



# ANC 5A Grant Application

## I. The Grant

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1. Name or title of grant project:
2. Amount requested:
3. Total cost of the project:
4. Briefly describe the grant project, i.e. what the money will be used for.
  
5. When will the project begin? When will it end?  
*Comment, if needed.*
6. Who (names or titles) will carry out the project? Be sure to mention any prior experience or professional qualifications that demonstrate an ability to complete the project successfully.
  
7. Who will directly or most immediately benefit from the project?
  
8. Describe how the project will benefit the ANC community as a whole beyond #7 above, if at all.
  
9. What are your goals for the grant project?
  
10. Please explain if you plan to measure the success of the project, e.g, the number of participants, and if you will document the project? With videos, photos, testimonials, other?
  
11. Attach a detailed line-item budget for the project, indicating those elements for which ANC grant funding is being requested.
  
12. Please indicate what you expect will be the total overhead costs of the project:  
How were they calculated?
  
13. Describe any efforts to secure other funds for the grant project and your need for Commission funding.

14. Explain how you determined that the services/benefits proposed do not duplicate those that are already performed by the District Government.

15. Why does your organization want to undertake the proposed project at *this* time?

## II. The Organization Name:

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1. Address: Website:

2. Briefly describe the organization.

3. Who are the Organization's Officers?

Name	Title/Position	Email or Phone
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4. Is your organization incorporated in the District of Columbia? Yes No

*If yes, please attach a copy of a current Certificate of Good Standing from the DC Government and a Clean Hands Certificate from the Office of Tax and Revenue*

5. Is your organization a 501(c)(3) non-profit? Yes No

6. What is your organization's annual budget for this year?

7. Does your organization currently receive funding from the DC Government Yes No  
If yes, how much? From what agency?

8. Has your organization ever received a grant from any ANC before? Yes No  
If yes, When? How much was the grant for, and for what purpose?

9. Has your organization ever been found to be in non-compliance with any grant requirements? Yes No  
If yes, please explain.

## **III. Grant Report**

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If your organization is awarded a grant, it is required to submit a Grant Report within sixty (60) days from the time the grant funds are provided, and every 90 days thereafter as long as any funds are unspent. The report should be sent to ANC 5A as well as to the OANC. Failure to submit a Grant Report will jeopardize your organization's ability to receive additional ANC grants in the future.

The Grant Report must include:

- a. **Statement of Use:** Please provide a statement of use explaining exactly how the grant was actually 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.

## **IV. Signed Statement:**

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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, and that I have reviewed and understand the grants policy of Advisory Neighborhood Commission 5A.

Signed:

Printed Name:

Title

Phone Number

Email address

Date

## **V. Submitting Your Application,**

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Applications must be submitted via email to: **5a03@anc.dc.gov** and to **oancs@dc.gov**.