Office of Advisory Neighborhood Commissions

Primary source of advice for Commissioners

Advisory Neighborhood Commission Grant Instructions and Application Form

ANC Grants Overview

Advisory Neighborhood Commissions (ANCs) are hyperlocal bodies composed of elected officials whose primary role is to consider a wide range of policies and programs affecting their neighborhoods. These include traffic, parking, recreation, street improvements, liquor licenses, zoning, economic development, police protection, sanitation and trash collection and the District's annual budget.

Each Commission receives an annual allocation of funds which they may expend "for public purposes within the Commission area or for the functioning of the Commission office, including staff salaries, Commissioner training, property liability insurance, legal expenses for Commission representation by an attorney licensed in the District before an agency, board, or commission of the District government, and nominal refreshments at Commission meetings."[1] Commissions may expend their funds both directly and indirectly through a community organization, and some have chosen to do so through sponsorships and grants. Regardless of the method or terminology used, the permissible use requirements for ANC funds remain the same.

While the primary function of ANCs is not the issuance of grants, their "expenditures may be in the form of grants . . . for public purposes within the[ir] Commission area."[2] Whether through a grant, sponsorship, or any other process, ANC expenditures are limited to the two areas defined in the D.C. Code and the same basic tenets applicable to the more traditional grant process.

While ANCs are not required to give community grants, the D.C. Official Code states that ANC "expenditures may be in the form of grants . . . for public purposes within the[ir] Commission area."[3] The basic rule that applies is that such grants cannot be used for the general support of organizations requesting grants. Most importantly, the funds must promote a **public purpose "**benefit[ing] persons who reside or work within the Commission area."[4] The law defines public

[1] See: D.C. Official Code § 1-309.13(l)(1)

[2] *Id.*

[3] *Id*.

[4] D.C. Official Code § 1-309.13(m)(1)

purpose as one "that benefits the community[5] as a whole and is not done for the primary purpose of benefitting a private entity."[6]

Please review OANC General Guidance No. 2023-006 "Advisory Neighborhood Commission Guidance on Grants, Sponsorships, & Spending for Public Purposes" on the OANC Website for additional information related to permissible uses of ANC Grant funding.

Instructions & Guidelines

- Fill out the application form beginning on page 4 in its entirety. The absence of information will delay review and processing of an application and may result in a rejection of the application.

- Only organizations may make grant requests. The organization must propose to provide services, public in nature, that will primarily benefit persons who reside or work within the granting ANC area. However, the services may not duplicate those already performed by the District government of within the authority of the District government to perform.

- The completed application must be submitted to the ANC and to the Office of Advisory Neighborhood Commissions (OANC) at oancs@dc.gov.[7] Failure to submit a copy of the application to the OANC will delay review of the application and may result in disapproval of the application.

- The completed application must include the following information by law:
  1. A description of the proposed project for which the grant is requested;
  2. A statement of expected public benefits (please clearly communicate how the funding will primarily benefit the people who live and work in the ANC area issuing the grant);
  3. The total cost of the proposed project, including other sources of funding, if any, with a description of what the expenditures the ANC money will be used for; and,
  4. An accounting by the grantees of the expected overhead costs the grantees will incur in carrying out the grant. No ANC shall provide a grant for which the grantee estimates that the overhead costs would exceed 15% of the entire grant amount.
- Applicants must provide a detailed budget of their project or program clearly identifying how ANC funding will be used.

- The ANC may not award a grant except pursuant to a majority vote of the ANC at a public meeting following a public presentation of the grant request.

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[5] "Community" means those residents who reside within a Commission area. D.C. Official Code § 1-309.01(2)(c)(2B)

[6] D.C. Official Code § 1-309.13(m)(2)

[7] See: D.C. Official Code § 1-309.13(m)(2)

- Payment of grant awards must be supported by documentation, including vouchers, grant request letter or proposal, paid receipts, and minutes of the meeting in which the Commission approved the grant.

- All funds granted must be used in a manner consistent with the grant application approved by the Commission. Within 60 days after a grantee receives the grant award, and every 90 days thereafter during the life of the grant, the grantee must forward to the Commission a statement as to the use of the funds.

NOTE: The OANC is required to maintain a list of prohibited grantees and may disallow grant expenditures by ANCs which provide grants to any past grant recipient on the list that used grant funds contrary to the associated grant agreement!

Examples of Grants That Are Allowed

To Neighborhood civic associations or non-profit organizations, for projects or activities of a public nature that primarily benefit the Commission area.

To Parent Teacher Organizations (PTOs), Charter Schools, or private institutions for community events.

Examples of Grants That Are Prohibited

Awards for non-public purposes or where services are provided for personal gain.

Awards to an agency or program funded by the District government or duplicative of a government service.

Awards where funds will be used to purchase food or entertainment.

Awards directly to DC Public Schools.

Awards supporting fundraisers. ANCs are not permitted to solicit funds. Additionally, the primary beneficiary of fundraisers are the organizations or causes identified as the beneficiary of the fundraiser and not the people who live and work in a Commission area.

Awards to an individual. Such an award does not have to be to a specific individual, but where the beneficiary is a specific individual or group. This includes awards for cash prizes, stipends, or equipment not available for use by the general public.

1. Date of Application

2/20/2026

2. Date of Project or Activity

Spring 2026

3. Which ANC is the recipient of this application? 3E

4. Title of Grant or Name of Event/Project

Supporting JRHS Crew Team Boat Purchase

5. Project start date?

April 2026

Project end date?

No end date

6. Applicant Organization Name and Address, and current source of funding

Jackson Reed High School Crew Team
C/O Chris Lisi - Board CoPresident
2732 Ordway Street NW #2
Washington, DC 20008

All funding is from private entities.

7. Is the organization or group a 501(c)(3)?

X ☐Yes ☐No

(If yes, please answer the following questions)

Yes, is a 501c3

- When was the incorporation date? _____

February 2013

- Is the incorporation for profit or not for profit? _____

Not for profit

- EIN#:

Please provide a list of board members:

Chris Lisi & Alysa McClellan - CoPresidents
Andy Narva - Accounts Receivable
Brian Bradley - Accounts Payable
Lydia Weiss - Secretary

8. Primary Project Contact Name

Chris Lisi

9. Title

Board Co President

10. Address (if different from above)

Same

11. Telephone

202-549-0696

12. Fax

13. E-mail Address

lisichris@gmail.com
jacksonreedcrew.president@gmail.com

14. Please list prior experience of primary project contact with similar projects.

The program has been in existence Ince 1985 and has been purchasing boats since then.

15. Description of Proposed Project/Activity (continue on separate sheet of paper if needed)

Our Jackson-Reed High School crew team — 120 student-athletes strong — is working hard to raise funds this spring to purchase a new racing shell after one of our boats was damaged beyond repair.

A competitive rowing shell is a major investment, costing approximately **$50,000**, but it is also essential equipment that allows our students to train safely and compete at the level they have worked so hard to reach. Thanks to the generosity of our community, we have already raised **just over half of the needed funds**, and we are incredibly grateful for that support.

Over the next month, our athletes and families will be organizing a variety of fundraisers to close the remaining gap. Every contribution — large or small — brings us closer to putting a new boat in the water for our students this season and supporting the continued growth of this program.

This team represents dedication, resilience, and opportunity for students across our community, and we are committed to making sure every athlete has the equipment they need to succeed.

16. Projected Total Cost 17. Amount Requested

$50k total cost - requesting $5k grant

18. Amount of Overhead Costs

19. How are Overhead[8] Costs calculated?

Amount of overhead costs are zero. The funds will go directly to the Hudson, the boat manufacturer.

20. Other Sources of Funding (be specific, provide names/continue on separate sheet)

We have a $450k budget. Most funds come from individual families - fees that cover all aspects of our program. Some funds come from ANCs, corporate sponsorships (local businesses) and from fundraisers the rowers participate in.

21. Applicants must submit a detailed budget of their proposed project or event. Does your budget clearly identify the purposes for which you are seeking ANC funding?

X ☐Yes ☐No

21. Statement of Community Benefit (detailed description of project or activity and how it primarily benefits the people who live and work in the ANC area (continue on separate sheet)

[8] Project Overhead refers to the costs of a project that an organization incurs indirectly – also called indirect costs. These expenses cannot be directly attributed to one project, but instead are costs related to running the organization and therefore apply to all projects the organization completes.

Our Jackson-Reed High School rowing program has served an average of **120 student-athletes each year since 1989**, providing generations of students with opportunities to build teamwork, discipline, and confidence through the sport of rowing.

Unlike many other school sports, rowing programs must **own and maintain their own equipment** in order for students to train and compete. Racing shells are highly specialized and expensive, but they are essential — without boats, our athletes simply cannot participate in practices or regattas.

22. Please explain how this project does not duplicate services provided by the DC Government

We receive no funding from the DC government.

23. How will success of this project/event be measured and documented (i.e. number of participants, outcomes)?

If we are able to purchase the boat dozens of our rowers will race in it this spring. Racing season begins in early April.

24. Are any permits or consents required for this project?

☐Yes X ☐No

25. If permits or consents are required, have they been obtained?

☐Yes ☐No

26. Have you requested an ANC Grant before?

X ☐Yes ☐No

(If yes, please answer the following questions)

Last month we received $5k from ANC 3C.

- When was the previous request?

Approved.

- Did the ANC grant or deny the request?

$5k

- How much money or in-kind services was requested?

27. Statement of Good Faith

By signing below, I certify that the information provided in this application is true and correct to the best of my knowledge and belief and understand and agree that I have a continuing obligation to advise the OANC and ANC if there is any change in circumstances. I also understand that use of funds for non-permissible uses may result in the loss of funds to the ANC and that grant funds unused at the end of the project or used contrary to the grant request, must be returned to the ANC.

Signature christina lisi

Christina Lisi	JRHS Crew Team Co President	2/202/2026
(Print Name)	Title	Date

(For OANC/ANC use only)

Date received: _____

Date approved: _____

ANC Vote: _____

Amount Granted: _____

Comments: _____

_____

_____

Please review this list to ensure that your Grant Application is complete.

☐Did you provide all information requested on the application form?

☐Did you include a description of your proposed project?

☐Did you include a detailed and itemized budget showing all projected expenses?

☐Have you **clearly stated the public purpose** -- how the use of ANC funds will primarily benefit the people who live and work in the ANC area?

☐If a recurring event, have you provided supporting documents, including financial statements, newspaper clippings, brochures, etc., in support of the grant application?

☐Have you submitted the application to both the **OANC** (oancs@dc.gov) and the ANC for review?

☐Have you scheduled a presentation before the ANC during a public meeting to review and vote on the application?

GRANT INFORMATION	
Grantee:	Click or tap here to enter text.
Grant Title	Click or tap here to enter text.
Date Awarded	Click or tap to enter a date.
Date Completed	Click or tap to enter a date.
Check #	Click or tap here to enter text.
Statement of Public Purpose	Click or tap here to enter text.

Advisory Neighborhood Commission Grant Closeout Form Continued

CHECKLIST

☐	Completed invoice statement	Complete a list of final expenditures and details about how the grant funds were spent in support of the community
☐	Receipts	Include all receipts for purchases made with grant funds
☐	Photos or other publicity (optional)	Please share materials for promotional purposes with the ANC if you would like them to share your work in the community
☐	Refund	Return any unspent grant funds to the ANC
☐	Copy of all materials to the OANC	Please submit copies of all materials to the OANC in addition to the ANC

Signature

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.
(Print Name)	Title	Date