

ANC 6E Grant Application

This form must be completed by applicants for funds from ANC 6E for community service projects. Only DC-registered non-profit organizations may apply. ANC 6E funds cannot be used for the benefit of individuals, families, or other small groups. Services provided using ANC 6E funds must benefit many members of the public. Please note, except during a public health emergency, that ANC 6E grant funds cannot be used to pay for food or beverages, nor can any services to be provided using these grant funds duplicate services offered by the Government of the District of Columbia. Applications will be accepted via EMAIL ONLY to Rachele Nigro at 6e04@anc.dc.gov.

Date of Request: _____ Date Grant Required _____

Name of Organization

Organization Address: _____

Website: _____

Contact Name and Title: _____

Contact Phone: (____) _____ Contact E-Mail: _____

Name of Project: _____

Amount Requested: \$ _____

Does your organization currently receive funding from the DC Government? Yes No

If yes, how much? \$ _____

If yes, from what agency? _____

What is your organization's annual budget this year? _____

Is your organization incorporated in the District of Columbia? Yes No

Is your organization a 501(c)(3) non-profit?

Yes. Please attach a copy of your organization's IRS non-profit exemption status and a copy of a current Certificate of Good Standing from the DC Government

No. Has your organization applied for a 501(c)(3) status? Yes No

Have you received any grants from an ANC before? Yes No

If yes, when, how much was the grant for, and for what purpose?

If yes, were you ever found in non-compliance with grant requirements? (Please explain.)

Please answer the following questions on a separate sheet (or sheets):

- (1) Briefly describe the organization.
- (2) Describe the grant project.
- (3) Who will carry out the project? Be sure to include any prior experience or professional qualifications that demonstrate an ability to complete the project.
- (4) Who will directly benefit from the project?
- (5) Describe how the grant will benefit the ANC community.
- (6) What are your goals for the grant project?
- (7) How do you plan to measure the success of your project, e.g., surveys of participants, number of participants, final outcomes? How will you document your project, e.g., with videos, photos, testimonials, other?
- (8) Provide a detailed line-item budget for the project, indicating for which elements ANC grant funding is being requested.
- (9) Please indicate what you expect will be the total overhead costs of the project, and how they were calculated.
- (10) Describe any efforts to secure other funds for the grant project and your need for Commission funding.
- (11) Explain how the services/benefits proposed do not duplicate those that are already performed by the District Government.
- (12) Why does your organization want to undertake the proposed project at this time?

If you are awarded a grant, you are required to submit a Grant Report within sixty (60) days from the time the grant money is awarded, and every 90 days thereafter during the life of the grant. The report should be sent to ANC 6E as well as to the Office of Advisory Neighborhood Commission.

Failure to submit a Grant Report will jeopardize your organization's ability to receive additional grants from this ANC going forward.

The Grant Report must include:

- a. **Statement of Use:** Please provide a statement of use explaining exactly how the grant was spent. **Note: No changes to project may be made without the prior approval of the ANC.**

- b. **Project Outcome:** The report should discuss how well the project met its stated goals; describe any obstacles encountered during the project and how they were overcome; and, explain the lasting impact, if any, of the project. Include any information, survey data, photos or videos that help to illustrate your conclusions.

Submitting Your Application, Supporting Documentation and Final Report

Applications must be submitted via email to Commissioner Rachelle Nigro at 6E04@anc.dc.gov.

You should submit two separate documents: the application and supporting documentation.

Statement:

I certify that the goods or services described above represent expenses that the requested ANC 6E funds will be used to pay for, and that no funds will be used for any purpose other than those approved by ANC 6E. Any amounts remaining after payment for the approved goods and services will be refunded via check made payable to Advisory Neighborhood Commission 6E. Under penalties of perjury, I am signing this statement on behalf of the requesting organization, and I state that the information in this application is true and correct to the best of my knowledge.

Signed: _____ Date: _____

Printed Name: _____