

Agenda
ANC 6A Community Outreach Committee (COC)
Monday, January 24, 2022, 7:00 pm

Virtual Meeting via Zoom

For those attending via Zoom: use this link: <https://us06web.zoom.us/j/81145211695>

Call-in Number: +1 301 715 8592

Meeting number (access code): 811 4521 1695

One tap mobile: +13017158592,,81145211695#

- | | |
|---------|---|
| 7:00 pm | Call to Order |
| 7:02 pm | Welcome/Introductions |
| 7:05 pm | Eastern High School Grant Presentation - Heather Schoell, Adina Wadsworth |
| 7:25 pm | Eastern High School Happenings - Regina McClure, Elizabeth Braganza |
| 7:45 pm | Community Comments |
| 8:00 pm | Adjourn |

This meeting is open to the public and all are invited and welcome.
For more information about the COC and the grant application process, please contact Veronica Hollmon at roni2865@aol.com or at 202-607-9106.

The next regular meeting of the Community Outreach Committee is
February 28, 2022 at 7:00 pm.



Advisory Neighborhood Commission (ANC) 6A Grant Request Application Form

1. DATE OF APPLICATION

12 / 06 / 2021

2. DATE OF PROJECT OR ACTIVITY

12 / 06 / 2021

3. APPLICANT ORGANIZATION NAME AND ADDRESS

Eastern Senior High School

1700 East Capitol Street, NE

4. EIN (TAX ID NUMBER)++

81-4586740

5. CONTACT NAME

Adina Wadsworth

6. TITLE

Parent

7. ADDRESS (IF DIFFERENT FROM ABOVE)301 11th Street NE**8. TELEPHONE**

(202) 302 - 1280

8. FAX

() -

10. E-MAIL ADDRESS

AdinaWadsworth@gmail.com

11. BRIEF DESCRIPTION OF PROPOSED PROJECT/ACTIVITY – DETAILED INFORMATION ON SEPARATE PAGE (SEE INSTRUCTIONS)

Athletic training equipment for Eastern Senior High School students

12. PROJECTED TOTAL COST

\$9,200

13. AMOUNT REQUESTED

\$1,500

14. OTHER SOURCES OF FUNDING (BRIEF) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)

Donors Choose

15. STATEMENT OF BENEFIT (BRIEF DESCRIPTION) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)

Eastern's current athletic training equipment is out-dated and not suitable for use by students.

++ Organizations exempt under 501(c)(3) but not required to request a ruling from the IRS ruling (see excerpt from tax code below) may provide documentation (including a financial statement) demonstrating that they meet the criteria in lieu of providing an EIN.

Organizations Not Required to File Form 1023

Churches and organizations (other than private foundations) with annual gross receipts normally \$5,000 or less are not required to file Form 1023 and obtain recognition of tax exemption for contributors' contributions to them to be tax deductible. Although there is no requirement to do so, many churches and small organizations seek IRS recognition because recognition assures contributors that contributions are deductible. For more information, see [Publication 1828](#), *Tax Guide for Churches and Religious Organizations*, and [Public Charity - Exemption Application](#). To apply <http://www.irs.gov/pub/irs-pdf/f1023.pdf>

Advisory Neighborhood Commission (ANC) 6A **Grant Application and Requirements**

The ANC 6A grant program is administered by the Community Outreach Committee (COC) to fund programs, projects or initiatives of a public nature that directly benefit the residents of ANC 6A. "Small" grants (\$300 and below) and "large" grants (over \$300) are available.

Applications and instructions/requirements are available on the ANC 6A website (www.anc6a.org) in the Grants section of the "Other Documents" page. Interested organizations are encouraged to review the applications and reports of previous grant recipients; and to contact the COC Co-Chair, Roni Hollmon, with questions prior to submitting an application (roni2865@aol.com/202-607-9106).

The required elements of the application are outlined below, as are the eligibility guidelines and rules. Applications must be received at least 7 days before a COC meeting. Only complete applications will be accepted.

Email the complete application package to roni2865@aol.com with "ANC 6A Grant Application" in the subject line. Emails without that subject line will not be opened. Organizations without internet access must make prior arrangements to deliver the application to: ANC 6A Community Outreach Committee c/o Roni Hollmon, 1541 North Carolina Ave. NE, Washington, DC 20002.

Requests for "small" grants are reviewed at the regular COC meeting, held on the 4th Monday of each month at Maury E.S. (1250 Constitution Avenue, NE). "Large" grants are reviewed at the January and August COC meetings. Applications approved by the COC are forwarded for a vote at the next ANC meeting (2nd Thursday of each month) at Miner E.S. (601 15th Street NE).

An organization representative must attend both the COC meeting at which the grant application is evaluated, and the ANC meeting when it is reviewed and voted upon. Twelve (12) copies of the application are required for the COC meeting, and ten (10) copies of the final grant proposal for the ANC meeting. If the applicant twice fails to appear at the ANC meeting, they will be required to reapply.

Required Materials/Information

- 1) **Grant Application Form** (1 page ANC 6A form - online at www.anc6a.org)
- 2) **Proposal** (Word Document) Minimum 1 page for "small grants" - 2 pages for "large grants" to include:
 - a. **Project Description and Goals:** Describe the proposed project/activity, what the organization wants to accomplish, and the intended beneficiaries of the project (i.e. seniors, students, community). Include a summary of the purpose and goals; a description of the location(s), and the process/activities, materials and volunteers required to complete the project. These should be specific, measurable, attainable and relevant to ANC 6A. Show that the services/benefits do not duplicate those already performed by the District Government.
 - b. **Statement of Benefit:** Describe the expected/desired short- and long-term objective of the project, and the anticipated benefit of the project to the target audience (i.e. seniors, public space, the environment, students). Explain how the project will be deemed 'successful' (i.e. by the number of participants; by collecting public comments, enrollment figures, etc). Outline how this benefit will be documented in the required Final Project Report – i.e. survey, photos/videos, artwork, letters/testimonials, news clippings, participant or beneficiary interviews, etc.
 - c. **Timeline:** Include the expected start and completion dates and significant milestones.
 - d. **Description of the requesting organization:** Describe the purpose of the organization, how it currently serves ANC 6A residents, and any prior experience with similar projects. Describe the leadership/membership and how they will participate. If partnering with another group, include contact information and a description of the organization and any pertinent experience.

- e. **Other Materials:** Provide examples of similar projects, photos of project site, newspaper clippings, architectural drawings, descriptions of products/materials, screen grabs etc. Scan the items in PDF format and email with the application package.

3) **Budget (Narrative and Table)**

- a. Provide a brief narrative – and an itemized table – of the total budget for the project. Explain what percentage of the project funding will be provided by ANC 6A and for what element(s) of the project. Include all other funding sources and the amounts they will provide. Funding from other sources, especially for larger grants, is encouraged.

4) **Supporting Documents** (Submit as PDFs in Application Package)

- a. **Required:** A copy of the IRS 501(c)(3) non-profit status letter and identification number in PDF format, labelled “Proof of 501(c)(3) Status”; OR documentation of non-profit status in lieu of a 501(c)3 for eligible organizations (see “Eligibility and Rules”).
- b. **Required:** Letters of support from the head of your organization and any partnering organization.
- c. **Recommended:** Letters of support from stakeholders, beneficiaries, community members.
- d. **Recommended:** Photographs, news clippings, architectural drawings, or documentation of other projects your organization has completed, to demonstrate the organization’s ability to complete the project and fulfill your grant obligation.

Other Grant Requirements

- 5) **Grant Agreement:** Successful applicants must sign the ANC 6A Grant Agreement, committing the applicant to all requirements, including:
- 6) **Expenditure deadlines:** All grant money must be spent within 60 days of disbursement, unless there are extenuating circumstances or provisions are agreed to in the grant agreement. The applicant must also provide all receipts and a closeout report within the same 60 days.
- 7) **Final Project Report:** Grant recipients are required to submit a Final Project Report within sixty (60) days from the time the grant money is disbursed, or as outlined in the Grant Agreement. Failure to submit a Final Project Report will jeopardize your organization’s ability to receive additional grants from this ANC going forward. It must include:
 - a. **Project Outcome:** A brief narrative (250 to 750 words) evaluating the outcome of the project. Analyze how well the goals and objective were met; obstacles encountered during the project and how they were overcome; and the lasting impact of the project for the intended beneficiaries and participants. Include letters and testimonials from volunteers and end-users. Not all final reports will record complete success. Reports that evaluate aspects of the project that did not work out as planned/expected are useful to both the grantee and the COC.
 - b. **Visual Documentation:** Provide photos and/or videos of the project. Include additional materials such as flyers, letters, emails, posters, etc. that document the process.
 - c. **Expenditure and Budget Report:** Brief narrative of the expenditures for the overall project and the portion funded by the ANC 6A grant, including any changes to the items purchased, with the cause for the change. (Note: Deviations from the original budget must be pre-approved by the COC). Include a copy of the original budget.
 - d. **Receipts and Itemized List:** Submit the original receipts (and one copy) of all items purchased with ANC 6A grant funds. Provide an Itemized list of all expenditures/purchases, marked to correlate to the receipts and to the original budget.

Grant Program Eligibility and Rules

ANC 6A grant recipients must be either:

- a) A documented non-profit 501(c)(3) organization. A copy of the 501(c)(3) determination from the IRS and the EIN must be included with the application.
- b) An eligible church or other non-profit organization that is exempt under 501(c)(3) but not required to request a ruling from the IRS (see excerpt from tax code, below). Such an organization may provide documentation (including a financial statement) demonstrating that they meet the criteria in lieu of providing an EIN.

From the IRS Tax Code: Organizations Not Required to File Form 1023. Churches and organizations (other than private foundations) with annual gross receipts normally \$5,000 or less are not required to file Form 1023 and obtain recognition of tax exemption for contributors' contributions to them to be tax deductible. For more information, see Publication 1828, Tax Guide for Churches and Religious Organizations, and Public Charity - Exemption Application. To apply <http://www.irs.gov/pub/irs-pdf/f1023.pdf>

Statutory Guidelines for Grant Awards (as Determined by the District of Columbia)

The D.C. Code, Section 1-309.13(m), authorizes ANC6s to award grants to organizations for public purposes. The rules provided in the law are as follows:

- Grant requests must be presented at and voted on at a public meeting of the ANC.
- Grant awards shall provide a benefit that is public in nature and benefits persons who reside or work in the Commission area.

The D.C. Auditor prohibits the following activities or purposes from being funded with ANC6 grants:

- Grants for non-public purposes or where services are provided for personal gain (i.e. for uniforms with individual names, not numbers; or that are kept by players).
- Grants to an individual, in that they are deemed a "non-public purpose" expenditure.
- An award conditional on a grantee's political support, or support of a position taken by the ANC.
- Grants to a District agency or program funded by the District Government.
- To purchase food and/or entertainment; to support festivals; or for long-distance travel.
- Where the purpose will duplicate a service already provided by the District government.
- Grants may not be requested retroactively for projects already completed.

ANC 6A Guidelines for Grant Awards

The ANC 6A grant program funds projects, events and initiatives that are public in nature and directly benefit the residents of ANC 6A or a group comprised of a majority of ANC 6A residents.

- Within 60 days after the grant award is disbursed, the grant recipient shall forward to the ANC a Final Project Report, including the use of funds, consistent with the grant application approved by the ANC.
- Expenditures for grant awards must be supported by documentation (e.g. vouchers, grant request, and minutes of the meeting in which the Commission approved the grant).
- Grant disbursements and supporting documentation must be included in quarterly financial reports submitted to the Office of the District of Columbia Auditor.

Examples of Allowable Grants Including, But Not Limited To:

- Parent-Teacher Associations: To fund activities such as computer literacy or music instruction programs; or for materials/goods not normally supplied by DC Public Schools.
- Locally-based organizations or neighborhood Civic Associations: Projects or activities of a public nature that provide a long-term benefit to the Commission area (ANC 6A).

Examples of Prohibited Grants

- ANC 6A does not generally provide funds to compensate organizations for services usually performed by adult volunteers or officers of the organization.
- ANC 6A grants may not be used to support religious or sexual advocacy activities.

Eastern Senior High School Grant application

a. **Project Description and Goals:**

Eastern High School's athletic department's goal is to create an environment where sports are encouraged and celebrated. This grant application requests funding for materials that will enhance that experience for students. The Eastern student body currently lacks access to quality athletic training equipment. The facility is littered with obsolete, non-working and unusable exercise equipment. Such a sorry state of affairs might be seen as a reflection of how our community views its students. Right now it looks like we don't care about them. The decrepit training room also harms Eastern's ability to recruit student athletes who can choose to attend schools with better supported sports programs. The Eastern parent-teacher community would like to purchase new and gently-used gym equipment so that sports at Eastern can once again be a cornerstone of student and community pride and engagement. With grant funding in-hand, we would immediately purchase equipment to furnish a new and improved campus sports training facility.

b. **Statement of Benefit:**

An improved athletic training facility at Eastern would have immediate benefits to current student athletes, as well as to future Eastern Ramblers. This facility, which is for the sole use of students, will help teams train for competitive sporting events. In the short-term, student athletes will be able to train properly, without fear of injury due to broken and out-dated equipment. In the longer-term, prospective high school students with an interest in sports will have one more reason to choose Eastern. We will document a new and improved training room with photographs in a Final Project Report.

c. **Timeline:**

This project will begin and conclude as soon as funding is secured. The completion date will be no later than March 1, 2022.

d. Description of the requesting organization:

Eastern Senior High School is the only public high school in Ward 6.

e. Other Materials:

Please see attached list of equipment needed for this project.

1) Budget (Narrative and Table)

Ab Exerciser Dip and Sit Board Combo		\$900
Preacher Curl Bench		\$400
Rowing Machine		\$1,000
Stationery Bike	2- Schwinn 130 upright bikes	\$800
Elliptical	2-Schwin 430 elliptical	\$1,600
		\$4,700
Volleyball System		\$3800 - \$4600

While Eastern's Athletic Director intends to apply for additional funding through Donors Choose, we would like to apply a \$1,500 grant from ANC 6A to immediately purchase some of the items noted above.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

MAR 27 2019

Date:

EASTERN SENIOR HIGH SCHOOL PTO
1700 E CAPITOL ST NE
WASHINGTON, DC 20003-0000

Employer Identification Number:
81-4586740
DLN:
26053457001019
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
January 05, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.