



# Advisory Neighborhood Commission 5E

<http://www.anc5edc.org>

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## ANC 5E Grant Guidelines

A grantee must be a non-profit organization or partner with a non-profit community organization, church, school, or civic association located in ANC 5E for the initiation of a grant application and must remain so for the duration of the grant. Grants will not be issued to individuals. A grant will not be issued without the express authorization of the Office of the D.C. Auditor.

Grant applications must be submitted at least two weeks prior to the ANC's public meeting for consideration by the Commission at the subsequent meeting. Grant applications must be emailed to the Single Member District ANC Commissioner that represents the area in which the grant applicant is located as well as the ANC 5E Chair.

No grantee shall receive more than \$2,500 in grants in a 12-month period. No grant request shall exceed \$2,500. All awarded grant funds will be paid directly to the vendor(s) or be reimbursed to the grantee after the date of the project's completion and the grantee has submitted original receipts.

A representative of the organization requesting the grant must make a public presentation of the grant request at a duly noticed ANC 5E public meeting.

Grants may be used to provide services that are public in nature and benefit persons who reside or work within the ANC 5E area. The purpose cannot duplicate those that are already performed by the District government. For example, purposes could include Parent Teacher Associations activities, Cultural Education Field Trips, Community Block Parties (not to include funding for entertainment and food), Little Free Libraries, Neighborhood Civic Associations (for projects or activities of a public nature) that benefit the commission area, etc.

Grants may not be used for non-public purposes or activities, services provided for personal gain, duplication of a service already provided by the District government, partisan political activity, litigation, food, alcoholic beverages, entertainment expenses, operating and/or administrative expenses, a District agency or agency program funded by the District government. Grant awards must comply with the D.C. Code. Section 1-309.13 (1)(1) that authorizes ANCs to award grants to organizations for public purposes.

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Within 60 days after the grant award is disbursed to the grantee, the grantee must submit to the ANC 5E a statement of use reflecting how and when grant funds were used. These reports will be posted on the ANC 5E website.

The report shall be sent to the ANC 5E and include a statement as to the use of the funds consistent with the grant application, complete with receipts, invoices, cancelled checks, vouchers, contracts, etc. The report should reflect the expenditures and indicate funds paid, the amount of the payment, when the amount was paid, to whom the amount was paid, and a description of the item or service for which the amount was paid.

If an extension is necessary to file the report, the grantee must submit a request for extension via email prior to the expiration date (60 days).

- This request for an extension must include an Interim Report that reflects the funds used to date and a summary of major activities.
- ANC 5E will review the request and approve or deny the request within ten days following receipt of the request.
- An extension request can be for no more than 30 days. If a grant report does not contain the proper accounting of all funds, then it shall be deemed to be in breach of the grant agreement.

Having breached the agreement, the grantee shall forfeit the grant award. That forfeiture will trigger any or all of the following penalties:

- The ANC shall not disburse any additional funds to the grantee as may have been agreed to under the grant award.
- A copy of the demand letter will be sent at the same time to the appropriate Single Member District commissioner.
- The grantee will be ineligible to apply for a future grant from ANC 5E.

ANC 5E minutes shall reflect the approval of all grant awards. Grant disbursements shall be included in the ANC 5E Treasurer's quarterly financial report submitted to the Office of the D.C. Auditor. The submission must include meeting minutes, application, and report(s).

*Last updated: February 18, 2025*

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