

Agenda
ANC 6A Community Outreach Committee (COC)
Monday, September 28, 2020, 7:00 pm
Virtual Meeting via WebEx
Call-in Number: 202-860-2110 - Meeting number (access code): 172 067 2126
For those attending via WebEx: use this link:
<https://dcnet.webex.com/dcnet/onstage/g.php?MTID=e34d411d55fd05c74c7423bf73c3a24ae>

- | | |
|---------|---|
| 7:00 pm | Call to Order and Approval of Agenda |
| 7:02 pm | Welcome/Introductions |
| 7:05 pm | Announcement of 2020-21 COC Meeting Dates |
| 7:10 pm | Grant Application Form |
| 7:20 pm | <p>Ludlow Taylor Grant Requests:</p> <ul style="list-style-type: none">• A grant in the amount of \$1,000 to the Ludlow-Taylor Elementary School (LTES) Parent Teachers Organization (PTO) for the purchase of school supplies for the students of Ludlow-Taylor Elementary School.• A grant in the amount of \$1,000 to the Ludlow-Taylor Elementary School (LTES) Parent Teachers Organization (PTO) to purchase IXL supplemental learning software for use at Ludlow-Taylor Elementary School.• A grant in the amount of \$1,000 to the Ludlow-Taylor Elementary School (LTES) Parent Teachers Organization (PTO) to support the LTES City Year Program. |
| 7:35 pm | <p>Eliot Hine Grant Request</p> <ul style="list-style-type: none">• A grant in the amount of \$3,000 to the Eliot-Hine (EHS) Parent Teacher Organization (PTO) for the establishment and operation of a community emergency relief pantry. |
| 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
October 26, 2020 at 7:00 pm.

COC MEETING DATES 2020 TO 2021

***SEPTEMBER 28, 2020
OCTOBER 26, 2020
NOVEMBER 16, 2020 (3RD MONDAY)
DECEMBER 14, 2020 (2ND MONDAY)***

***JANUARY 25, 2021
FEBRUARY 22, 2021
MARCH 22, 2021
APRIL 26, 2021
MAY 24, 2021
JUNE 28, 2021***

No COC meeting in JULY/AUGUST 2021

***SEPTEMBER 27, 2021
OCTOBER 25, 2021
NOVEMBER 15, 2021 (3RD MONDAY)
DECEMBER 13, 2021 (2ND MONDAY)***



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

1. DATE OF APPLICATION		2. DATE OF PROJECT OR ACTIVITY	
/ /		/ /	
3. APPLICANT ORGANIZATION NAME AND ADDRESS		4. EIN (TAX ID NUMBER)++	
5. CONTACT NAME		6. TITLE	
7. ADDRESS (IF DIFFERENT FROM ABOVE)			
8. TELEPHONE		8. FAX	
() -		() -	
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11. BRIEF DESCRIPTION OF PROPOSED PROJECT/ACTIVITY – DETAILED INFORMATION ON SEPARATE PAGE (SEE INSTRUCTIONS)			
12. PROJECTED TOTAL COST		13. AMOUNT REQUESTED	
\$		\$	
14. OTHER SOURCES OF FUNDING (BRIEF) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)			
15. STATEMENT OF BENEFIT (BRIEF DESCRIPTION) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)			

++ 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 Roni Hollmon, 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 ANC's 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.



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

1. DATE OF APPLICATION	2. DATE OF PROJECT OR ACTIVITY
August 28, 2020	School Year 2020 - 2021

3. APPLICANT ORGANIZATION NAME AND ADDRESS	4. EIN (TAX ID NUMBER)++
Ludlow Taylor Elementary School Parent Teacher Organization (LTES PTO) 659 G St NE Washington DC, 20002	

5. CONTACT NAME	6. TITLE
Rachel Turow	LTES PTO Grants Committee Chair

7. ADDRESS (IF DIFFERENT FROM ABOVE)

8. TELEPHONE	8. FAX
(202) 487 - 0177	() -

10. E-MAIL ADDRESS
rachelturow@gmail.com

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

Students will be learning virtually during the 2020-2021 school year. Most virtual learning will take place on the DCPS platform, Canvas, and will be done with live teaching. Virtual learning poses significant challenges. It is hard for one teacher to reach all students and it is impossible to engage in differentiated learning in this format. Ludlow-Taylor is committed to maintaining the caliber of learning to which our students and families have become accustomed. To do this we are requesting a grant to purchase additional school supplies.

In a normal school year families are able to buy excess school supplies to ensure that all students in the school have supplies in case there are students whose families cannot afford them. This year, because everyone is at home, the school is attempting to provide school supplies to students who are in need of assistance to purchase them. In addition, families that may have been able to purchase extra supplies in the past may be unable to do so this year due to pandemic-related financial hardship. The majority of the supplies are for students to use at home, but we also need to support teachers with supplies that they need for distance learning, such as document cameras and webcams. The PTO will be funding the purchase of these supplies. Supplies include: composition books, pencils, markers, dry erase boards, small electronics (e.g. laptops, printers), printer cartridges and paper, poster board, and storage items.

12. PROJECTED TOTAL COST	13. AMOUNT REQUESTED
\$25,000	\$1000 ANC 6A

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

below. We received a grant of \$2500 from the Capitol Hill Community Foundation to fund IXL. We will apply for additional grants during their fall funding round and likely will receive an additional \$2500 – 5000 to put toward each of the projects identified above. We also will ask ANC 6A to contribute their maximum amount of \$1000. Additional grants are reflected in the detailed budget below.

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

Ludlow-Taylor has been very fortunate to be able to offer our students great classroom experiences and enrichment programs. Our teaching philosophy is to teach to the whole child, including socio-emotional support in addition to academics. We believe our style of learning and the educational environment we offer is one of the best in the District. Our continued success works to elevate Ludlow-Taylor's overall ranking in the DCPS system. Effective and high ranking schools: increase property values throughout the neighborhood; increase stability within the neighborhood as families feel comfortable with the schools and so stay in the neighborhood. This, in turn, will help Ludlow-Taylor to attract children from the diverse families residing within the school boundary. And, diverse, multi-generational neighborhoods function better. In this way, we believe that the supplementary educational experiences for which we are seeking funding will benefit the entire community in addition to the children using them.

Budget

Program	Cost	Total
IXL	\$10,000	
City Year	\$10,000	
School Supplies	\$5,000	\$25,000

We have submitted three individual grants for the ANC's consideration, which is reflected in the budget. Please refer to our other two grants submitted for the other items listed in the budget.

With respect to City Year, the budget for this year is \$10,000, which is a significantly reduced rate. City Year receives funding from three sources (not equally): 1) The corporation for national community service; 2) a DCPS contract, which makes funding contingent upon services provided (not paid up front); and 3) money directly paid from schools (which is what is shown in the budget above). In a normal school year, City Year costs Ludlow-Taylor \$75,000 - \$125,000 depending on the number of City Year participants we have at school. This year, City Year is providing services to us at a significantly discounted rate due to the pandemic. Due to an administrative oversight, City Year was not in Ludlow-Taylor's school budget so the PTO is covering the cost of the program.

The PTO is hoping to receive the following grants to cover the budget for these programs:

- CHCF Spring grant: \$2500 (received)
- CHCF Fall grants: \$12,500
- ANC 6C: \$3500
- ANC 6A: \$1000 (potentially X3)

Project Outcome and Metrics

The goals of the project is to provide the best possible virtual learning experience so that as many students as possible finish the school year at grade level. We believe the additional supplemental

learning from IXL and teaching support from City Year, will help ensure that students get the support they need to achieve the learning objectives identified by DCPS for each grade level.

IXL offers clear metrics that we can use to monitor students' progress and utilization of the program. We will use these metrics to measure success of our distance learning program overall and of the investment in the IXL software.

Timeline:

The grant is intended to cover the cost of programs to be implemented over the course of the 2020 – 2021 school year. As soon as the grant is received, the PTO will purchase the programs and supplies on an ongoing basis until the grant funds are exhausted.



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

1. DATE OF APPLICATION	2. DATE OF PROJECT OR ACTIVITY
August 28, 2020	School Year 2020 - 2021
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The most important tool identified by our teachers to supplement the live teaching done via Canvas is a software program called IXL. IXL offers personalized learning in multiple subjects, including math, reading, social studies, and science. It is the only online platform that covers all of those subjects for every grade level – PS-3 through 5th grade. With a comprehensive curriculum, individualized guidance, and real-time analytics, IXL is designed to meet the unique needs of each learner by being entirely adaptable based on student experience. IXL's curriculum is fully aligned to the Common Core, DC standards, and popular textbook series. IXL is an important tool to supplement teaching efforts to "close the gap," especially in reading, and to prepare students in 3 – 5th grades for the PARCC text. IXL can be used to supplement any standard lesson offered via virtual learning. Importantly, the IXL Curriculum is adaptive to support differentiation with as many as 12 levels of rigor in a single skill. With each question answered, students move up and down through the levels based on their performance, ensuring they're always challenged at the right level. This is something that teachers cannot accomplish via virtual learning and is an important supplement for students who may be a bit behind or a bit ahead of peers. IXL also uses gamification to help students build mastery. The curriculum is finely scaffolded to ensure that students feel motivated and supported as they strive toward mastery-level understanding of every topic.

Ludlow-Taylor teachers identified IXL as the most important supplementary learning platform. It was specifically requested as a funding priority for the PTO because of its adaptable platform, range of ages, and the fact that it covers all subjects, including science and social studies. DCPS has announced that they will not be paying for any supplementary online materials, so the PTO has to fund this program entirely without DCPS financial support.

12. PROJECTED TOTAL COST

\$25,000

13. AMOUNT REQUESTED

\$1000 ANC 6A

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11. BRIEF DESCRIPTION OF PROPOSED PROJECT/ACTIVITY – DETAILED INFORMATION ON SEPARATE PAGE (SEE INSTRUCTIONS) <div style="border: 1px solid black; padding: 10px; margin-top: 5px;"> <p>Students will be learning virtually during the 2020-2021 school year. Most virtual learning will take place on the DCPS platform, Canvas, and will be done with live teaching. Virtual learning poses significant challenges. It is hard for one teacher to reach all students and it is impossible to engage in differentiated learning in this format. Ludlow-Taylor is committed to maintaining the caliber of learning to which our students and families have become accustomed. To do this we are requesting a grant to support our City Year Program.</p> <p>City Year, a proud member of the AmeriCorps network, unites a diverse corps of young adults, ages 17 to 24, to serve as a tutors, mentors and role models full-time for ten months in 25 cities across the nation. City Year's mission is to build democracy through citizen service, civic leadership and social entrepreneurship. It is through service that we can demonstrate the power and idealism of young people, engage citizens to benefit the common good, and develop young leaders of the next generation. Every 26 seconds in the U.S. a student drops out of high school and City Year's young leaders are working to reverse this trend. Ludlow-Taylor has been very fortunate to partner with City Year and have these additional resources available to students. This year especially, City Year is a critically important partner for our teachers to better implement distance learning tactics. By having City Year participants assigned to each classroom, they can help target students who need special support and keep an eye on all students in the virtual platform while the teacher is teaching. City Year participants also provide important emotional support to students, which is especially critical this year while students are adjusting to a very different learning paradigm. City Year was not in the school's 2020-2021 budget and therefore is being supplemented by the PTO.</p> </div>	
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IXL offers clear metrics that we can use to monitor students' progress and utilization of the program. We will use these metrics to measure success of our distance learning program overall and of the investment in the IXL software.

Timeline:

The grant is intended to cover the cost of programs to be implemented over the course of the 2020 – 2021 school year. As soon as the grant is received, the PTO will purchase the programs and supplies on an ongoing basis until the grant funds are exhausted.



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

1. DATE OF APPLICATION	2. DATE OF PROJECT OR ACTIVITY
9/18/2020	Ongoing
3. APPLICANT ORGANIZATION NAME AND ADDRESS	4. EIN (TAX ID NUMBER)++
Eliot-Hine Parent Teacher Organization (PTO) 1840 Constitution Avenue, NE	46-3739410
5. CONTACT NAME	6. TITLE
Robert and Liz Campbell	PTO Emergency Pantry Liaisons
7. ADDRESS (IF DIFFERENT FROM ABOVE)	
127 16 th Street Ne	
8. TELEPHONE	8. FAX
(202) 596 - 2355	(N/A)
10. E-MAIL ADDRESS	
egiovannetti@gmail.com	
11. BRIEF DESCRIPTION OF PROPOSED PROJECT/ACTIVITY – DETAILED INFORMATION ON SEPARATE PAGE (SEE INSTRUCTIONS)	
The Eliot-Hine PTO requests funds for the establishment and operation of a community emergency relief pantry. Funding will be used to purchase the infrastructure needed to store and serve healthy food and household supplies for families and individuals in need (i.e. shelving, carts, cold storage). Funding may also be used to purchase gift cards, food, and other household supplies to be distributed to community members as needed.	
12. PROJECTED TOTAL COST FOR SY 2020-21	13. AMOUNT REQUESTED
\$ 12,100	\$ 3,000
14. OTHER SOURCES OF FUNDING (BRIEF) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)	
Connected Schools Funding- \$1000 NBA Players Foundation- \$2,500 In-Kind Contributions (volunteers)- \$3,600 Individual Donations (funds and pantry supplies)- \$2,000	
15. STATEMENT OF BENEFIT (BRIEF DESCRIPTION) – DETAILED INFORMATION REQUIRED ON SEPARATE PAGE (SEE INSTRUCTIONS)	
In the wake of the COVID-19 pandemic, food insecurity has dramatically increased. In the DC Metro area it is estimated that an additional 250,000 people will need food assistance totaling nearly 700,000 people in our community who do not know where their next meal is coming from. According to school staff, there have been consistent requests for assistance from families in need. Some of these families who have been directly impacted by the pandemic and have not needed to ask for help before. As a connected school, Eliot-Hine is well positioned to be a bridge between the	

school community and the neighboring residents of the students it serves. Connected Schools is a DCPS-led initiative to develop schools as hubs for the local community through resources, supports, and other programming and partnerships. This pantry will serve as a hub to distribute emergency supplies while referring recipients to more permanent and sustainable food and economic support programs like SNAP, school meals, and TANF.

Project Description and Goals:

To establish a school and community resource hub to provide emergency relief for individuals and families in the form of food and other resources, while referring them to potential long-term sustainable solutions such as federal nutrition programs. This project will be led by Lena Heid, Eliot-Hine Middle School Connected Schools Manager. The project will be supported by the Eliot-Hine Parent Teacher Organization.

Objective 1: Create a physical space to store food and other emergency relief items for school and community recipients in need.

Objective 2: Establish and maintain a base of resources to stock the pantry with food and supplies. This will include establishing a formal relationship with the Capital Area Food Bank and other community support services.

Objective 3: Promote and advertise the pantry and available services.

Objective 4: Develop resource 'guide' that will contain referral information to other community resources such as job fairs, federal nutrition programs (aka school meal program, SNAP, WIC) and income support.

Statement of Benefit:

In the wake of the COVID-19 pandemic, food insecurity has dramatically increased. In the DC Metro area it is estimated that an additional 250,000 people will need food assistance totaling nearly 700,000 people in our community who do not know where their next meal is coming from. At the same time, Eliot Hine is a Community Eligibility Program school, which means that every child who attends is eligible for a free meal given the economic status of the majority of students. According to school staff, there has been a consistent increase in the number of requests for assistance from families since the pandemic. Some of these families have not needed to ask for help before. The pandemic is disproportionately impacting communities of color, who are already at greater risk for food insecurity.

Simultaneously acknowledging the growing school and neighboring community need for food assistance, leadership at Eliot-Hine seeks to start an emergency relief pantry to provide immediate support and resources. Ensuring that both community members and students have access to food is critical for our community members and students to thrive. Eliot-Hine is a DCPS Connected School; these are schools that partner with the community to provide an integrated approach to academics, health and social services, youth and community development, and community engagement in order to ensure all students, regardless of background or neighborhood, are able to thrive in school and in life.

Some examples of Connected Schools initiatives:

- Anacostia High School conducting relationship-building home visits with students and their families;
- Eliot-Hine Middle School partnering with local organizations to provide out-of-school experiences aligned with the IB curriculum;

- Kramer Middle School **providing twice monthly food bank opportunities for families**; and
- Moten Elementary School increasing restorative justice practices through the Tribes Learning Community process.

As a Connected School, Eliot-Hine is well positioned to be a bridge between the school community and neighboring residents of the students it serves. This pantry will act as a hub to distribute emergency supplies while referring recipients to more permanent and sustainable food and economic support programs like SNAP, school meals, and TANF.

In order to measure the impact of this resource hub, EH staff and volunteers will keep track of service numbers. The tracking sheets will indicate the number of individuals that request help, how many received services, and how many referrals were given to additional programs and resources.

Timeline:

September:

- Establish budget line through PTA
- Write infrastructure grant to ANC 6A
- Organize resource list
- Promote services to school community members until physical location is established (We will provide gift cards to families in need until appropriate to stock and distribute from the pantry)
- Solicit pantry volunteers from school and community
- Develop fundraising plan
- Solicit funds from school community and local faith-based organizations

October:

- Work with CAFB to establish formal relationship
- Purchase and install equipment into pantry space
- Coordinate with Connected Schools and Eastern to support/host produce distributions
- Develop communication plan for community hours and outreach and plan for November official 'opening' (if appropriate and cleared)
- Start solicitation for holiday services for school and community members
- Develop tracking sheets to measure impact
- Establish monthly emergency relief volunteer meetings

November:

- Open regular community services
- Maintain regular school services
- Provide Thanksgiving baskets for school/community members

December-June

- Develop phase II plan to support new opportunities such as community garden and backpack nutrition program
- Maintain regular community and school services

Description of Eliot-Hine Parent Teacher Organization:

The Eliot-Hine PTO is a volunteer-based organization committed to creating an environment where families, staff, and community members feel welcome at the school and included in the overall academic and community experience.

Budget Narrative and Table:

ANC6A Grant Request

Item		Amount
Cold Storage	Refrigerator and freezer capacity to store fresh and healthy food. (Similar to this refrigerator and this freezer at approximately \$1000 each)	\$2000
Shelving	3 Chrome, non-rusting shelving units to store dry goods and household items. (similar to this shelf at approximately \$100 each)	\$300
Utility Carts	2 Rolling utility cards to transfer pantry items from storage to distribution. (Similar to this cart at roughly \$100 each)	\$200
Supplies	Startup funds used to purchase gift cards, food, and emergency household supplies as needed to initiate operations and provide support..	\$500
TOTAL		\$3000

Eliot Hine School and Community Emergency Relief Pantry Budget for Oct 2020 – Sept 2021

Income		Amount
Connected Schools Funding	Funding to support purchase of infrastructure for permanent space to include shelving, locking storage, etc.	\$1000
NBA Players Foundation	Urgent needs for families, \$100 per family for 25 families	\$2,500
In-Kind Contributions (volunteers)-	Valued at \$30 per hour, estimated at 10 volunteer hours per month	\$3,600
Individual Donations	Estimated at \$200 per month	\$2,000
ANC6a grant		\$3,000
Total Income		\$12,100
Expenses		
Supplies	Current estimated need is \$500 per month to purchase gift cards, food, and emergency household supplies to stock the pantry.	\$6,000
Volunteers	Valued at \$30 per hour, estimated at 10 volunteer hours per month	\$3,600
Cold Storage	Refrigerator and freezer capacity to store fresh and healthy food. (Similar to this refrigerator and this freezer at roughly \$1000 each)	\$2000
Shelving	Chrome, non-rusting shelving units to store dry goods and household items. (similar to this shelf at roughly \$100 each)	\$300
Utility Carts	Rolling utility cards to transfer pantry items from storage to distribution. (Similar to this cart at roughly \$100 each)	\$200
Total Expenses		\$12,100