



## EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2017 GUIDELINES

### OVERVIEW

The Events DC Community Grant Program will provide financial support to non-profit organizations dedicated to supporting youth sports or performing or cultural arts in the District of Columbia. Organizations receiving grants should enrich the lives of DC youth through structured programs as outlined in their Application, following the guidelines in the "Application Process" below.

Events DC will award one-year grants to non-profit organizations that meet the eligibility requirements set forth below. In Fiscal Year (FY) 2017, Events DC will award \$50,000 semi-annually or \$100,000 total annually, with grant amounts ranging from a minimum single grant of \$2,500 to a maximum single grant of \$25,000.

Applications for the initial FY 2017 semi-annual grant cycle will be due no later than **August 1, 2016**; applicants will be notified of their award status by October 15, 2016. Applications for the second FY 2017 semi-annual grant cycle will be due no later than **February 1, 2017**; applicants will be notified of their award status by April 15, 2017.

### ELIGIBILITY REQUIREMENTS

#### **To qualify for a grant, the applicant must:**

- Be a DC-based non-profit organization certified as tax exempt in accordance with criteria set forth by the Internal Revenue Service (IRS) under Section 501(c)(3) of the U.S. Tax Code and granted an exemption from District of Columbia income and franchise taxes, pursuant to DC Code § 47-1802.01;
- Utilize grant funding for programs or projects that support youth-focused sports, performing or cultural arts in the District of Columbia; and
- Present a copy of an annual financial audit conducted by a certified public accountant for the organization's most recent fiscal year; or if the organization has not conducted an annual financial audit, a copy of the organization's IRS Form 990 for the most recent tax year.

**Events DC will *not* provide a grant to:**

- Individuals;
- For-profit organizations;
- Any organization that does not have IRS 501(c)(3) and DC tax exempt status;
- Any organization that discriminates against individuals on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, physical handicap, or any other protected class under the DC Human Rights Act and/or any federal anti-discrimination statute or regulation;
- Any religious organization that plans to use grant funds to benefit specific denominations or congregations; however, applications from religious groups that sponsor nonsectarian sports, performing or cultural arts programs directed toward D.C. children and youth will be considered eligible;
- Fund capital improvement initiatives; and
- District of Columbia agencies.

## APPLICATION PROCESS

Applications are available on the Events DC website at <http://eventsdc.com/AboutUs/Community.aspx> and should be submitted via email to [communitygrants@eventsdc.com](mailto:communitygrants@eventsdc.com). The deadline for submitting grant applications for the initial FY 2017 semi-annual funding cycle is **August 1, 2016**. Applications received after August 1<sup>st</sup> will not be considered for the initial funding cycle, but may be considered for the second grant cycle. Applicants will be notified of their award status no later than October 15, 2016. Applications for the second FY 2017 grant cycle should be submitted via email by **February 1, 2017**; applications received after February 1<sup>st</sup> will not be considered for an FY 2017 grant. Applicants will be notified of their award status no later than April 15, 2017.

**Grant Applications must include the following:**

- A description and brief history of the grant applicant;
- An overview of the grant applicant's mission, goals, objectives, activities and its targeted children or youth population in the District of Columbia;
- A description of the program for which the grant is intended;
- Verification of the organization's IRS 501(c)(3) and DC tax exempt status;
- A copy of the organization's audited financial statements for the organization's most recent fiscal year; or if the organization does not have audited financials, a copy of IRS Form 990 for the most recent tax year;
- List of grant applicant's primary staff, board of directors, officers and committee members;

- Total budget for the organization and a proposed budget for use of the grant funds, including an explanation of how funds will be allocated to reach the objectives of the proposed grant; and
- A description of the grant applicant’s strategy for monitoring and evaluating its success towards achieving stated goals and objectives.

**TERMS OF AWARD**

**Amount of Award:** Total grant funding for each semi-annual funding cycle will be \$50,000; single grant awards will range from \$2,500 to \$25,000. **PLEASE NOTE:** Depending on the number of grants awarded in each cycle and the types and nature of the programs being funded, grantees may not receive the full amount of funding requested. Please be sure the organization’s project/program can proceed, even if the full grant amount requested is not received, as grantees will not be permitted to change the scope of the project/program being funded once the grant award is made.

**Grant Period:** The grant period for each grant is one-year from the date of award. Consecutive-year grants may be awarded upon re-application.

**Award Letter:** All applicants will be notified of their award status. Each successful grant applicant will receive an Award Letter confirming its selection by Events DC for a grant.

**Grant Agreement:** Each grant recipient must sign a Grant Agreement before receiving grant funds. The Agreement will include specific terms and conditions related to the award, including a requirement that the Grantee use the funds exclusively to provide, promote, foster, and support the programs and/or initiatives outlined in the Grant Application, which directly benefit children or youth residing in the District of Columbia.

**Reports:** Grantees will be required to submit a final report that includes:

- A narrative summary of the activities related to the project or program supported by the grant, to include the number of DC youth that participated in and/or benefitted from the project/program;
- A description of the tools and methods Grantee used to evaluate the success of the project/program in meeting the project/program goals and objectives and the results of such evaluation(s); and
- A budget report showing budgeted expenditures for the program indicating how grant funds were spent/used; and

**Events DC reserves the right to request and review grant progress anytime throughout the term of the grant.**