



Application: ANC6B COVID –19 Grant Program

Thank you for your interest in this accelerator grant program.

There are four steps to the application, three of which require a written response in order for your application to be considered. Send the completed application as an email attachment to your cover letter to [ANC6B@anc.dc.gov](mailto:ANC6B@anc.dc.gov) on or before July 13, 2020. (We are required to forward a copy also to the Office of Advisory Neighborhood Commissions [OANC] and will do so for you.) Questions? Contact Commissioner Jerry Sroufe at 6B02@anc.dc.gov.

**Step One: Contact Information and grant request** (Please download and send this information as an attachment to your cover letter email.)

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address/Telephone  
\_\_\_\_\_

Principal Contact \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Amount requested (suggested amount: between \$5K and \$15K) \$ \_\_\_\_\_

Organization’s annual budget \$ \_\_\_\_\_

A 501c3 Organization? Yes/No \_\_\_\_\_

If not a 501c3, what is your tax status? \_\_\_\_\_

Do you have a governing board? If yes, name of chair \_\_\_\_\_

**Step Two: Explanation of Program** (Answer as a one or two page attachment to your application email.)

1. Describe the use to be made of grant money:
  - a. What is the nature of the activity? Please include a timeline and explain clearly how this effort will provide humanitarian relief during the current health emergency.
  - b. Who will be served? How? How many Ward 6 residents will directly benefit? How will those to be served be identified and engaged?

2. Provide a brief budget for the ANC grant funded portion of your effort and address the following three questions:
  - a. Will you still be able to complete the project if you do not receive the full amount of funds requested?
  - b. Do you have any additional sources of funding involved in this effort?
  - c. Overhead? We do not anticipate providing organization overhead. If you do include overhead in your budget, please note that that the ANC is prohibited from issuing grants where estimated overhead costs would exceed 15% of the entire grant amount.

### **Step Three: Report and Evaluation Plan**

*The ANC is obligated to assure that within 60 days following the issuance of a grant, and every 90 days thereafter during the life of the grant, the grant recipient shall forward to the Commission and the OANC a statement as to the use of the funds consistent with the grant application, complete with receipts that support the expenditures.*

Please provide responses to the three questions below as a one-page attachment to your application email.

1. How will your organization account for and document expenditures uniquely associated with the grant?
2. How will you assess the impact of the grant, as distinct from customary services of the organization?
3. When do you anticipate all of the grant funds will be expended?

### **Step Four: Grant Applicant Understanding Memorandum (No written response required)**

ANC6B intends to contribute \$45,000 of its administrative reserve to support three or more organizations engaged in humanitarian work addressing problems created by the COVID-19 pandemic. The ANC6B is not a typical foundation and it does not intend to continue in the grant making business beyond the current health emergency. For this reason, and because we want to avoid misunderstandings that might result in hurt feelings, we have provided this Applicant Understanding Memorandum to accompany an organization's grant application.

*In submitting an application to the ANC grant program an organization acknowledges that it understands the award criteria (below) and also the following unique aspects of the ANC6B grant process:*

1. Submission of a grant application does not guarantee receipt of funds.
2. The ANC reserves the right to award less than the total amount of the funds requested for any approved grant and reserves the right to not spend all funds designated for this grant program.

3. Although awards will be voted on in a public meeting, critiques or scores used in judging the merits of individual applications will not be provided to the applicants or to the public. However, the criteria to be used by the ANC in considering grant applications are listed below.
4. The ANC will regard each application as containing proprietary information and will not make applications public; applicants, of course, may publish their applications.

### ANC6B COVID-19 Grant Award Criteria

1. Does the program for which funds are requested address an important humanitarian need(s) responding to the pandemic?
2. Is there a strong likelihood that the proposed program will effectively address the pandemic-related problem(s) identified by the organization?
3. How important is the grant for enhancing the delivery of the services provided by the organization?
4. What is the anticipated “bang for the buck” of the proposed use of the grant?
5. What accountability measures are in place for expenditure of funds and, if applicable, for the safety of staff and program beneficiaries?
6. Is there good likelihood of receiving a suitable evaluation report from the organization regarding the accomplishments achieved through the grant? (Referencing Step 3 above, Report and Evaluation Plan.)