

ANC1D Community Funding

Drafted: March 12, 2024

ANC1D is pleased to highlight its decision to provide funding opportunities to benefit our community!

ANC1D can use its budget allotment funds to award community grants to organizations “for public purposes within the Commission area,” in accordance with D.C. Code, § 1-309.13. as amended by D.C. Law 13-135. ANCs can also consider direct expenditures, such as event sponsorships and operational expenses, that meet the criteria of public purposes.

ANC 1D is happy to highlight this opportunity, and asks any interested applicants to take note of the following funding types, application process, and guidelines.

General Guidelines

Community Grant

A grant must provide goods and/or services that are public in nature and benefit persons who reside in the 1D Commission Area. Grants must strictly follow the below criteria:

Grants must meet the following basic eligibility criteria:

- 1. Be awarded to organizations.** These can include, for example, neighborhood civic associations or non-profit organizations, [Parent Teacher Organizations \(PTOs\)](#), Charter Schools, or private institutions for community event. A grant must be to an “organization,” not an individual or a government entity, but the organization need not be incorporated.
- 2. Promote a public purpose** “benefit[ing] persons who reside or work within the Commission area” (see DC Official Code § 1-309.13(l)(1)) The law defines public purpose as one “that benefits the community as a whole and is not done for the primary purpose of benefitting a private entity.” The organization must propose to provide services, public in nature, that will primarily benefit persons who reside or work within the granting ANC area. The [OAG has explained](#) that this does not preclude a grantee organization from receiving some indirect benefit from the grant, as long as the public is the grant’s primary beneficiary.
- 3. Provide a local benefit.** A grant must “benefit persons who work or reside in the Commission area.” This [does not mean](#) the grant may only benefit Commission residents; it simply means the grant’s benefits should be focused on those residents.
- 4. Supports a proposed project.** The word “project” means a grant must be for a specific undertaking, not for general support of an organization, and the word “proposed” means that a grant cannot reimburse an organization for expenses connected to an [existing or completed project](#).
- 5. Non-Duplication.** : A grant must be for services that are not “duplicative of any that are already performed by the District government.” An ANC grant thus cannot fund services that the District government already provides.

Grants **cannot**

- a. Be issued to individuals. "Individual" can also refer to 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.
- b. Be awarded to "for-profit" organizations.
- c. Be used for partisan political activities.
- d. Be used for litigation or legal expenses other than for Commission representation before an agency, board, or commission of the District government
- e. Be used for travel outside of the Washington metropolitan area.
- f. Duplicate services already provided by the District government. A grant must be for services that are not "duplicative of any that are already performed by the District government." An ANC grant thus cannot fund services that the District government already provides.
- g. Be used to purchase food or entertainment.
- h. Be a grant for non-public purposes or where services are provided for personal gain.
- i. Be awarded directly to DC Public Schools.
- j. Support fundraisers. ANCs are not permitted to solicit funds.

Grant Application Process Required by OANC

All applicants for grants from ANC1D shall submit an application in writing to the Commission and to the OANC. All applicants for grants must complete [OANC Form 100](#), which can be downloaded from the Office of Advisory Neighborhood Commissions at <https://anc.dc.gov/page/oanc-quick-tips>. Applicants should also carefully review the ANC Guidance on Grants and Scholarships which can be downloaded from the OANC at <https://anc.dc.gov/page/oanc-guidance>.

Please submit the completed form via email to anc1d@googlegroups.com, and copy the OANC at oancs@dc.gov.

OANC Form 100 Applications ask for the following information:

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 detailed budget with descriptions 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.
5. Applicants must provide a detailed budget of their project or program clearly identifying how ANC funding will be used.

Additional ANC1D Criteria:

In deciding whether to approve a grant, the Commission may consider, by way of example and not limitation, the following criteria:

- The availability and budget prospects of ANC funds
- The number of persons and the diversity of groups to be served by the grant within ANC1D;
- Whether the grant funds will be used to purchase items that will have a greater frequency of use and/or longevity of use;

- Whether the applicant will use District of Columbia vendors and or services to implement the purpose of the grant, unless those resources are unavailable in the neighborhood or District of Columbia;
- Whether or not the grant funds will be used to purchase green products and services

If ANC1D & the Office of Advisory Neighborhood Commissions determine that the application meets the basic eligibility criteria, the applicant must present their proposal (outlining the elements of the grant application and stating the requested funding amount) to the commission at the monthly ANC1D public meeting.

The Commission may approve the full amount of the grant request, approve a grant for a portion of the grant request, or deny the grant at one of its public meetings following its stated timelines (below).

Organizations may apply for additional grants within the same fiscal year if further funds are needed for similar or different projects to benefit the Commission area (October 1 of one calendar year through September 30 of the following year); however, the combined total amount of all the funding that one organization receives from ANC1D in one fiscal year should not exceed \$10,000.

Accountability (per DC Code § 1-309.13(m)(3)):

If approved, the grantee will receive their checks within 60 days. Also within 60 days following the approval of the grant, every 90 days thereafter during the life of the grant, the grant recipient must submit a statement to ANC1D & OANC verifying the use of the funds consistent with the grant application, with receipts that support the expenditures.

If the grant activity is not to occur during the first 60 days, ANC1D can approve the grant but not release the check until a date closer to when the activity is to occur or check is needed. The 60 day period begins upon release of the check. Any grant funds awarded to a recipient that are not expended in the anticipated timeframe must be returned to the Commission, unless the Commission votes otherwise. Any funds expended for purposes not authorized by the Commission must be reimbursed to the Commission.

Any recipient organization that fails to produce this verification may not be eligible for future ANC grants. The OANC may prohibit all Commissions from providing a grant to any past grant recipient that used grant funds contrary to the associated grant agreement, and maintains a list, available to any Commissioner upon request, of prohibited grantees.

If receipts are not submitted to ANC1D within the 60 day window, ANC1D will first remind the grantee of the requirement; if still no response after two weeks, the Office of the DC Auditor will be notified. If the grantee continues to remain out of compliance, the matter will be referred to the Attorney General for the District of Columbia.

Nullification and denial of a grant

A grant that is inconsistent with any statute or regulation of the United States or the District of Columbia is null and void to the extent of its inconsistency. The Commission is not liable for any costs incurred by the grant applicant in preparing or presenting the grant, or as a result of its approval or denial. The grant applicant must remit to the Commission any funds received in violation of statutes or regulations.

Direct Expenditure

ANC1D may also consider making a direct expenditure in response to a stated need that the purchase could fill which would provide a public benefit to the community. Operational purchases may be owned by the commission.

A common example of ANC expenditures for public purposes are event sponsorships. Sponsorships must meet the same five main criteria as grants (see relevant OAG opinion), meaning they must also have a defined public purpose, provide a local benefit, be articulated as a proposed project, be directed to an organization, not duplicate those services provided by the D.C. government.

Another example is an office operations expense that may benefit the community as the whole, such as an item or flyer that includes an ANC1D logo placement which includes the ANC’s meeting times and places (so as to meet the meeting notice requirement of the D.C. code).

The public purpose requirement of the D.C. Code requires that a public purpose benefit the ANC community as a whole and be a benefit to the persons who live and work in the ANC not a private entity or a small segment of the ANC.

Accountability:

- To be permissible (or reimbursable), ANC1D and OANC must receive a detailed description of the date of the event, the name of the organization receiving the funds, how much the organization will receive, and how the organization will use the funds. It is recommended to closely follow the grant application criteria laid out in OANC Form 100 (see Grant section).
- ANC1D and OANC will require close-out receipts.
- ANC1D will also need a copy of any collateral (fliers, newsletters, articles) from the event that references the ANC as a sponsor.

Funding Type	Community Grant	Direct Expense
Description	ANCs can award grants to organizations proposing a project that will “benefit persons who reside or work within the Commission area.” DC law defines public purpose as one “that benefits the community as a whole and is not done for the primary purpose of benefitting a private entity.”	ANC1D may consider making a direct purchase for the commission in response to a stated need that the purchase could fill which would provide a public benefit to the community. Purchases may be owned by the commission.
Meets a public purpose	X	X
Provides a local benefit	X	X
Supports a defined proposed project	X	X
Funding will go to an organization	X	Case by case to an organization or an ANC1D owned purchase

(E.g. civic associations, non-profit, PTO, Charter Schools, private institutions)		
Does not duplicate a service that is available through the DC Government	X	X
Required Application	(Link to OANC100 form)	Request must meet same basic eligibility criteria as OANC100 Form
Required Budget Outline & Receipts	X	X
Required event collateral that references ANC1D meeting		X
Application Timing	Rolling (See below for deadlines)	Rolling
Funding Available	\$10,000/year	Varied
Public presentation at ANC meeting required	Requires majority vote of the ANC at a public meeting <u>following a public presentation of the request which includes dollar amount.</u>	A public presentation at an ANC1D meeting may be requested.

Key Timelines & Additional Details

ANC1D accepts grant and sponsorship applications from the community on a rolling basis.

Applications received 7 days before the ANC's next Commission of the Whole meeting will be considered at that month's public meeting. See the schedule below for 2024 dates.

ANC1D has a quarterly budget of \$2,500 for grant making. Once the budget has been exhausted, no grants will be considered until the following quarter. Unused funds roll over to the next quarter.

Applications submitted in time to be considered at the monthly meeting in the first month of the quarter (January, April, July, & October) will have the best chance of funding. In exceptional circumstances, the ANC may vote to increase its grant making budget.

Grant and sponsorship applications must be received 30 days prior to their consideration at an official meeting of ANC 1D. ANC 1D may, at its sole discretion, choose to accept, consider, and fund applications submitted less than 30 days prior to their consideration provided that all other requirements of the application process are met and the Commission votes to consider it by a majority at a public meeting.

Month	Submit Application One Week Before COW (applications accepted on rolling basis)	ANC discusses at COW	Applicant presents at monthly ANC meeting	ANC votes no later than following ANC meeting (below)
January	Mon, Dec 30, 2024	Mon, Jan 6, 2025	Tue, Jan 14, 2025	Tue, Feb 20, 2024
February	Mon, Jan 29, 2024	Mon, Feb 5, 2024	Tue, Feb 20, 2024	Tue, Mar 19, 2024
March	Mon, Feb 26, 2024	Mon, Mar 4, 2024	Tue, Mar 19, 2024	Tue, Apr 16, 2024
April	Mon, Mar 25, 2024	Mon, Apr 1, 2024	Tue, Apr 16, 2024	Tue, May 21, 2024
May	Mon, Apr 29, 2024	Mon, May 6, 2024	Tue, May 21, 2024	Tue, Jun 18, 2024
June	Mon, May 27, 2024	Mon, Jun 3, 2024	Tue, Jun 18, 2024	No meeting
July	Mon, Jun 24, 2024	Mon, Jul 1, 2024	No meeting	No meeting
August	Mon, Jul 29, 2024	Mon, Aug 5, 2024	No meeting	Tue, Sep 17, 2024
September	Mon, Aug 26, 2024	Mon, Sep 2, 2024	Tue, Sep 17, 2024	Tue, Oct 15, 2024
October	Mon, Sep 23, 2024	Mon, Sep 30, 2024	Tue, Oct 15, 2024	Tue, Nov 19, 2024
November	Mon, Oct 28, 2024	Mon, Nov 4, 2024	Tue, Nov 19, 2024	Tue, Dec 17, 2024
December	Mon, Nov 25, 2024	Mon, Dec 2, 2024	Tue, Dec 17, 2024	Tue, Jan 14, 2025

For Additional Information

[ADVISORY NEIGHBORHOOD COMMISSION GUIDANCE ON GRANTS, SPONSORSHIPS, & SPENDING FOR PUBLIC PURPOSES](#)