



## Office of Advisory Neighborhood Commissions

Primary source of advice for Commissioners

### **Advisory Neighborhood Commission Grant Instructions and Application Form**

#### **ANC Grants Overview**

Advisory Neighborhood Commissions (ANCs) are hyperlocal bodies composed of elected officials whose primary role is to consider a wide range of policies and programs affecting their neighborhoods. These include traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection and the District's annual budget.

Each Commission receives an annual allocation of funds which they may expend “for public purposes within the Commission area or for the functioning of the Commission office, including staff salaries, Commissioner training, property liability insurance, legal expenses for Commission representation by an attorney licensed in the District before an agency, board, or commission of the District government, and nominal refreshments at Commission meetings.”<sup>1</sup> Commissions may expend their funds both directly and indirectly through a community organization, and some have chosen to do so through sponsorships and grants. Regardless of the method or terminology used, the permissible use requirements for ANC funds remain the same.

While the primary function of ANCs is not the issuance of grants, their “expenditures may be in the form of grants . . . for public purposes within the[ir] Commission area.”<sup>2</sup> Whether through a grant, sponsorship, or any other process, ANC expenditures are limited to the two areas defined in the D.C. Code and the same basic tenets applicable to the more traditional grant process.

While ANCs are not required to give community grants, the D.C. Official Code states that ANC “expenditures may be in the form of grants . . . for public purposes within the[ir] Commission area.”<sup>3</sup> The basic rule that applies is that such grants cannot be used for the general support of organizations requesting grants. Most importantly, the funds must promote a **public purpose** “benefit[ing] persons who reside or work within the Commission area.”<sup>4</sup> The law defines public

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<sup>1</sup> See: D.C. Official Code § 1-309.13(l)(1)

<sup>2</sup> *Id.*

<sup>3</sup> *Id.*

<sup>4</sup> D.C. Official Code § 1-309.13(m)(1)

purpose as one “that benefits the community<sup>5</sup> as a whole and is not done for the primary purpose of benefitting a private entity.”<sup>6</sup>

Please review OANC General Guidance No. 2023-006 “Advisory Neighborhood Commission Guidance on Grants, Sponsorships, & Spending for Public Purposes” on the OANC Website for additional information related to permissible uses of ANC Grant funding.

### **Instructions & Guidelines**

- Fill out the application form beginning on page 4 in its entirety. The absence of information will delay review and processing of an application and may result in a rejection of the application.
- Only organizations may make grant requests. The organization must propose to provide services, public in nature, that will primarily benefit persons who reside or work within the granting ANC area. However, the services may not duplicate those already performed by the District government or within the authority of the District government to perform.
- The completed application must be submitted to the ANC and to the Office of Advisory Neighborhood Commissions (OANC) at [oaacs@dc.gov](mailto:oaacs@dc.gov).<sup>7</sup> Failure to submit a copy of the application to the OANC will delay review of the application and may result in disapproval of the application.
- The completed application must include the following information by law:
  1. A description of the proposed project for which the grant is requested;
  2. A statement of expected public benefits (please clearly communicate how the funding will primarily benefit the people who live and work in the ANC area issuing the grant);
  3. The total cost of the proposed project, including other sources of funding, if any, with a description of what the expenditures the ANC money will be used for; and,
  4. An accounting by the grantees of the expected overhead costs the grantees will incur in carrying out the grant. No ANC shall provide a grant for which the grantee estimates that the overhead costs would exceed 15% of the entire grant amount.
- Applicants must provide a detailed budget of their project or program clearly identifying how ANC funding will be used.
- 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.

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<sup>5</sup> "Community" means those residents who reside within a Commission area. D.C. Official Code § 1-309.01(2)(c)(2B)

<sup>6</sup> D.C. Official Code § 1-309.13(m)(2)

<sup>7</sup> See: D.C. Official Code § 1-309.13(m)(2)

- Payment of grant awards must be supported by documentation, including vouchers, grant request letter or proposal, paid receipts, and minutes of the meeting in which the Commission approved the grant.
- 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, and every 90 days thereafter during the life of the grant, the grantee must forward to the Commission a statement as to the use of the funds.

**NOTE:** The OANC is required to maintain a list of prohibited grantees and may disallow grant expenditures by ANC's which provide grants to any past grant recipient on the list that used grant funds contrary to the associated grant agreement!

### **Examples of Grants That Are Allowed**

To Neighborhood civic associations or non-profit organizations, for projects or activities of a public nature that primarily benefit the Commission area.

To Parent Teacher Organizations (PTOs), Charter Schools, or private institutions for community events.

### **Examples of Grants That Are Prohibited**

Awards for non-public purposes or where services are provided for personal gain.

Awards to an agency or program funded by the District government or duplicative of a government service.

Awards where funds will be used to purchase food or entertainment.

Awards directly to DC Public Schools.

Awards supporting fundraisers. ANC's are not permitted to solicit funds. Additionally, the primary beneficiary of fundraisers are the organizations or causes identified as the beneficiary of the fundraiser and not the people who live and work in a Commission area.

Awards to an individual. Such an award does not have to be to a specific individual, but where the beneficiary is a specific individual or group. This includes awards for cash prizes, stipends, or equipment not available for use by the general public.

## OANC Form 100 – Advisory Neighborhood Commission Grant Application

1. Date of Application

Click or tap to enter a date.

2. Date of Project or Activity

Click or tap to enter a date.

3. Which ANC is the recipient of this application? Choose an item.

4. Title of Grant or Name of Event/Project

Click or tap here to enter text.

5. Project start date?

Click or tap to enter a date.

Project end date?

Click or tap to enter a date.

6. Applicant Organization Name and Address, and current source of funding

Click or tap here to enter text.

7. Is the organization or group a 501(c)(3)?

☐ Yes

☐ No

(If yes, please answer the following questions)

• When was the incorporation date?

Click or tap here to enter text.

• Is the incorporation for profit or not for profit?

Click or tap here to enter text.

• EIN#:

Click or tap here to enter text.

Please provide a list of board members:

Click or tap here to enter text.

8. Primary Project Contact Name

Click or tap here to enter text.

9. Title

Click or tap here to enter text.

10. Address (if different from above)

Click or tap here to enter text.

11. Telephone

Click or tap here to enter text.

12. Fax

Click or tap here to enter text.

13. E-mail Address

Click or tap here to enter text.

14. Please list prior experience of primary project contact with similar projects.

Click or tap here to enter text.

15. Description of Proposed Project/Activity (continue on separate sheet of paper if needed)

Click or tap here to enter text.

16. Projected Total Cost

Click or tap  
here to enter  
text.

17. Amount Requested

Click or tap  
here to enter  
text.

18. Amount of Overhead Costs

Click or tap  
here to enter  
text.

19. How are Overhead<sup>8</sup> Costs calculated?

Click or tap here to enter text.

20. Other Sources of Funding (be specific, provide names/continue on separate sheet)

Click or tap here to enter text.

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<sup>8</sup> Project Overhead refers to the costs of a project that an organization incurs indirectly – also called indirect costs. These expenses cannot be directly attributed to one project, but instead are costs related to running the organization and therefore apply to all projects the organization completes.

21. Applicants must submit a detailed budget of their proposed project or event. Does your budget clearly identify the purposes for which you are seeking ANC funding?

☐ Yes

☐ No

21. Statement of Community Benefit (detailed description of project or activity and how it primarily benefits the people who live and work in the ANC area (continue on separate sheet)

Click or tap here to enter text.

22. Please explain how this project does not duplicate services provided by the DC Government

Click or tap here to enter text.

23. How will success of this project/event be measured and documented (i.e. number of participants, outcomes)?

Click or tap here to enter text.

24. Are any permits or consents required for this project?

☐ Yes

☐ No

25. If permits or consents are required, have they been obtained?

☐ Yes

☐ No

26. Have you requested an ANC Grant before?

☐ Yes

☐ No

(If yes, please answer the following questions)

• When was the previous request?

• Did the ANC grant or deny the request?

• How much money or in-kind services was requested?



## 27. Statement of Good Faith

By signing below, I certify that the information provided in this application is true and correct to the best of my knowledge and belief and understand and agree that I have a continuing obligation to advise the OANC and ANC if there is any change in circumstances. I also understand that use of funds for non-permissible uses may result in the loss of funds to the ANC and that grant funds unused at the end of the project or used contrary to the grant request, must be returned to the ANC.

Signature

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
(Print Name)	Title	Date

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(For OANC/ANC use only)

Date received: \_\_\_\_\_

Date approved: \_\_\_\_\_

ANC Vote: \_\_\_\_\_

Amount Granted: \_\_\_\_\_

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

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## Advisory Neighborhood Commission Grant Application Checklist

**Please review this list to ensure that your Grant Application is complete.**

- ☐ Did you provide all information requested on the application form?
- ☐ Did you include a description of your proposed project?
- ☐ Did you include a detailed and itemized budget showing all projected expenses?
- ☐ Have you **clearly stated the public purpose** -- how the use of ANC funds will primarily benefit the people who live and work in the ANC area?
- ☐ If a recurring event, have you provided supporting documents, including financial statements, newspaper clippings, brochures, etc., in support of the grant application?
- ☐ Have you submitted the application to both the **OANC** ([oancs@dc.gov](mailto:oancs@dc.gov)) and the ANC for review?
- ☐ Have you scheduled a presentation before the ANC during a public meeting to review and vote on the application?

## Advisory Neighborhood Commission Grant Closeout Form

GRANT INFORMATION	
Grantee:	Click or tap here to enter text.
Grant Title	Click or tap here to enter text.
Date Awarded	Click or tap to enter a date.
Date Completed	Click or tap to enter a date.
Check #	Click or tap here to enter text.
Statement of Public Purpose	Click or tap here to enter text.

## Advisory Neighborhood Commission Grant Closeout Form Continued

CHECKLIST		
<input type="checkbox"/>	Completed invoice statement	Complete a list of final expenditures and details about how the grant funds were spent in support of the community
<input type="checkbox"/>	Receipts	Include all receipts for purchases made with grant funds
<input type="checkbox"/>	Photos or other publicity (optional)	Please share materials for promotional purposes with the ANC if you would like them to share your work in the community
<input type="checkbox"/>	Refund	Return any unspent grant funds to the ANC
<input type="checkbox"/>	Copy of all materials to the OANC	Please submit copies of all materials to the OANC in addition to the ANC

Signature

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
(Print Name)	Title	Date