

Agenda

ANC 6A Community Outreach Committee (COC)

Monday, July 25, 2022, 7:00 pm

Virtual Meeting via Zoom

For those attending via Zoom: use this link: <https://us06web.zoom.us/j/87863011087>

Call-in Number: 1 301 715 8592

Meeting number (access code): 878 6301 1087

One tap mobile: +13126266799,,87863011087#

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| 7:00 pm | Call to Order |
| 7:02 pm | Welcome/Introductions |
| 7:05 pm | Housekeeping |
| 7:15 pm | Forum on The Community Outreach Committee |
| 7:45 pm | Recommendations for any new members |
| 7:50 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
September 19, 2022 at 7:00 pm (3rd Monday)

Advisory Neighborhood Commission (ANC) 6A Overview of the Grant Program

What we fund: The ANC 6A grant program is administered by the Community Outreach Committee (COC) to fund programs, events or initiatives that are of a public nature and that directly benefit the residents of ANC 6A. A description of the types of grants permitted by DC Statute and ANC 6A rules is listed in the “Eligibility and Rules” section of the Grant Instructions.

Who is eligible to receive funding: Applicants must be a documented non-profit organization; or if the requester is a non-profit organization not required to file Form 1023, i.e., churches and certain organizations, they must provide documentation, including a financial statement, demonstrating they meet the criteria in lieu of providing and EIN.

Application process: The COC reviews and evaluates grants based on their potential to benefit the residents of ANC 6A. Requests for grants are reviewed monthly by the COC. All applications must be received at least seven (7) days before a COC meeting, held on the fourth (4th) Monday of each month (unless otherwise announced). Applications that are approved by the COC are forwarded for a vote at the next ANC meeting (Second (2nd) Thursday of each month). A representative of the requesting organization must attend both the COC and the ANC meeting when the application is reviewed and voted upon.

Other grant requirements: All grantees must sign an Agreement, which stipulates the delivery of a Project Report within sixty (60) days of the disbursement of funds; and every ninety (90) days after until funds are expended and a Final Project Report is submitted. The ANC will either reimburse the grantee upon receipt of the required supporting documents and receipts; or it may choose to write a check directly to the company providing goods or services that is named in the application. No funds will be issued to a grantee unless and until the grantee first provides a receipt or invoice from a vendor. No funds will be issued to an individual.

Special rules during the COVID 19 Health Emergency: A Commission may approve grants to an organization providing humanitarian relief, including food or supplies, during the public health emergency, or otherwise assisting in the response to the public health emergency anywhere in the District of Columbia, even if those services are duplicative of services also performed by the District government in its place.

For More Information: Applications and instructions are available at www.anc6a.org on the “Other Documents” Page. For questions about the application, process or eligibility, please contact the COC Chair, Roni Hollmon at roni2865@aol.com.



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

1. DATE OF APPLICATION

2. DATE OF PROJECT OR ACTIVITY

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3. APPLICANT ORGANIZATION NAME AND ADDRESS

4. EIN (TAX ID NUMBER)++

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5. CONTACT NAME

6. TITLE

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7. ADDRESS (IF DIFFERENT FROM ABOVE)

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8. TELEPHONE

8. FAX

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10. E-MAIL ADDRESS

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

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12. PROJECTED TOTAL COST

13. AMOUNT REQUESTED

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

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

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++ 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. Grants are accepted on a rolling basis.

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 RoniHollmon, 1543 North Carolina Ave. NE, Washington, DC 20002.

Requests for grants are reviewed at the regular COC meeting, held on the 4th Monday of each month at Eastern High School (1700 East Capital Street NE, Parent Center). 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. Four (4) 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 (application package should be submitted as a single document)

- 1) **Grant Application Form** (1 page ANC 6A form – online at www.anc6a.org)
- 2) **Proposal** (Word Document) Minimum 1 to 2 pages 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 embed in 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, labeled “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) **Project Reports:** Grant recipients are required to submit their first report sixty (60) days from the time the grant money is disbursed. If all money has not been spent within 60 days, a report is due every 90 days until funds are expended. 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. Disbursement of funds, once approved, can be done in one of two ways:
- Applicant can purchase items and then request reimbursement directly to the organization; acknowledgment letter and receipts provided at time check is received. OR
 - Applicant can present an invoice and acknowledgment letter and request that payment be made directly to the purveyor.

Advisory Neighborhood Commission (ANC) 6A 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 DC. Code, Section 1-309.13(m), authorizes ANCs 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 DC. Auditor prohibits the following activities or purposes from being funded with ANC 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 Project Report, including the use of funds, consistent with the grant application approved by the ANC. After the 60 day report, a report is due every 90 days until funds are expended.
- 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.