



Government of the District of Columbia
ADVISORY NEIGHBORHOOD COMMISSION 5E
Washington DC 20001 - www.anc5e.org – [twitter@anc5e](https://twitter.com/anc5e)

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 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 purpose authorization of the Office of the D.C. Auditor.

All grant applications must be submitted by the 1st of each month for consideration by the Commission within the following 30 days.

All grant applications must be submitted online.

No grantee shall receive more than one grant in a 24-month period.

No grant request shall exceed \$2000.

All awarded grant funds will be paid directly to the vendor(s).

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 one month prior to a vote by the Commission.

Grants may be used to provide services that are public in nature and benefit persons who reside or work within the Commission area. The purpose should not duplicate those that are already performed by the District government. The purposes should include, but are not limited to, Parent Teacher Associations to fund such activities as computer literacy programs, musical instruction programs, cultural education field trips, neighborhood civic associations for projects or activities of a public nature that benefit the commission area.

Grants may not be used for non-public purposes, services provided for personal gain, duplication of a service already provided by the District government, partisan political activity, litigation, food, alcoholic beverages and/or 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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ANC5E Grant Guidelines (continued)

Within 60 days after the grant award is disbursed to the grantee, the grantee must submit, to the Commission, a final statement of use, along with receipts, reflecting how and when grant funds were used, and from whom services or products were purchased.

Interim Reporting:

- **Within 30 days following the issuance of a grant, the grant recipient shall forward to the Commission 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.**
- **The report should reflect the expenditures and indicate funds 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 an extension is necessary to file the report, the grantee must submit a request for extension in writing (email is acceptable) prior to the expiration date (60 days). 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 Commission shall not disburse any additional funds to the grantee as may have been agreed to under the grant award.**
- **The Commission shall, by certified mail, notify the recipient of the breach and demand that the recipient immediately return all unspent monies to the Commission. 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.**
- **The Commission shall rescind all funds under the grant award and any future grant funds to said group, individual, or organization.**



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ANC5E Grant Guidelines (continued)

- **The Commission may request assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.**

If a grantee has not spent the grant funds within 30 days the funds must be returned to the Commission. If grant funds are not returned, the Commission may request assistance from the District of Columbia Office of the Attorney General to recover the awarded funds.

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 District of Columbia Auditor. The submission must include meeting minutes, vouchers, application and agreement.