

Advisory Neighborhood Commission 2F Bylaws

ARTICLE X. GRANT REQUESTS

Section 1. Procedures for considering requests for assistance:

(a) A grant request must be made on grant forms, which are approved by the Commission and which shall contain the following information:

(i) Identification of the group or organization (including its approximate length of time in existence, its officers, a financial statement, and description of its mission, as well as email, phone and website, if any), and a description of the citizen organization or group requesting the grant and its mission;

(ii) A description of the proposed project for which the grant is requested;

(iii) A statement of expected public benefits;

(iv) A statement describing community support;

(v) The timetable of the project;

(vi) The total cost of the proposed project, a description of the financial need of the applicant, and other sources of funding, if any. The Commission 2F shall not be the sole source of funding for any project unless deemed necessary under extraordinary circumstances as stated by the Commission in the official minutes of a formal, duly noticed public meeting;

(vii) Identification of any previous funding of the applicant by the Commission; and

(vii) Disclosure of any Commissioner(s) directly or indirectly involved in the project and/or the applicant organization.

(b) All grants are subject to the following approval procedures:

(i) The commissioner representing the single-member district in which the purposes of the grant are to be carried out shall endorse the request, if applicable;

(ii) The applicant shall make a presentation to the Commission at a formal, duly noticed public meeting and shall explain how the grant will serve a broad public purpose;

(iii) The Commission may approve grants only to citizen organizations or groups that are public in nature and which benefit persons who reside or work within the Commission area. Preference shall be given to organizations or groups that are located within Commission boundaries.

(iv) Grants shall not be approved for services or functions that are already performed by the District of Columbia government, or for an applicant's general operating expenses or salaries.

(v) Grants may not be awarded to individuals or governmental bodies, or for any purpose for which the Commission itself may not expend funds, including food or entertainment; festivals; political or partisan activities; religious activities; litigation; or if otherwise deemed non-public in nature.

(vi) No grant application submitted to the Commission fewer than 14 (fourteen) days prior to the meeting at which such application is to be considered will be approved.

(vii) Grant awards are subject to all applicable laws and regulations of the District of Columbia.

(c) No single applicant shall receive a grant or grants totaling in excess of one-sixth (1/6th) of the Commission's total budgetary allotment during the two-year term of the Commission in which the grant or grants are awarded.

(d) Total grants awarded to all applicants by the Commission shall not exceed one-third (1/3rd) of the Commission's total budgetary allotment during the two-year term of the Commission in which the grants are awarded.

(e) Grants shall not be awarded for purposes of reimbursing an applicant for projects or services already completed.

Section 2. Grant-award priorities of the Commission include, but are not limited to:

- (a) Arts and Culture;
- (b) Extracurricular educational activities for pre-K–12 students;
- (c) Historic preservation;
- (d) Neighborhood beautification;
- (e) Parks and recreation;
- (f) Crime prevention and public safety; and
- (g) Senior citizens and youth programs.

Section 3. Payments:

- (a) No payment shall be made without proper documentation, as required by the Commission.
- (b) Payments may be made in installments at the discretion of the Commission.

Section 4. Within 60 days following the issuance of a project's final grant payment, the grant recipient shall forward to the Commission a statement describing the use of the funds consistent with the grant application, with receipts documenting the expenditures, along with results and benefits attained.

Section 5. Any unexpended funds shall be returned to the Commission.

Section 6. An applicant's eligibility for subsequent grants shall be subject to its compliance with the provisions of this Article.

Section 7. The Commission shall provide a copy of the Commission's current grants policy and grant form to each applicant.

Section 8. No provision under this Article shall be waived, unless by a two-thirds vote of the Commission.

Be it resolved by Advisory Neighborhood Commission that:

- (1) ANC 2F adopt the foregoing amendments to the Bylaws under Article X; that
- (2) The Commission direct the executive director to prepare a form and any necessary documentation consistent with this policy, to be approved by the Chairperson, for posting on ANC 2F's website; and that
- (3) The Commission publicize its new grants policy via email listserv, blog post, and any other appropriate means.