

Government of the District of Columbia



Office of Advisory Neighborhood Commissions
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MEMORANDUM

TO: ANC 1E
FR: Denise Wiktor, General Counsel
DT: 12/3/2025
RE: Common Good City Farm Holiday Fest application

First let me apologize for the delay in getting this memo to you. This application did not get logged in, I suspect because there also is a 1B application. The Office of Advisory Neighborhood Commissions (“OANC”) has received a copy of a grant request from the Common good City Farm regarding a grant for their holiday fest. The applicant states that they will hold a gathering on December 13 for the community where hot drinks and snacks will be given out. They will also be distributing toys and coats and having a firepit. Because this application came to me through a Commissioner and assumption was made that ANC 1E residents benefit from the farm and will attend the event. The ANC is best positioned to know that.

The applicant is requesting a grant amount of \$1500.00 to be used primarily for the purchase of coat and toys which are not permissible ANC expenses. The OANC took the liberty of amending the budget to shift the expenses to permissible areas.(attached). However, that only amounts to **\$1405.00**. Other areas of expenses that are permissible are being covered by ANC 1B. The ANC could award the \$1500.00 (or any other amount above that) *if the applicant had increases they could make to the permissible areas of expenditure.*

I have reviewed the application sent to OANC and have found that the request is a **permissible (with the amended budget)** expenditure of ANC monies, as outlined below.

Additionally, once a grant has been voted on by the ANC *the purpose of the grant cannot be changed without an additional vote by the ANC.*

Analysis

There are five prongs a grant must meet to be a permissible expense¹, and there is also a sixth requirement of the D.C. Official Code that limits the amount of a grant that can be spent on overhead². These are, respectively:

1. **Public Purpose:** ANC grants must be for “public purposes within the Commission area.”³ A public purpose is one “that includes a significant benefit for the community and is not done for the primary purpose of benefitting a private entity.”⁴ This is a community event open to the whole ANC 1E community. It will promote neighborhood unity, give neighbors a chance to get to know each other and also as part of the event assist those in need.
2. **Local Benefit:** A grant must “benefit persons who work or reside in the Commission area.”⁵ This does not mean the grant may only benefit Commission residents; it simply means the grant’s benefits should be focused on those residents.⁶ While the event is not in ANC 1E, ANC 1E residents will benefit from the event and benefit from the farm.
3. **Proposed Project:** A grant must be for a proposed project.⁷ This is a discrete single event, with a proposed beginning date and end date.
4. **Organization:** A grant must be to an “organization,” not an individual or a government entity,⁸ although the organization need not be incorporated⁹. Common Good City Farm is an organization as defined by the Code for ANC grants. It is also a 502(c)(3) that is in good standing according to the IRS TEOS system.
5. **Non-Duplication:** A grant cannot duplicate any services offered by the District of Columbia government.¹⁰ This grant is not duplicative of any service or program provided by the District government.

¹ See *Letter to Schanette Grant on Seasoned Settlers and Grants Generally*, April 14, 2022, found at <https://oag.dc.gov/sites/default/files/2022-04/Letter-to-OANC-Re-Seasoned-Settlers-Grant-and-Grants-Generally-.pdf>.

² D.C. Official Code 1-309.13(m)(2)(D) provides that “[n]o Commission shall provide a grant for which the grantee estimates that the overhead costs would exceed 15% of the entire grant amount.”

³ D.C. Official Code § 1-309.13(l)(1).

⁴ *Id.*

⁵ D.C. Official Code § 1-309.13(m)(1).

⁶ See *Letter to Deborah K. Nichols*, Nov. 9, 2006, at 2, n.2, found at [Letter-to-Deborah-Nichols-Re-Whether-an-ANC-may-approve-a-grant-to-commission-plans-and-drawings-.pdf](https://oag.dc.gov/sites/default/files/2022-03/ANC-7E-Letter-to-Commissioner-Fletcher-RePublic-Purposes-Within-the-Commission-Area-.pdf) (ANC 4C grant was permissible where the “[b]enefit to other ANCs would be incidental to the benefit conferred on ANC 4C residents,” because a grant’s benefits need not “be exclusive to the ANC that gives the grant funds”); see *Letter to Comm’r Fletcher*, Mar. 15, 2022, at 2, available at <https://oag.dc.gov/sites/default/files/2022-03/ANC-7E-Letter-to-Commissioner-Fletcher-RePublic-Purposes-Within-the-Commission-Area-.pdf> (making the same point with respect to the public-purpose requirement).

⁷ D.C. Official Code § 1-309.13(m)(2)(A).

⁸ D.C. Official Code § 1-309.13(m)(1); see also *Letter to Deborah K. Nichols*, Jan. 14, 2010, at 4, available at <https://oag.dc.gov/sites/default/files/2018-02/ANC-January-14-2010-Guidelines-for-Use-of-ANC-Funds.pdf>.

⁹ See *Letter to Deborah K. Nichols*, Aug. 4, 2000, at 3, available at <https://oag.dc.gov/sites/default/files/201802/ANC-August-4-2000-Grants-by-ANCs-Public-Purpose-and-Corporate-Status-of-Recipients.pdf> (“The plain meaning of the term ‘organization’ includes unincorporated associations”).

¹⁰ D.C. Official Code § 1-309.13(m)(1).

6. **Overhead:** Overhead cannot exceed 15% of the grant amount.¹¹ Overhead is set at 10%. I would remind the applicant and the ANC that receipts for this expense must be submitted.

Conclusion

For the reasons stated above, this grant is a **permissible** expenditure of ANC funds.

¹¹ D.C. Official Code § 1-309.13(m)(1)(2)(D).

OANC Recommend Expense Categories			
EXPENSES	ANC Requested Amount	Total	
Marketing Costs		\$100	ANC 1B printing fliers, additional outreach
Light snacks and drinks served at event s	-	\$250	ANC1B ingredients for food made by staff
Produce Bags	-	\$800	fresh produce to give to the community
Purchase of Toys		\$1,250	to supplement donations
Purchase of Coats		\$1,250	to supplement donations
Event Supplies Total	ANC 1E\$1255.00	\$1,605	ANC1B \$350
		Additional Chairs	\$200
		Reusable Whiteboard Sign	\$150
		Firepit	\$120
		Speaker and Microphone	\$225
		2 clothing racks	\$140
		Paper goods- napkins, cups	\$400
		Bags	\$100
		Tablecloths	\$100
		Marketing supplies	\$50
		Nametags/ labels	\$120
Indirect/ Overhead will need receipts	\$150	\$150	10% of total
Total expenses	\$1405	\$5,405	