

# Small Grants Program

## 2008 Mt Pleasant **anc1D**

mount pleasant, dc

- ◆ 22! Best two proposals get \$500 grants, another *twenty* each get \$200.
- ◆ Open: New or informal groups are welcome – especially those wishing to more formally organize and seek further funding.
- ◆ Help: Winners will get support from ANC1D's grant manager on how to: recruit members; adopt bylaws; incorporate; raise funds; obtain IRS 501(c)(3) status; apply for larger further grants.
- ◆ Aims: Benefits the most people in Mt Pleasant. Seed more funding.

**ANC1D** (the Mt Pleasant Advisory Neighborhood Commission) offers twenty-two micro-grants for groups to start or better organize projects providing benefits to neighbors who reside or work within the commission area. The top two best-rated proposals will be awarded \$500, and another twenty at \$200 each!

ANC1D's program is designed to provide a large number of groups with seed funding, legitimacy to attract other funding, and expert help to grow. Winners will be reviewed by a peer-panel with written ratings, a congratulatory proclamation, and follow up organizational development. The projects must be completed within two months, with checks issued within two weeks upon acceptance of a short final report and original receipts for expenditures acceptable by DC law within the grant amount. Because a successful new civic group or grass-rooted program can provide benefits to many people for many years, ANC1D gives priority to groups that may be newly formed or to those that are not usually active participants in local civic affairs.

**Deadline.** Proposals (in English or Spanish) due before midnight, **November 24, 2008**. Proposals are simple – one page description, and a few legally required answers about the proposing group.

**Information.** Get your anc1d grant application by calling or emailing the Grants Manager at 202.629.3247 or [anc1Dgrants@gmail.com](mailto:anc1Dgrants@gmail.com), or from your anc1D commissioners.

# Project Basics – anc1D 2008 Small Grants

## Steps to Success

1. Read the attached Grant Guidelines and complete the entire Grant Application.
2. Direct questions to anc1D Grants Manager (anc1Dgrants@gmail.com) (202.629.3247)
3. Submit two signed copies to: ANC1D Grants Program, PO Box 43529, Washington, DC 20010.  
Deadline: Postmarked before midnight, November 24, 2008. A group with many proposals needs extra explaining.

## Part One: Contact Information

Application Date: \_\_\_\_\_ Applicant Group Name: \_\_\_\_\_ (If exists, Website: \_\_\_\_\_)  
 Contact Person, 1: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Names and Contact info for two other participants committed to this project (email optional):  
 2: \_\_\_\_\_  
 3: \_\_\_\_\_

## Part Two: Project Information

Project Title, 15 words or less: \_\_\_\_\_  
 Project Date: 2 months, from \_\_\_\_\_ to \_\_\_\_\_ Total Cost of Project or Activity: \_\_\_\_\_ \$ \_\_\_\_\_  
 If any, the names and amounts of other sources now providing funding for this proposal's specific project:  
 \_\_\_\_\_

## Part Three: Narrative

Please complete the next page of this application. Since the project's benefits must be for people who reside or work within anc1D, view the anc1D boundaries here: [www.anc1D.org/map.html](http://www.anc1D.org/map.html). Legible hand-printing, typescript, English or Spanish are all acceptable. Please write a brief clear paragraph, starting with the labels A:, B:, C:, and D:

**A: Group.** What is the future or organizing intent of your group, what has been your history, who could you recruit to participate, what would be the services you provide to Mt Pleasant.

**B: Project.** In some detail, describe what you will do, and how you would use the grant money.

**C: Benefits.** What kind of - and how much - good would this project provide to how many people, both during the project's two months and in the future. Please highlight any underserved populations or significant but unmet needs that will be targeted.

**D: Leverage.** Priority will be given to proposals that demonstrate the greatest impact to Mount Pleasant by showing their potential for expanding that impact by recruiting volunteers and funding from non-anc1D sources. How will you attract what kinds of outside investments in your organization's stream of benefits?

## Part Four: Signature(s)

(At least the first contact person; not required, but two other participants' signatures would show commitment.) The undersigned attest on behalf of the applying group: (1) The information provided in this application is true to the best of their knowledge. (2) They and the group intend to comply with all requirements of DC and anc1D.

Group Name	_____		
	Signature	Printed Name	Date
Signature	Printed Name	Date	_____
Signature	Printed Name	Date	_____

# Project Narrative – anc1D 2008 Small Grants



**Title:** In 15 words or less, give a title that describes the project's main beneficial result.

**Narrative:** 500 words or less, all on this page. Label paragraphs - A: Group. B: Project. C: Benefits. D: Leverage.

# Guidelines – anc1D Small Grants 2008



**Eligibility:** Groups of three or more, including very informal ones, are especially welcome if they intend to grow and become more organized in their operations. Groups making proposals need not have bylaws, incorporation, or IRS 501(c)(3) status, but should demonstrate some minimum establishment, order or articulate purpose.

**Priorities:** Because a successful new civic group or grass-rooted program can provide benefits to many people for many years, ANC1D gives priority to groups that may be newly formed or to proposals that empower those that have been underserved or not active in local civic affairs. Proposals will be rated on: impact to the people of Mt Pleasant and likely future impact from leveraging this project to attract greater support from volunteers and grantors. Any group presenting more than four proposals must present separately a strong case for such a concentration of the limited programs funds, considering that it could reduce the reach and activation of several other groups.

**Grant Review Process:** Grants will be reviewed by a disinterested panel, which will not include anc1D commissioners or the officers or board members of any organization making a proposal. The final slate of recommended grants will be submitted with reviews and rationale for approval by at least four anc1D commissioners in a public meeting. Award announcements will be made no later than 60 days after the application deadline.

**Grant Amounts:** This micro-grants program intends to make twenty \$200 awards. In addition, the two most highly-rated proposals will receive \$500 awards. For those, after determination, anc1D staff will help work out a revised budget and project description for the extra \$300.

**Award Disbursement:** Within 60 days of announcing winners, the grantee must submit to anc1D a short final report consisting of all **original** receipts (DC Code§1-309.13(j)(1)), and a brief statement on how each expenditure is consistent with the grant application. A paragraph or two summarizing the results or benefits achieved would be appreciated. ANC1D will write checks within two weeks of receipt and approval by the Grants Manager: ANC1D reserves the right to amend or suspend the provisions of the grant at any time by a 2/3 vote at a public meeting.

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## Examples of possible micro-grant expenditures.

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| <ul style="list-style-type: none"><li>• Printing costs and postage for recruiting materials to expand membership, or seek contributors.</li><li>• Costs for distributing minutes or flyers on meetings.</li><li>• Costs to print and distribute bylaws, history, intents.</li><li>• Registration costs for a domain name, or hosting fees for a group web-site and emails.</li></ul> | <ul style="list-style-type: none"><li>• \$145 (\$70 first set-up fee, \$75 for the first two years of incorporation) as a DC non-profit corporation.</li><li>• A challenge grant towards raising the \$350 filing fee to obtain IRS status as a tax-free corporation under §501(c)(3).</li><li>• Report on Accomplishments to attract further support</li></ul> |
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## Examples of post-grant help from anc1D's Grant Manager.

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| <b>How-to's for tasks that could be proposed.</b> <ul style="list-style-type: none"><li>• Write bylaws, or articles of incorporation.</li><li>• Set up project (e.g., to staunch bedbugs) leveraging cooperation with similar local groups or agencies.</li><li>• Organizational development: Establish a committee, recruit volunteers, and demonstrate strong results.</li></ul> | <b>Tips for further funding.</b> <ul style="list-style-type: none"><li>• Ideas on how to contact DC agencies and area grant makers for support.</li><li>• Coaching on grant writing, fund raising.</li><li>• How to fill in the Common Grant Application used by many DC area foundations</li></ul> |
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## Legal Requirements

D.C. Code, Section 1-309.13(m), authorizes ANCs to award grants but only to organizations that are public in nature and for projects that benefit persons residing or working in the ANC area. The services provided by the grantee organization must not be duplicative of any program that is already performed by the District government, even if the

specific service is not. Application *must* include: (1) a description of the proposed project to be funded; (2) a statement of expected public benefits; (3) the total cost of the proposed project, including any other sources of funding.

Examples: Allowed projects	Examples: Prohibited expenditures
<ul style="list-style-type: none"> <li>• Form or revitalize a civic association for residents of an apartment building or a (half) block for self-help and better delivery of services from owners and DC agencies.</li> <li>• Form a self-help group by merchants on a half-block to maintain cleanliness, promote a distinctive style of products and branding, including storefronts, displays, or training; or provide security.</li> <li>• Form or revitalize a task-force of residents and others to address a substantial problem that affects many people, such as: bedbugs, rats and other pests; security including working with issues that engage police, fire, emergency response, quality of life problems such as building repairs, trash handling,... This kind of activity can greatly enhance its benefits by specific proposals to collaborate with other groups working in Mt Pleasant.</li> <li>• Form a new program that offers artistic, cultural, educational, recreational, or scientific activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Non public purposes or where services are provided for personal gain. No awards to an individual in that they are deemed for a non-public expenditure.</li> <li>• No food and or entertainment purchases.</li> <li>• Awards cannot be made conditional on a grantee’s political support or support of a policy position taken by the Commission.</li> <li>• Awards should not be made to a DC agency or agency program funded by DC. Example: A microscope for a DC school science class.</li> <li>• Any expenditure without a receipt.</li> <li>• Any expenditure without a clear justification from the proposed project activities and goals.</li> </ul>

## Rationale: Intents of anc1D’s micro-grant program.

By DC law, Advisory Neighborhood Commissions have five functions, with only the first required, four optional:

1. Hold eight public meetings a year each with a week advance notice, each with some time for public discussion.
2. Advise government agencies on projects or program changes with substantial impacts on a ANC area. Only in this function does an ANC’s resolution get Great Weight. It’s only the evidence and arguments cited by an ANC resolution that gets Great Weight, and even that may be ignored if not better than agency experts’ ideas.
3. Evaluate current government programs and service delivery.
4. Propose changes and improvements in government programs and service delivery.
5. Make grants while assuring their purpose, conduct and expenditures meet DC law.

Commissioners, each elected from districts of about 2000 residents, are unpaid volunteers whose oath of office is to work for the benefit of *all* of DC, without fear or favor. ANC1D gets about \$17,000 annually, not enough to support a single full-time assistant or much other support, and not enough to also make substantial grants. Thus, to gather the evidence and arguments needed for persuasive advice, anc1D must attract collegial engagement with a broadly representative array of its residents.

The diversity of Mt Pleasant requires special effort: Not only are there many hundreds government programs and private service groups active in Mt Pleasant to be advised or improved, this neighborhood includes over a hundred different nationalities and ethnic groups, with no one in the majority. Most residents have little or no organization to help evaluate or improve service delivery, and large portions get little direct benefits from government programs. On the other hand, Mt Pleasant is at the center of the global grants economy. It has several thousand local agencies and foundations looking for good projects and making about \$800,000,000 of grants each year to Washington area groups, plus over \$1.5 billion from elsewhere. This ANC1D micro-grants program aims to help Mt Pleasant groups get organized and get support from this very large opportunity, from volunteers, or from other local donors. “Micro-grants” is a best practice, adapting micro-loans, a Nobel-prize winning technique, to local community development. ANC1D’s program appears to be the first trial of this innovation in the DC area.