**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.”[[1]](#footnote-1) 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.”[[2]](#footnote-2) 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.”[[3]](#footnote-3) 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.”[[4]](#footnote-4) The law defines public purpose as one “that benefits the community[[5]](#footnote-5) as a whole and is not done for the primary purpose of benefitting a private entity.”[[6]](#footnote-6)

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 of 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 oancs@dc.gov.[[7]](#footnote-7) 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.
* 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 ANCs 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. ANCs 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.

1. Date of Application 2. Date of Project or Activity

|  |
| --- |
| 9/1/2024 |

|  |
| --- |
| 2/8/2024 |

3. Which ANC is the recipient of this application? ANC 3C

4. Title of Grant or Name of Event/Project

|  |
| --- |
| Direct Mail Promotion of Community Events |

5. Project start date? Project end date?

|  |
| --- |
| 5/1/2024 |

|  |
| --- |
| 9/30/2024 |

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

|  |
| --- |
| Cleveland Park Village, Inc dba Cleveland & Woodley Park Village – current funding is a mix of grants, foundations, and individual donations |

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

Yes No

(If yes, please answer the following questions)

|  |
| --- |
| April 26, 2012 |

● When was the incorporation date?

|  |
| --- |
| Not for profit |

● Is the incorporation for profit or not for profit?

|  |
| --- |
| 32-0379524 |

● EIN#:

Please provide a list of board members:

|  |
| --- |
| Sandy Rubin (Co-Chair), Pat Wittie (Co-Chair), Joe Oppenheimer (Treasurer), John Wiecking (Secretary), Joan Dailey, Ruth Faden, Paul Frick, Tom Helinski, Katherine Hurley, Maria Nagorski, Carla Saenz, Frank Finamore (Ex-Officio) |

8. Primary Project Contact Name 9. Title

|  |
| --- |
| Frank L. Finamore, Jr. |

|  |
| --- |
| Executive Director |

10. Address (if different from above)

|  |
| --- |
| PO Box 11231, Washington DC 20008 is mailing address; 3601 Connecticut Ave., Suite L-04, Washington, DC 20008 is our physical address |

11. Telephone 12. Fax

|  |
| --- |
| 202-615-5853 |

|  |
| --- |
| Click or tap here to enter text. |

13. E-mail Address

|  |
| --- |
| Frank@CWPV.org |

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

|  |
| --- |
| For the past three years, Cleveland & Woodley Park Village has sponsored a summer concert series. The series began during the pandemic when we gathered outside for musical concerts as a means of reducing social isolation and loneliness in a safe, outside setting. Experience has shown that attendance at these community events depends largely on older residents receiving a postcard invitation in their mailbox. The Village staff, including the Executive Director, have experience working with graphic designers to develop and print the direct mail postcards which are mailed through a vendor using our non-profit postal permit. |

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

|  |
| --- |
| Cleveland & Woodley Park Village is proposing four community concerts in the summer of 2024 to promote socialization of older residents. All residents are invited, but older adults (i.e., those aged 60 and over) are specificially targeted in a direct mail campaign using professionally designed postcard invitations. This grant is sought to cover the costs associated with the design and mailing of the postcard for each of the four concerts. The cost to design, print, and mail a postcard to our list of approximately 2,900 households in the Cleveland Park, Woodley Park, Cathedral Heights, and McLean Gardends neighborhoods is approximately $1,250 each. The total estimated cost for all four postcards to be designed, printed, and mailed is $5,000. |

|  |
| --- |
| 9,000 for the entire series of events |

|  |
| --- |
| 5,000 |

16. Projected Total Cost 17. Amount Requested

|  |
| --- |
| Click or tap here to enter text. |

18. Amont of Overhead Costs

19. How are Overhead[[8]](#footnote-8) Costs calculated?

|  |
| --- |
| We are not seeking reimbursement of overhead costs |

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

|  |
| --- |
| DC Department of Aging & Community Living and private event sponsors to be determined |

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)

|  |
| --- |
| Cleveland & Woodley Park Village’s summer concert series has become an annual tradition in locations throughout the community, including Maret School, Tregaron Conservancy, Rosedale Conservancy, All Souls Episcopal Church, and the Omni Shoreham Hotel. Although the free community concerts are targeted to older adults (i.e., those aged 60 and over) due to national crisis of social isolation and loneliness among that specific population, the concerts are open to all residents and have become inter-generational events that expose all generations to new locations within our neighborhood and a diversity of music ranging from classical to rock and roll. The concerts are engaging to people from all backgrounds and promote a sense of community and togetherness. The grant funds are sought to allow us to continue using a direct mail approach to entice community members to attend the free concerts. |

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

|  |
| --- |
| DC does not provide these services. |

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

|  |
| --- |
| We track the number of postcards that are mailed, registrants, and attendees at all concerts. |

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)

|  |
| --- |
| Intergenerational Technology Support Clinic |

● When was the previous request?

|  |
| --- |
| Deny |

● Did the ANC grant or deny the request?

|  |
| --- |
| 2,019 |

● 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

|  |  |  |
| --- | --- | --- |
| Frank L. Finamore, Jr. | Executive Director | 2/8/2024 |

(Print Name) Title Date

(For OANC/ANC use only)

Date received:

Date approved:

ANC Vote:

Amount Granted:

Comments:

**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?

|  |  |
| --- | --- |
| **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 | | |
|  | Completed invoice statement | Complete a list of final expenditures and details about how the grant funds were spent in support of the community |
|  | Receipts | Include all receipts for purchases made with grant funds |
|  | 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 |
|  | Refund | Return any unspent grant funds to the ANC |
|  | 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

1. See: D.C. Official Code § 1-309.13(l)(1) [↑](#footnote-ref-1)
2. *Id.* [↑](#footnote-ref-2)
3. *Id*. [↑](#footnote-ref-3)
4. D.C. Official Code § 1-309.13(m)(1) [↑](#footnote-ref-4)
5. "Community" means those residents who reside within a Commission area. D.C. Official Code § 1-309.01(2)(c)(2B) [↑](#footnote-ref-5)
6. D.C. Official Code § 1-309.13(m)(2) [↑](#footnote-ref-6)
7. See: D.C. Official Code § 1-309.13(m)(2) [↑](#footnote-ref-7)
8. 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. [↑](#footnote-ref-8)