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.

[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.

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OANC Form 100 – Advisory Neighborhood Commission Grant Application

1. Date of Application

2/21/2025

2. Date of Project or Activity

5/10/2025

3. Which ANC is the recipient of this application? Choose an item.

4. Title of Grant or Name of Event/Project

Tenleytown Health and Wellness Day

5. Project start date?

5/10/2025

Project end date?

5/10/2025

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

Tenleytown Main Street, 14 Ridge Sq NW Ste. 300, Washington, DC 20016. Our primary funding is from DSLBD

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

☒Yes ☐No

(If yes, please answer the following questions)

- When was the incorporation date? 6/6/16
- Is the incorporation for profit or not for profit? Non-profit
- EIN#: 47-4536641

Please provide a list of board members:

Rob Wolcheski, Acquisitions & Development, Roadside Development(President), Dan Rosenthal, CFO, HONK Technologies, Inc.(Treasurer), Karen Harris, Community Member(Secretary), Said (Sam) Ziar, Owner, Le Chat Noir, Michael Fitzpatrick, Partner, Brunswick Group, Rina Battiata Kunk, Associate Broker at Compass, Tim Lyons, Director of Innovation & Technology, Georgetown Day School, Jamie Koppersmith, Real Estate Agent, McEnearney Associates, Inc., Maximilian Bachmann, Owner, Verified Wines & Fine Spirits

Noah Getz

8. Primary Project Contact Name

9. Title

Executive Director

10. Address (if different from above)

N/A

11. Telephone

202-362-1815

12. Fax

N/A

13. E-mail Address

execdir@tenleytownmainstreet.org

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

Noah Getz has been the Executive Director of Pictures on Silence since 2012. In this capacity, he has administered grant funding exceeding $250,000 and has founded several concert series including a Salon Concert Series with performances in all 8 Wards of the District, a Sidewalk Series at St. Thomas' Parish near Dupont Circle with nine annual performances, as well as performances and events throughout Washington, DC with the World Music Collective. In February of 2024, he became the Executive Director of the Tenleytown Main Street. In this role, he ran Tenleytown's Art All Night, a fifteen venue event with more than 10,000 attendees and more than 150 artists, as well as creating TenleyFest, a music event with five venues at small local businesses in the corridor.
Tenleytown Main Street is requesting funding to support the creation of the Tenleytown Health and Wellness Day that will take place on May 10, 2025 at Janney Elementary School in coordination with their Beautification Day programming. Health and Wellness businesses from the Tenleytown corridor will present programming that engages the local community with activities and educational content both to underscore the importance of health to our community as well as to inform the local community about the available services that we have in the Tenleytown corridor. Our corridor includes many health and wellness businesses including doctors, dentists, psychiatrists, fitness centers, dance programs and martial arts programs. Many of these businesses are run by individuals and don't have facades that are seen from the street. For this reason, a day of activities presented by these local businesses will have an outsized impact on the local community as they discover all of the health and wellness services that are available to them in the Tenleytown corridor. Leading up to this event, there will be two special editions of Tenleytown's e-newsletter Around the 'Town that will focus exclusively on Health and Wellness content both to advertise the event and to further raise awareness.

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

16. Projected Total Cost 5225 17. Amount Requested 4225

18. Amont of Overhead Costs 520

19. How are Overhead[8] Costs calculated?

[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.

Overhead costs are calculated based on the DC indirect rate of 10% for funding through the District.

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

The remaining funding for this project will come from Tenleytown Main Street's budget which includes a line item for Events. In addition, Tenleytown Main Street is seeking local business sponsors to support this program. Our events budget funding is secured funding and business sponsorship funding is unsecured with anticipated support.

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?

☒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)

This Health and Wellness Event will benefit the community and our local small businesses in a number of ways. Tenleytown has a significant number of small businesses that support the health and wellness of our local community. These businesses include doctors, dentists, mental health professionals, and fitness businesses. Many of these businesses are in buildings that are part of larger office buildings without facades that are street facing. The goal of this event is to let the community know about the available services that we have in the Tenleytown corridor for all ages. By presenting these businesses in a fun way that engages the community, our community members will have an opportunity to enjoy a community day and to learn more about the services that are available to them. In addition, we are partnering with Janney Elementary School and their Beautification Day to increase the attendance of each event and to underscore the community partnerships involved in this programming.

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

A Health and Wellness Day focused on local small businesses in the Tenleytown corridor that cater to our local neighborhood is not a service that is provided by the DC government. Health and Wellness Days are held in other locations in the city but they tend to focus on the businesses and communities that they serve and are not funded directly by the DC government. While there is an Annual Community Day Health and Wellness Fair sponsored by the District, this program is distinct based on the businesses that will participate, the interactive nature of the programming that is planned, and the engagement of local community members of all ages.

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

The success of this program will be measured by counting the number of participants. In addition, we have access to placer.ai reporting for the Tenleytown corridor through a license with DSLB which records data about the number of people in the corridor on a particular day. While this data would be a rough estimate given the combined programming of Janney's Beautification Day and the Tenleytown Health and Wellness Day, it would provide overall data for community engagement on that day for this larger community event. In addition, we will seek feedback from attendees both through casual conversation and an online survey where community members can provide feedback using a QR code.

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

☒Yes ☐No

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

☒Yes ☐No

26. Have you requested an ANC Grant before?

☒Yes ☐No

(If yes, please answer the following questions)

- When was the previous request? Previous grant requests were before my position as ED
- Did the ANC grant or deny the request? Granted
- How much money or in-kind services was requested? Not able to find supporting documentation

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

Noah Getz	Executive Director	2/21/2025
(Print Name)	Title	Date

(For OANC/ANC use only)

Date received: _____

Date approved: _____

ANC Vote: _____

Amount Granted: _____

Comments: _____

_____

_____

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Advisory Neighborhood Commission Grant Application Checklist

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?

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Advisory Neighborhood Commission Grant Closeout Form

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

Health and Wellness Day Budget

Expense	Cost	Explanation
Janney Rental	375	Cost for one security guard and two custodians
Day of Support	280	Event Support by CBE Andrew Shapiro ($35 per hour)
Print Material Design	250	Karena Anderson - Graphic Designer
Print Materials	1100	Local printer Print Space: 40 Yard signs,100 posters, 100 5x7 postcards
Health and Wellness Special Edition E-Newsletters	200	Quote from CBE Megan Flynn Marketing
WAMU Ad	1500	WAMU Radio Week Advertising
Executive Director (In-Kind)	1000	20 hours: planning, liaising with advertising, social media, day of support, and posting yard signs
In-Kind (10% of grant)	520	

Total Budget	**5225**
ANC Grant Request	4225
Tenleytown Main Street (In-Kind)	1000

PRINT SPACE
4716 Wisconsin Ave NW
Washington, DC 20016-4610 United States
info@PRINTSPACEUSA.com | (202) 600-7080

Invoice #200251

Issue date
Sep 25, 2024

Invoice #200251

Customer
Noah Getz
execdir@tenleytownmainstreet.org

Invoice Details
PDF created February 21, 2025
$1,884.00

Payment
Due September 25, 2024
$1,884.00

Products	Quantity	Price	Amount
11"x17" posters, full-color	100	$4.60	$460.00
5"x7" postcards, full-color, two sided	100	$0.80	$80.00
8"x11" flyers, full-color (free of charge)	3	$0.00	$0.00
24x16 Yard Signs [2sided] with Stakes	96	$14.00	$1,344.00
Subtotal			$1,884.00

Total Paid $1,884.00

Payments
Sep 25, 2024 (Mastercard 5604) $1,884.00

View online

To view your invoice go to https://squareup.com/u/PERLSQI0
Or open the camera on your mobile device and place the QR code in the camera's view.

PRINT SPACE
4716 Wisconsin Ave NW
Washington, DC 20016-4610 United States
info@PRINTSPACEUSA.com | (202) 600-7080

Invoice #200178

Issue date
Jun 24, 2024

Invoice #200178

Customer
Noah Getz
execdir@tenleytownmainstreet.org

Invoice Details
PDF created February 21, 2025
$280.00

Payment
Due June 28, 2024
$280.00

Products	Quantity	Price	Amount
Yard Signs, 24"x16"	20	$14.00	$280.00
Subtotal			$280.00

Total Paid $280.00

Payments
Jun 24, 2024 (Mastercard 5604) $280.00

View online

To view your invoice go to https://squareup.com/u/EPtz25Jk
Or open the camera on your mobile device and place the QR code in the camera's view.

Gmail

Executive Director <execdir@tenleytownmainstreet.org>

Health and Wellness E-newsletter

Megan Flynn <megan@meganflynnmarketing.com> Thu, Feb 20, 2025 at 4:12 PM
To: Executive Director <execdir@tenleytownmainstreet.org>

Hi,

Sorry for the delay! I confirmed with the team that we have capacity to take this on. It would be $200 total for us to do the 2 newsletters.

- Megan
[Quoted text hidden]

CONTRACT

American University/WAMU 88.5
NOT FOR REMITTANCE:
4400 Massachusetts Ave. NW
Washington, DC 20016-8082
wamu.org
(202) 885-8892

Contract / Revision	Alt Order #
9696 /	

Advertiser	Original Date / Revision
Tenleytown Main Street	09/19/24 / 09/19/24

Contract Dates	Estimate #
09/21/24 - 09/22/24	

Product: **Art All Night**

Billing Cycle	Billing Calendar	Cash/Trade
EOM/EOC	Broadcast	Cash
Property	**Account Executive**	**Sales Office**
WAMU-FM	Althea Evans	Local-Washingt

Special Handling:

Demographic: Households

Agy Code	Advertiser Code	Product 1/2

Agency Ref	Advertiser Ref

And:

Tenleytown Main Street
Attention: Noah Getz
4748 Wisconsin Ave NW
Washington, DC 20016

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/ Week	Rate	Type	Spots	Amount
N 1	WAMU	09/21/24	09/22/24	Sa-Su 5a-10p	Sa-Su 5a-10p		:15			NM	15	$1,500.00

	Start Date	End Date	Weekdays	Spots/Week	Rate
Week:	09/16/24	09/22/24	- - - - - SS	15	$100.00

Totals	15	$1,500.00

Time Period	# of Spots	Gross Amount	Net Amount
08/26/24 - 09/22/24	15	$1,500.00	$1,500.00
Totals	15	$1,500.00	$1,500.00

Signature: _____ **Date:** 9/19/24

(* Line Transactions: N = New, E = Edited, D = Deleted)

Each payment will be due to WAMU 88.5 within thirty days of broadcast and will be based on credits that aired for the previous broadcast-calendar month.

NOTE: All elements of Underwriter's credit will be subject to WAMU 88.5's final approval in order to ensure compliance with FCC and WAMU 88.5 guidelines for underwriter credits. WAMU 88.5 has the right to refuse any copy or credit. Underwriter is responsible for providing final approved copy two (2) business days prior to the start of the contract. Please note that copy approval takes time, and any delay may result in missed underwriting credits. Missed credits may be made up within contract dates, at the discretion of WAMU 88.5. All orders subject to inventory availability upon receipt of signed contract.

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions. printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.