



## EVENTS DC COMMUNITY GRANT PROGRAM FISCAL YEAR 2024 GUIDELINES

### OVERVIEW

The Events DC Community Grant Program will provide financial support to nonprofit 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) 2024, Events DC intends to award at least \$500,000 during two grant cycles (\$250,000 in the first cycle and \$250,000 in the second cycle), with grant amounts ranging from a minimum single grant of \$2,500 to a maximum single grant of \$25,000. Events DC reserves the right to increase or decrease the pool of grant funding in its discretion.

Applications for the initial FY 2024 semi-annual grant cycle will be due no later than August 1, 2023, applicants will be notified of their award status in October 2023. Applications for the second FY 2024 grant cycle are due by February 1, 2024; applicants will be notified of their award status in April 2024.

### 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 organizational operations, 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 a 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 via the Community Grant Application Portal on the Events DC website at <https://eventsdc.com/community/community-grants>. **Please note that to begin the grant process, you will need all applicable documents referenced below as the application must be completed in one session and cannot be saved to complete at a later time.** Applications will not be accepted via email. The deadline for submitting grant applications for the initial FY 2024 semi-annual funding cycle is **August 1, 2023**. Applicants will be notified of their award status in October 2023. Applications for the second FY 2024 grant cycle should be submitted by **February 1, 2024**. Applicants will be notified of their award status in April 2024.

**Incomplete applications** are those submitted with expired documents. These applications will not be considered for review.

**Active business licenses** must have an expiration date greater than four months after the grant application deadline.

**Ex:** August 1 grant application deadline, permitted business license deadline, December 1 and later.

### **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;
- A copy of an active business license issued by the District of Columbia Department of Licensing and Consumer Protection (DLCP) *formerly* the Department of Consumer and Regulatory Affairs (DCRA) – Corporations



Division (indicating an “active” business license at the time of application, and agreeing to maintain such status throughout the grant period);

- 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. Qualifying organizations may also present a filed copy of IRS Form 990-EZ;
- 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 up to \$250,000; 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 materially 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.

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