

Grant Guidelines for Advisory Neighborhood Commission 4B

Grant applications are accepted throughout the year and must be received in the Commission Office, 6856 Eastern Avenue, NW, #314, Washington, DC 20012, two weeks prior to the public monthly meeting.¹

I. Type of project: Visual Arts/Crafts Youth Education Beautification
(check one) Multidisciplinary project Adult Education Media
 Interdisciplinary/Performance Art Other _____

II. Amount requested: **\$ 1,050** Today's date: 5/2/14
(Recommended maximum amount per SMD: \$1,000)

Have you received a grant from the Commission before? **Yes** If yes, when? **2011, 2012, and 2013**
Amount awarded? **2011 \$2,000 was awarded, in 2012 \$990, and in 2013 \$1,000** For what purpose? **4B residents were awarded scholarships to attend Kids and Culture Camp.**

III. Name of Group or Organization: **Kids and Culture Camp, LLC**

Street Address: Mailing: **3915 New Hampshire Ave, NW, Washington, DC 20011** Ward 4: **SMD 4C08**

Telephone: **(202)643-8787** FAX: **NA** Email: **info@kidsandculture.com**

*The camp will be held at **Community Academy Public Charter School (Amos 2) 33 Riggs Road, NE**

ELIGIBILITY REQUIREMENTS:

- Group/organization must be located/reside in the District of Columbia and the Single Member District where the project will take place.
- Applicants may not receive funding for more than one project in one fiscal year. Priority will be given to applicants who have not received grant funds from ANC 4B within the past 5 years.

SUBMISSION REQUIREMENTS: Submit one original and nine (9) copies of the following:

- Completed and signed application form
- Description of project, who will benefit from the project, and how they will benefit – two (2) pages maximum
- Goal or mission statement – summarized into 3 or 4 sentences
- Resume of key personnel involved in the project – no more than two (2) pages maximum
- Cost estimates (including commercial invoices and/or price quotes on business letterhead)
- Complete project budget on Project Budget Form (See reverse side.)
- A budget narrative describing each budget line item – one page maximum
- Support materials (slides, audio/videotapes, letters of support, reviews, etc.) that would aid the Grant Committee in considering your application. (Applicants should include a self-addressed stamped envelope if they wish to have their work returned to them.)
- Funds awarded must be spent within the authorized grant period, unless otherwise approved by the Commission.

REPORTING REQUIREMENTS:

- Within 60 days following the issuance of a grant, the grant recipient shall forward to the Commission a statement as to the use of the funds consistent with the grant application, complete with receipts which support the expenditures.

CONTACT INFORMATION:

Executive Director/President **Jania Otey, Camp Director** Telephone **202-643-8787**

Authorizing Official **Jania Otey, Camp Director** Telephone **202-643-8787**

Contact Person **Jania Otey, Camp Director** Telephone **202-643-8787**

¹ Regularly scheduled monthly meetings are held the fourth Thursday of every month. Confirm the dates with your Advisory Neighborhood Commissioner. See contact information on bottom of second page.