

ANC5C Grant Application Form

General Guidelines that govern the awarding of a grant by Advisory Neighborhood Commission 5C

The following guidelines were developed to clarify the application process for grants requested from ANC5C and to specify at the time of application the transparency of the proceedings so that all parties, members of the community, grant applicants and the ANC Commission are fully aware of the reporting requirements and information pertaining to the disbursement of public money of which the Commission is custodian, in the form of “public benefit” grant. At all times, ANC5C Commission reserves the right to approve or disapprove a grant. There is no limit on the number of grants that may be approved, and applications may be accepted year-round.

An application for a grant must be submitted in writing to the Commission and presented at a public meeting of the Commission. The contents of the grant application must demonstrate that the request if funded, shall provide a benefit that is public in nature and to the benefit of persons who reside or work within ANC5C. The funding of grant requests for non-public purposes is prohibited.

A grant may not be awarded unless it has been voted on and approved by the Commission at a public meeting. The approval of a grant by ANC5C shall not be conditioned on support for a position taken by the Commission. **The duration of the grant cannot exceed one-year.** Successful grants that meet measurable goals shall be considered for renewal provided that re-application is made to the Commission in accordance to the aforementioned guidelines herein.

The Commission will disburse approved grants within 45 days of approval. Once a grant is approved, regular reports on the progress of the grant are required to be made to the Commission. All reports must include the “sign-off” of the Grantee’s Single member District Representative/ Commissioner. All reports shall be submitted to the Commission Chairman.

Please print or type the following information pertaining to the grant amount for which you are applying.

Date of Submission: _____

Grant Title: _____

Purpose of Grant: _____

Your Name: _____

Home Address: _____

Contact Information:

Day Phone Number _____ Evening Phone Number _____

E-mail _____

Name of your Commissioner: _____

Name and Phone No. of Contact Person for the Project: _____

Total Amount Requested: \$ _____

The proposed start of the project: _____ ; and the end date: _____

The duration of the Project: 1-3 months _____ 1-6 months _____ 1-12 months _____

(Check all that apply)

Geographic area to be served:

ANC5C _____ Ward 5 _____ City-wide _____ National _____; or SMD: 5C01___ / 5C02___ / 5C03___ / 5C04___ / 5C05___ / 5C06___ / 5C07___ / 5C08___ / 5C09___ / 5C10___ / 5C11___ / 5C12___

Population to be served:

Residents _____ Residents and Stakeholders _____ Elderly _____ Youth _____ Families _____ Low Income _____
Unemployed _____ Students _____ Homeowners _____ Renters _____ Area Parishioners _____
Homeless _____ Single Mothers and Children _____ Other: _____

In 100 words or less, please describe how the ANC5C community will benefit from the project:

Describe how the grant monies will be spent:

Provide a timetable of when you plan to spend funds:

Note: Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission via the Commission Chairman a Grant Report including a statement as to the use of the funds consistent with the grant application, complete with receipts, invoices, cancelled checks, vouchers, contracts, etc. which support the expenditures and display that funds were actually 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 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, at which time all unspent monies must be returned to the Commission immediately. The Commission shall consider this as a forfeiture of the award of any additional grant funds under the term of the grant and it may result in the commission receding any and/or all funds under the grant award. Further the penalty for noncompliance with the terms of the agreement will result in the forfeiture of any additional or future grant funds to said group, individual or organization.

Approved for Submission by Commission _____ Date: _____