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DC Office of the Deputy Mayor for Planning and Economic Development
Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)
FY16 Asian American and Pacific Islander Community Grant
11/20/2015 deadline

Empowerment for the Deaf and Hard of Hearing individuals

\$ 25,730 Requested

Submitted: 11/20/2015 10:14:46 AM (Pacific)

Project Contact

[Redacted contact information]

Additional Contacts

[Redacted additional contacts]

[Redacted name]

[Redacted address]

[Redacted phone/fax]

[Redacted email]

President

[Redacted name]

[Redacted address]

Telephone [Redacted]

Fax

Web [Redacted]

Application Questions

1. Please provide an overview of your organization, the goal of the proposed program(s), its objectives, and outcomes.

[Redacted] provides advocacy and services for Asian and Pacific Islander Deaf and Hard of Hearing communities in Washington metropolitan area.

[Redacted] was founded in 1994, after two Deaf Asians met at the Access Silent Asian Conference in San Francisco, California. They learned that they both were from the same area, Washington, D.C. Thus, they agreed to plan an informal picnic in Washington, D.C. for all Deaf Asian residents. During this social gathering, someone suggested two Asians to establish a community-based organization focused on the Asian Deaf and hard-of-hearing individuals. They named this organization as the "Metropolitan Washington Association of Asian Deaf Americans (MWAADA)." A few years later, members changed its name to the Greater Washington Asian Deaf Association.

The early programs of [Redacted] focused on cultural awareness within Asian and Deaf culture. Also, they provided services to assist in the advancement of Deaf and hard-of-hearing, people such as rehabilitation, counseling, and educational services.

The [Redacted] continues to grow in the DC community and is an officially affiliated as a chapter organization with the National Asian Deaf Congress. [Redacted] works with Deaf and Hard of Hearing individuals to find educational and employment opportunities and use networking to assist them in obtaining jobs, and also promotes educational programs, workshops and seminars on social justice, civil advocacy and human rights for the Asian and Pacific Islander Deaf and Hard of Hearing youths, their hearing parents, and new immigrants.

[Redacted] wants to enhance recognition and achievements of the Asian Deaf and Hard of Hearing individuals. [Redacted] prepares leadership training programs and self-esteem seminars for Asian and Pacific Islander Deaf and Hard of Hearing adults and their family members, and educates the public on Asian cultural heritage as well as the Asian Deaf culture.

2. What is the name/title of your program(s)?

The programs of the Greater Washington Asian Deaf Association include:

- Asian and Deaf cultural awareness

Expanding awareness of Asian cultures helps strengthen the Greater Washington community as a whole. It is important that Deaf and hard-of-hearing individuals experience self-esteem and self-awareness of their Asian culture to live rich, empowered lives. It is beneficial for Asian Children of Deaf Adults (CODA) to engage with bilingual and bicultural environments to help support positive family relationships. Professionals, such as interpreters, need to demonstrate knowledge of cultural and linguistic diversity before they work with Asian Deaf clients.

- Retirement and saving workshops

Minorities, including Asian and Pacific Island Deaf and hard-of-hearing individuals, often struggle with financial insecurity. Financial resources are primarily aimed toward native English speakers and the Hearing community, and may be inaccessible to the Asian and Pacific Islander Deaf community. [Redacted] assistance strengthens the financial safety net for these groups.

- Leadership skill workshops

■■■■■■ leadership workshops help build confidence, empower people in their identities, and teach them essential skills to advocate for themselves and their communities.

- Parenting workshops

Many schools and programs have no guidelines for how to work with Deaf parents or their hearing children. ■■■■■■ wants to be a resource to Asian and Pacific Islander Deaf and hard-of-hearing individuals to build parenting and teaching skills and provide a support network for children of deaf adults (CODA).

-Advocacy skill

■■■■■■ wants to educate Deaf and hard-of-hearing individuals to learn how to network and create a positive community with hearing colleagues. Deaf and hard-of-hearing individuals need to learn how to advocate for effective communication and advance in their careers with American Sign Language interpreters, Communication Access Realtime Translation (CART) and a few other reasonable accommodations. ■■■■■■ wants to inspire Deaf and hard-of-hearing individuals to educate their employers, as most of them are not familiar with Americans with Disabilities Act (ADA,) and/or provide interpreters that are not nationally certified or state screened.

3. What are the funding area(s) for which you are applying?

- Arts, Culture, and Humanities
- Domestic Violence Intervention
- Employment
- Health and Human Services
- Housing Services
- Legal Services
- Public Education
- Public Safety
- Small Business Support
- Vietnamese American Youth Academic and Mentoring Services

4. Who is the target population(s) this project will serve?

You are limited to 500 characters, including spaces and punctuation marks. If you copy and paste from a different document and your answer exceeds 500 characters, it may not be saved. If it does exceed 500 characters, pare down your response to fit.

The target populations include Asian and Pacific Islander Deaf and Hard of Hearing; Asian and Pacific Islanders Children of Asian and Pacific Islander Deaf Adults (Children of Deaf Adult, CODA is individual who is raised by one or more Deaf parents or guardians); Asian and Pacific Islander sign language interpreters; and professionals who work with Asian and Pacific Islander Deaf and Hard of Hearing youth and adults.

5. What are the cultural and/or linguistic competencies, sensitivities, and appropriateness of your proposed project? How will your proposed project address one or more of "Mayor Bowser's Policy Priorities"?

"Mayor Bowser's Policy Priorities" are the following: "Getting the basics rights", "Focusing on our youngest residents", "Creating quality middle schools", "Transforming workforce training", "Ending homelessness", & "Creating economic opportunities".

■■■■■■ is an organization that founded by people who are members of the Asian Pacific Islander Deaf community. ■■■■■■ is culturally competent and familiar with the need of deaf and hard-of-hearing individuals. ■■■■■■ is a major resource for Deaf self-representation in Washington D.C. area. See the list of our proposed projects that address "Mayor Bowser's Policy Priorities" as follows:

-Getting the Basics Right

People with disabilities are frequently marginalized in society, and non-native English speakers are often unfamiliar with disability rights and immigration laws. By working to meet the needs of minority residents, the Greater Washington Asian Deaf Association helps encourage representation and inclusivity of the Asian and Deaf communities by educating the community about their rights.

-Creating economic opportunities

For Asian and Pacific Islander Deaf and hard-of-hearing residents, economic opportunities can be limited by language challenges. They are usually non-native English speakers, and they usually learn American Sign Language (ASL) later in life. These added boundaries can prevent Asian and Pacific Islander minorities from achieving economic security. While ASL is a visual language, English can be relatively difficult for Deaf people to learn because it is a spoken language. Providing a supportive ASL community and learning environments for Asian Pacific Islander residents increases their communication skills and job eligibility.

-Youngest residents

By providing a supportive organization and opportunities for Children of Deaf Adults and Deaf youth, they will have better confidence to empower themselves within the Asian community and the Washington, D.C. community as a whole.

-Transforming workforce training

Greater Washington Asian Deaf Association provides workforce training not only to Deaf and hard-of-hearing residents, but also for hearing people to better understand their Asian Deaf friends, clients, and colleagues. It is necessary to raise awareness, provide training and advocacy skill for Deaf and hard-of-hearing to prevent discrimination in the workplace.

6. Would it be possible for the Mayor or one of her delegates to participate in an event(s) with your organization that has received support from this grant?

██████████ offers several social and educational workshops for Deaf and Hard of Hearing individuals. The DC Mayor or one of her delegates is welcome to participate the Lunar New Year banquet, and to provide a presentation on Mayor's Office on Asian and Pacific Islander Affairs' program.

Several countries across Asia celebrate the Lunar New Year that is based on the lunar calendar. ██████████ Lunar New Year banquet is a public event that many members and non-members are invited to gather for the annual reunion dinner. ██████████ invites special keynote speakers for the reception and offers a brief historical on characteristics of one of the twelve zodiacal animals. If budget permits, ██████████ hires professional Asian performers for demonstration. It is also traditional to wish people happiness, wealth and longevity on lunar new year.

Additionally, Mayor Bowser and her delegates are always welcome to participate in activities and events to increase their awareness of Deaf and hard-of-hearing and Asian cultures. ██████████ would like to assist the DC Government in becoming more inclusive and accessible to people with disabilities, especially Deaf and hard-of-hearing, through workshops and activities. Mayor Bowser and her delegates will be able to learn more about ██████████ the needs of the Asian and Pacific Islander Deaf community, and how they can assist minorities by meeting the people in our community and listening to our needs.

7. What is the service/program that you are proposing?

██████████ wants to offer support to Deaf and hard-of-hearing individuals to provide professional development opportunities for youth with disabilities, develop transitions-related programming and publications; and recognize one outstanding young leader by on-site celebration or webinar. The aim is to expand awareness among Asian organizations of the benefits of employing youth with disabilities in order to help change organizational attitudes about disability.

The primary focus of this service is to increase Deaf awareness and ██████████ involves in Asian and Pacific Islander in D.C. community. The goal for this funding request is to support our organization's expenses, which include:

-Technology improvements, such as computer and software upgrades, and camcorders for assistive technologies. The deaf rely heavily upon a visual language; adding closed captions and editing videos is required to produce video announcements. A large majority of Deaf prefer watching sign language videos rather than reading handouts or announcements on the website due to literacy boundaries.

-Rental space - ██████████ has been using public libraries or members' residences to provide space for services. One of our priorities is to find office space to provide a centralized location to host events, classes, workshops, and training.

-Workshops - Providing workshops and seminars can be very beneficial for Deaf community. Offering more educational and leadership workshops poses a challenge, as we do not have enough funds to provide sign language interpreters for language access, secure space for holding events, or hire experts that can share their knowledge and information to members. Grant funding would help ██████████ solve these problems and increase the offerings, and quality, of our workshops.

8. Why is there a need for your service/program?

Members of the Deaf community are often marginalized and Asian and Pacific Islander minority groups experience additional boundaries because neither English nor American Sign Language (ASL) is typically their first language. Expanding opportunities for Deaf Asian and Pacific Islander members of the community is necessary, as they usually miss out on cultural norms and expectations due to lack of communication with their family members and at school.

██████████ currently provides programs focused on Asian cultural awareness. For example, ██████████ attended the Japanese Cherry Blossom Festival to provide American Sign Language centered services for members. ██████████ also invited Japanese Deaf and hard-of-hearing individuals to educate the community about their culture and Japanese Sign Language in a program for Deaf, hard-of-hearing, and sign language interpreter participants. Most Deaf and hard-of-hearing people do not have access to this cultural information and understanding because many local events, including the Japanese Cherry Blossom Festival don't provide a reasonable accommodation for people with disabilities, as they cannot provide ASL interpreters for all presenters and vendors. ██████████ helped the Deaf community take part in this important cultural event.

██████████ also provides a retirement workshop to assist Deaf and hard-of-hearing Asian and Pacific Islander to prepare for their retirement savings and learn how to create the most effective plan. Written instruction manuals are often hard to follow, and some tend to bury the information especially Deaf and hard-of-hearing individuals as they may have low literacy levels. Providing retirement workshop will assist members to have direct communication with a guest presenter who is deaf-friendly and can provide visual aids, and/or knows how to work with ASL interpreters.

Furthermore, understanding Asian cultural norms is critical for communication for Deaf Asian and Pacific Islanders and their friends, families, coworkers, and communities. This understanding helps to translate Asian culture into sign language interpretation. It is essential for hearing people, such as sign language interpreters, to become culturally sensitive to the Asian and Deaf cultural expectations of individuals that interpreters are communicating with their clients.

9. What is the expected impact of your service/program?

Providing workshops will impact the community as a whole, as we will be able to assist in raising Deaf and hard-of-hearing cultural awareness of for all heritages across the Asian diaspora. We will be able to reach out to the community to bridge the gap between Deaf and hearing individuals by providing multicultural educational workshop programs. ██████████ will be able to develop tools that document employment strategies for individuals with cross-disabilities, increase employment of youth with disabilities, and change public attitudes. Recruiting more American Sign Language interpreters that are familiar with Asian culture and increase cultural competency of interpreters will directly impact the lives of Deaf Asian members of the community, expanding their access to resources that majority populations enjoy.

This program will help people to expand their knowledge to understand exactly how deafness affects an individual and understand of the diversity of people who are Deaf and hard-of-hearing. Education can also provide a guideline for how people may react to Deaf and hard-of-hearing individuals at the workplace and social events. Deaf individuals are often discriminated at their employments due to lack of communication with their human resources specialists, supervisors, and colleagues.

Most Deaf and hard-of-hearing individuals are not familiar with their disability rights, which are protected under Americans with Disabilities Act (ADA,) due to a low literacy level or their parents who are immigrated to this country are not familiar with this Act. Most countries especially in Asia do not have ADA to protect individuals with disabilities. Therefore, most Asian and Pacific Islander families often hide their disabled children in public, or would not have equal access to educational resources as individuals who are not disabled. When we provide workshop on disability rights, Asian

and Pacific Islander Deaf and hard-of-hearing individuals will know where they can obtain their resources in DC area. Furthermore, quality of life will be improved for Deaf and hard-of-hearing Asian and Pacific Islanders who recognize their value, increase their confidence, and become able to display high-level skills.

10. What are the practices your organization proposes to implement to address the need? How will your organization's practices create the desired impact? What innovative practice(s) will your service/program implement?

We had successful programs in the past; however, we need more facilitators and volunteers in order to implement our programs. We were not currently able to offer multiple seminars in a year. We usually provide one workshop per year due to the organization's budget shortfall. We have created a five-step plan to improve our capacity and practices.

1st step:

██████████ will hold a general meeting to hear members' voices before we organize workshops, seminars, or activities. It is important for us to hear members' opinions and tailor programming to their stated needs.

2nd step:

██████████ will design each workshop, keeping in mind our constituents' needs and our own abilities and resources. The location of seminars or workshops will be centralized in Washington D.C.

3rd step:

We will design educational workshops or consultations that are deaf-friendly (for example, having slideshows or powerpoints or videos displayed with subtitles) and in Washington D.C. that is highly accessible. Also, if they are not deaf or hard of hearing or don't know ASL, we will debrief them on how to work with interpreters.

4th step:

Recruit highly motivated participants in our target audience who are Asian and Pacific Islander residents. We will share the event with other non profit organizations in DC area to publicize our workshop. Also, recruit volunteers to facilitate workshop if necessary.

5th step:

After running workshops, we will follow up with participants. Before sending survey, we will create clear and efficient communications channels. For instance, we will create email listserves, Facebook, a few other social media, and etc.

11. Who will you be collaborating with and what will each collaborator's roles be in the service/program?

If you are NOT collaborating with another organization, you may reply 'N/A' to this question.

██████████ has a good relationship with National Asian Deaf Congress (NADC) as ██████████ is affiliated as a chapter organization with the NADC. ██████████ hosted the Asian Deaf conference sponsored by the NADC that occurs triennially in the U.S. ██████████ continues to communicate with the NADC board members for upcoming events such national or international Deaf conferences.

██████████ focuses on all Asian countries, while Metro South Asian Deaf Association (MSADA) focuses on resources and efforts on Deaf communities in South Asian countries. MSADA is also a non-profit organization that locates in Washington D.C. and some members are DC Deaf and hard-of-hearing residents. We partnered this organization to publicize about ██████████. ██████████ hopes MSADA will continue to publicize about our program to serve for Asian and Pacific Islander DC residents.

██████████ is interested in collaborating with other non-profit organizations to expand our outreach to any members who are Asian and Deaf/hard-of-hearing individuals, or members interested in learning about the Asian and Deaf cultures in their organizations that are located in DC. Furthermore, we will utilize our members expertise in their fields such as planning budget to purchase a home, training, or tutoring English/American Sign Language. As ██████████ collaborates with other organizations, we will provide our knowledge about the disability community such as training, interpreting and cultural education.

12. How will your organization or collaboration plan to provide the service/program? What is your capacity to implement the service/program?

Please be sure to note at minimum your capacity, including human and financial resources, to implement the services/program.

We currently have approximately 55 members in good standing. Most committees are run by ██████████ board members. ██████████ hired a deaf speaker from Kramer Wealth Managers to provide financial planning services to our participants. Before requesting an instructor, we consult with the instructor to ensure that this person is culturally sensitive to the Asian and Deaf community. Most board members of ██████████ have strong knowledge and background in the Asian Deaf community, as they were members or collaborators Asian organizations in the past.

██████████ has been using our personal electronic devices to record any videos, announcements, and presentations, and add subtitles before releasing the videos through our social media outlets. Additionally, we raised funds and received some donation to purchase a projector for our general meeting and workshops.

13. How will your organization or collaboration document, monitor, and evaluate the service/program, including outcomes or outputs to be achieved?

██████████ will use internal comparison to measure success on our program. We will develop both qualitative and quantitative methods to measure outcomes. The success of qualitative objectives will be based on feedback from the Asian community in DC. We will conduct surveys and interviews with our constituents to determine the outcomes. Surveys may also be administered to a random sample in the Greater Washington, DC community to assess whether they are familiar about our program. We will provide survey to participants who attend on-site workshops on our quality of service to the Asian community.

██████████ will measure based on number of people who attend workshops and number of people who recognize the name of our organization on social media, such as Facebook and the website. ██████████ will maintain our current members in good standing and keep open lines of feedback to address their ongoing needs and concerns. We will also track the enrollment of new members and poll them to determine how they heard about ██████████ services. We expect to see membership double, with at least 30 people to participating in regular workshops and seminars.

14. How/Why is your organization or collaboration uniquely positioned to implement this service/program?

services provide specialized programming for Asian and Pacific Islander individuals with disabilities that are Deaf and hard-of-hearing, or with multiple disabilities, such as Deaf-blind, to increase their independence. Our diverse membership allows us to meet the needs of a broad spectrum of cultures and disabilities. We believe that it is important to address the intersections between minority groups. For instance, the situation of a Deaf Indian woman is not the same as hearing Indian woman, because Deaf Indian woman may experience unique challenges and discrimination, which places her at higher risk of gender-based violence, without equal access in education or employment. Self-representation is an important means of increasing visibility, opportunity, and quality of life for Asian and Pacific Islander Deaf and hard-of-hearing members of the community. has diverse members that specialize in creating deaf-friendly environments and workplaces so that members of minority groups will have the tools and resources to take part fully in their communities.

The early use of American Sign Language and English is as part of modernization and Westernization in the Deaf community. Also, American Sign Language is recognized a foreign language and the institution of Deaf Studies Programs are offered in the United States. Additionally, Asian and Pacific Islander Deaf and hard-of-hearing individuals encounter more challenges because they consider themselves as non-native English speaker and learn American Sign Language as a third language, as they need to learn English and American Sign Language when they immigrant in the United States from another country.

Furthermore, 90% of children born to deaf adults (CODA) are able to hear. Hearing children who have been raised by Deaf or hard-of-hearing parents have the unique experience of being bicultural and bilingual members of the Deaf community. CODA may be considered bilingual in ASL and English or trilingual if another Asian language at their home. CODA may experience isolation and rejection from their peers because they do not feel comfortable or want to associate with their deaf family. Thus, Asian and Pacific Islander CODA have their own set of difficulties than their deaf parents. provides a support network for these youths.

While Asian hearings or CODA work to educate and advocate for recognition and support of Deaf and hard-of-hearing community and its advancement, the prevailing view within American society. strives to promote excellence and empowerment among Asians in the profession of sign language interpreting within the context of a multi-cultural and multi-lingual environment in Washington DC.

Budget

Budget Summary

	Salary/Hrly Rate OR Unit costs	% of Time OR # of Units	Total	Narrative
PERSONNEL				
	\$			
	\$			
	\$			
	\$			
	\$			
Fringe Benefits	\$ 7,000	100%	7,000	Staff (appreciation) All board members are volunteering/working without pay
Personnel Total	\$ 7,000	0	7,000	
NON PERSONNEL				
Travel and Transportation	\$ 300	3	900	Flights for training and conference/bring in speakers to DC area
Supplies	\$ 500	1	500	Banners \$100 Handouts \$200 Posters \$100 Printer Ink \$100
Equipment	\$ 1,100	1	1,100	Portable projector \$400 Camcorder \$300 All in one printer \$400
Consultants/Contractors	\$ 12,100	1	12,100	Speakers on educational workshops \$2,000 Writer/Editor \$500 Reasonable accommodations for people with disabilities including ASL, CART and interpreter for Blind-Deaf (provide language access for audience if speakers don't know ASL) 120 hrs x \$80/hr = \$9,600
Communications	\$ 800	1	800	Website servie \$250 Software for video editing/adding subtitle \$300 Survey online \$250
Printing/Copying	\$			
Training	\$			
Operating Expenses	\$ 600	5	3,000	Space rental \$600/day x 5 workshops = 3,000

Indirect Cost/Overhead	\$ 330	15%	330	General administrative costs Liability insurance \$800 Audits \$1,000 Accounting \$ 400
Non Personnel Total	\$ 15,730	12	18,730	
Total	\$ 22,730	12	25,730	

Staffing Plan

Name	Position Title	Filled	Vacant	% of Effort	Start Date mm/dd/yy
1	President	Ⓟ	Ⓠ	100%	12/28/15
2	Vice President	Ⓟ	Ⓠ	100%	12/28/15
3	Secretary	Ⓟ	Ⓠ	100%	12/28/15
4	Treasurer	Ⓟ	Ⓠ	100%	12/28/15
5	3 Board of Trustees (Board)	Ⓟ	Ⓠ	100%	12/28/15
6	Past President	Ⓟ	Ⓠ	100%	12/28/15
7		Ⓠ	Ⓠ		
8		Ⓠ	Ⓠ		
9		Ⓠ	Ⓠ		
10		Ⓠ	Ⓠ		
11		Ⓠ	Ⓠ		
12		Ⓠ	Ⓠ		
13		Ⓠ	Ⓠ		
14		Ⓠ	Ⓠ		
15		Ⓠ	Ⓠ		
Total				0	0

Work Plan

	Description of Task/Activity	Responsible Person and/or Organization	Start Date mm/dd/yy	Completion Date mm/dd/yy
1	Board/General Meetings	██████████	12/28/2015	03/01/2016
2	Improve the ██████████ website appearance	██████████ Secretary and Boards	12/28/2015	02/01/2016
3	Prepare exhibition for the DeafNation World Expo to recruit potential members	██████████ President and board members	02/01/2016	07/08/2016
4	Publicizing ██████████ program	Metro South Asian Deaf Association (MSADA), any non-profit organizations located in DC, and ██████████	02/01/2016	09/30/2016
5	Educational workshop: (mentoring program)	██████████	12/28/2015	03/31/2016
6	Educational workshop: (topic related to parenting, children of deaf adult (CODA) and youth)	██████████	03/01/2016	05/01/2016
7	Educational workshop: (based on participants' interests, i.e. disability rights, savings, etc.)	██████████	04/01/2016	06/01/2016
8	Educational workshop: (topic related to Deaf and Asian cultural enrichment)	██████████	06/01/2016	08/01/2016
9	Educational workshop: (topic related to ASL and Asian interpreting)	██████████	08/01/2016	09/15/2016
10				
11				
12				
13				
14				
15				
Total				

Performance Plan

	Performance Measures	1st Qtr Target	2nd Qtr Target	3rd Qtr Target	4th Qtr Target	Comment
1	Increase reputation of organization (output result)		Improve website's appearance	Ability to measure for website traffic	quantitative result	Improve [redacted] website, social media (i.e. Facebook # of likes) and amount of donation
2	Quality of [redacted] service (output/input result)		Develop survey	satisfaction at least 2	satisfaction at least 3	Participant and member satisfaction from survey (range 1-5)
3	Increase number of memberships (input result)		60 members	80 members	at least 100 members	Track the number of members
4	Increase number of Deaf and Asian cultural workshops for Asian and Pacific Islander Deaf and hard of hearing residents		1 workshop	3 workshops	5 workshops	Evaluate number of workshops we provide
5	Increase number of mentors/mentees (situational mentors can be provided for additional support for those who want mentoring without structure)		Mentor recruitment	at least 7 mentor-mentee matches	at least 15 mentor-mentee matches	Evaluate number of mentor and mentee matches
6	Increase number of Asian and Pacific Islander youth		Share program about [redacted] to their parents	at least 15 youths	at least 30 youths	Recruit/count Asian youths at workshops
7						
8						
9						
10						
Total		0	0	0	0	

Documents

Documents Requested *

Required?

Attached Documents *

Audited financial statements and/or most recent 990 and/or cash flow statements for 2014 and year-to-date.

b

[Cash flow statement 2013-current](#)

Staff Job Descriptions

b

[redacted] [Job descriptions](#)

Relevant Staff Resumes

b

[President](#)
[Vice President](#)
[Treasurer](#)
[Secretary](#)
[Board](#)
[Board](#)
[Board](#)
[Past President](#)

Nonprofit Corporation Status - copy of IRS determination letter. [Note: Letter must be current at date of application.]

b

[IRS Letter](#)

Certificate of Exemption from DC Office of Tax and Revenue

b

[Certificate of Exemption](#)

Basic Business License from Department of Consumer and Regulatory Affairs [Note: License period must be current at time of application.]

b

[Basic Business License](#)

Organizational and Program Charts

b

[redacted] [organizational chart](#)

Current board list with names, affiliation, and contact information.

b

[redacted] [Board contact information](#)

Memorandum of Agreement/Understanding, if applicable

e

Program related materials, if applicable

e

Agency brochures or program materials, if applicable

e

Evaluation tools, if applicable

e

Certifications

b

[redacted] [Certification](#)

[download template](#)

Assurances



Assurances

[download template](#)

Collaborative Partner Materials, if applicable



Certificate of Good Standing/ "Clean Hands": The community-based organization is currently registered in good standing with the DC Department of Consumer & Regulatory Affairs, Corporation Division, and the Office of Tax and Revenue.



[Certificate of Good Standing](#)

[Certificate of Clean Hands](#)

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Application ID: 45575

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