commission.

Recipients of ANC 7F grants shall provide the Commission with an end-of-project/program report, which need not be lengthy, but should adequately summarize the uses, results, and benefits gained from the Commission's grant. While not required, ANC 7F would welcome photos, copies of letters, etc. from those benefiting from the grant.

If the full amount of the grant is not spent on an approved project, all unexpended funds must be returned to ANC 7F.

Process

Grant requests must be made in writing and signed by an authorized representative or agent of the requesting organization. [The application] must be complete and meet all applicable criteria at the time the application is heard; ANC 7F will not make conditional grants.

Upon receipt of an application that meets the basic eligibility criteria, ANC 7F will invite a representative of the requesting organization to present the request and answer questions at a regularly scheduled meeting of ANC 7F. The application will then be referred to the ANC 7F Grant Committee for detailed review. (The Commission will not vote on a grant application during the same meeting at which it is initially presented.)

The ANC 7F Grants Committee will, review the project, verify the applicant's eligibility, ensure necessary paperwork is in order, and confirm that required receipts and follow-up reports will be provided. The Committee will then make a recommendation to the full Commission, which will vote to approve or deny the grant at its next regularly scheduled public meeting. The applicant may also be invited to attend that meeting to answer any remaining questions from the Commissioners.

The grant application must include

- ▣ a description of the organization requesting the grant, the nature of the services it provides to the residents of ANC 7F, and a brief statement identifying community support for the project or program;
- ▣ a description of the proposed project for which the grant is requested;
- ▣ a statement of expected public benefits, and benefits for individuals who live or work within ANC 7F;

- ▣ the total cost of the proposed project, including detailed budgetary information (actual and projected) and information on all other sources of funding;
- ▣ disclosure of any ANC commissioners directly or indirectly involved in the project or program;
- ▣ identification of previous ANC 7F funding, if any; and
- ▣ a timetable for the proposed project.

ⁱ ANC 7F grant guidelines by reference incorporate the D.C. Auditor instructions of January 2001, entitled “Statutory Guidelines for ANC Grant Awards” and “Procedural Requirements for Grant Awards” and “Excerpt of Section 15 of the Comprehensive Advisory Neighborhood Commission Amendment Act of 2000” appended to these guidelines.