

# FUNDING ALERT



**Government of the District of Columbia**  
*Muriel Bowser, Mayor*  
 Mayor's Office of Partnerships and Grant Services  
 441 4<sup>th</sup> Street, NW (Judiciary Square)  
 Suite 707 North  
 Washington, DC 20001  
<http://opgs.dc.gov>

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## NEWS YOU CAN USE

**THE OFFICE OF PARTNERSHIPS AND GRANT SERVICES**  
**441 4<sup>th</sup> Street, NW, Washington DC, 20001 Suite 707N (JUDICIARY SQUARE)**

***The Office Of Partnerships And Grant Services Needs Your Help.*** Help us get 1000 likes on our Facebook page. If you like us you will get time sensitive information on funding opportunities, job announcements, upcoming events and more that might not be in the Funding Alert. **Like Us Now.**



**Grant Information Resource Center (GIRC).** The Grant Information Resource Center (GIRC) registration form is now live on OPGS' website. The GIRC provides technical assistance and information about resources that improve community services in the District of Columbia for its "customers" - District government, nonprofit, and faith-based representatives. The primary focus is to assist customers who either lack computer access or the knowledge to best use their existing computer technology to strengthen their organizations. The GIRC is open Mondays, Wednesdays, and Fridays, 10 a.m.-12 p.m. and 2 p.m.-4 p.m., by appointment only. For additional information call 202-727-8900.



***Funding Alert:*** If you would like to post a **free event/resource announcement** in the Funding Alert, contact Pat Henry at [pat.henry@dc.gov](mailto:pat.henry@dc.gov). All back issues of the funding alert can be found at [www.opgs.dc.gov](http://www.opgs.dc.gov).

***District Grants Clearinghouse:*** District agency grant opportunities are listed in the Funding Alert. These opportunities can be found on the Office of Partnerships and Grant Services website at [www.opgs.dc.gov](http://www.opgs.dc.gov). All information that should be posted to the Clearinghouse should be sent to [dcgrants@dc.gov](mailto:dcgrants@dc.gov).

***State Single Point of Contact (SPOC):*** The Office of Partnerships and Grant Services is the DC SPOC. The application is available online on OPGS's website at [www.opgs.dc.gov](http://www.opgs.dc.gov) select State Single Point of Contact. If you need additional information call Pat Henry at (202) 727-0946.

***Contracting Opportunities with the District of Columbia Government:*** If you are interested in business/contracting opportunities with the District of Columbia Government visit the Office of Contracts and Procurement website at [www.ocp.dc.gov](http://www.ocp.dc.gov) and follow these instructions: click on "Solicitation"; click on "List All Opportunities" and finally click on "Electronic Solicitations". For additional information contact [Ajaya.Damireddy@dc.gov](mailto:Ajaya.Damireddy@dc.gov)

## VISIT US ON



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## Government of the District of Columbia Opportunities

### Electronic Grants Clearinghouse

**The Office of Partnerships and Grant Services** is the clearinghouse for the Government of the District of Columbia's grant programs. Notices and application packets are available for the following notices at:

<http://opgs.dc.gov/page/opgs-district-grants-clearinghouse> .

District Agency	Funding Opportunity	Deadline
Department of Energy and Environment	Community Solar Demonstration Project	July 20, 2016
Department of Small and Local Business Development	DC Main Streets - Eastern Market and Columbia Heights/Mount Pleasant Target Areas	September 8, 2016
Office of the State Superintendent of Education	Scholarships for Opportunity and Results (SOAR) Act Grants	July 15, 2016
Office on Latino Affairs	Latino Community Development Grant	July 17, 2016
	FY 2017 Latino Community Grant	July 29, 2016
Office of African Affairs	FY 2017 African Community Grant	July 29, 2016
Office on Asian and Pacific Islander Affairs	FY 2017 Asian and Pacific Islander Community Grant	July 29, 2016
Office on Lesbian, Gay, Bisexual, Transgender and Questioning Affairs	FY 2017 MOLGBTQA Community Grant	July 29, 2016
Department of Human Services	Transportation and Hotline Program	August 2, 2016
Department of Human Services	LGBTQ Homeless Youth Beds	August 8, 2016

## Additional Government of the District of Columbia Opportunities

**DC Clean Team Program (DSLBD).** *Department of Small and Local Business Development* announces funds to manage a DC Clean Team Program ("The Program") in the following service areas: 12th Street, NE; Bellevue SE; Benning Road NE; Connecticut Avenue, NW; Pleasant Plains/Petworth; Brightwood/Petworth, NW; Upper Georgia Avenue; Kennedy Street, NW; Minnesota Avenue, NE; New York Avenue, NE; Pennsylvania Avenue SE; Ward 1; and Wisconsin Avenue.

Eligibility: Nonprofit organizations

Deadline: 7/25/2016

Funds: Thirteen awards are available up to \$113,521

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Contact: Lauren Adkins at [lauren.adkins@dc.gov](mailto:lauren.adkins@dc.gov)  
Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>  
Grant ID: GD6667

**Service Coalition Mini Grants (DYRS).** *Department of Youth Rehabilitation Services* announces funds to support achievement center programs in the areas of Barbering and Cosmetology; Martial Arts/Kickboxing (boxing, kickboxing, or martial arts); and Driver's Education that will provide high quality programs and services that offer the experiences, skill-building opportunities, supports, resources and enrichment activities to assist youth in reaching their personal goals and developmental milestones.

Eligibility: Nonprofit organizations, faith-based organizations, for-profit organizations, small businesses and community-based organizations  
Deadline: 7/22/2016  
Funds: \$6,813,077 is available for awards  
Contact: Melissa Milchman at (202) 299-3996 or [melissa.milchman@dc.gov](mailto:melissa.milchman@dc.gov)  
Website: <http://opgs.dc.gov/page/opgs-district-grants-clearinghouse>  
Grant ID: GD6677

## **Federal Opportunities**

**FY 2016 Countering Violent Extremism Grants (DHS).** *Department of Homeland Security* announces funds to support programs, projects and activities that prevent recruitment or radicalization to violence by interrupting those efforts, building community-level resilience to them, and identifying the early signs of radicalization to violence and provide appropriate interventions through civic organizations, law enforcement or other entities.

Eligibility: City or township governments, county governments, independent school districts, public and state controlled institutions of higher education, state governments, nonprofit organizations, private institutions of higher education and DC government agencies  
Deadline: 9/6/2016  
Funds: \$10,000,000 is available for sixty awards  
Contact: Systems, GPD at [GMD-Systems-Branch@fema.gov](mailto:GMD-Systems-Branch@fema.gov)  
Website: <https://www.dhs.gov/cvegrants>  
Grant ID: GD6663

**Service Area Competition (DHHS).** *Department of Health and Human Services* announces funds to ensure continued access to comprehensive, culturally competent, quality primary health care services for communities and vulnerable populations currently served by the Health Center Program.

Eligibility: City or township governments, county governments, independent school districts, public and state controlled institutions of higher education, state governments, nonprofit organizations, public housing authorities, private institutions of higher education and DC government agencies  
Deadline: 9/6/2016  
Funds: \$222,000,000 is available for eighty-three awards  
Contact: Beth Hartmayer at (301) 594-4300 or [bphcsac@hrsa.gov](mailto:bphcsac@hrsa.gov)

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Website: <http://www.grants.gov/web/grants/search-grants.html>

Grant ID: GD6664

## **Foundation Opportunities**

**K-12 Academic, Arts Programs.** *Kinder Morgan Foundation* announces funds to support K-12 programs that promote the academic and artistic interests of young people to include tutoring and arts education programs.

Eligibility: Independent school districts, nonprofit organizations and Local Educational Agencies

Deadline: None

Funds: Awards are available up to \$5,000

Contact: Kinder Morgan Foundation at (303) 914-7655 or [km\\_foundation@kindermorgan.com](mailto:km_foundation@kindermorgan.com)

Website: [http://www.kindermorgan.com/pages/community/km\\_foundation\\_guidelines.aspx](http://www.kindermorgan.com/pages/community/km_foundation_guidelines.aspx)

Grant ID: GD6674

**Community Action Grant.** *Gannett Foundation* announces funds to support education and neighborhood improvement, economic development, youth development, community problem-solving, assistance to disadvantaged people, environmental conservation, and cultural enrichment.

Eligibility: Nonprofit organizations

Deadline: 8/29/2019

Funds: Awards are available up to \$5,000

Contact: Gannett Foundation

Website: <http://www.gannettfoundation.org/guidelines.htm>

Grant ID: GD6676

**Community Development Grant.** *United States Conference of Catholic Bishops* announces funds to support organizations that nurture the participation of people living in poverty to change structures and policies that affect their lives. At least 50 percent of those benefiting from the applying organization's efforts must be people experiencing poverty. A pre-application proposal is required and due September 1.

Eligibility: Nonprofit organizations

Deadline: 9/1/2016

Funds: Awards are available up to \$75,000

Contact: Randy Keesler at (202) 541-3369 or [rkeesler@usccb.org](mailto:rkeesler@usccb.org)

Website: <http://www.usccb.org/about/catholic-campaign-for-human-development/grants/cchd-grant-process-and-timeline.cfm>

Grant ID: GD6669

**Community Grant.** *Events DC* announces funds to support programs that focuses on enriching the lives of DC children or youth through structured sports or arts-related programs.

Eligibility: Nonprofit organizations

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Deadline: 8/1/2016  
Funds: Awards are available up to \$25,000  
Contact: Events DC  
Website: <http://eventsdc.com/AboutUs/Community.aspx>  
Grant ID: GD6668

**Credible Messenger Initiative.** *Community Foundation for the National Capital Region* announces funds to provide services for the Department of Youth Rehabilitation Services' (DYRS) Credible Messenger Initiative. The Credible Messenger Initiative (CMI) represents DYRS's new approach to community engagement on behalf of youth committed to the agency. The CMI will solely serve youth and families under DYRS supervision by providing the following services: (a) Transformative Mentoring; (b) Family Engagement Specialist; (c) Restorative Justice; (d) Economic Opportunities; and (e) Neighborhood-Based Programming.

Eligibility: Nonprofit organizations  
Deadline: 8/5/2016  
Pre-Application Meeting Information: Two pre-proposal conferences will be convene on July 19th and July 28th. To register for one of the information sessions, you must RSVP in advance to Charles Dotson at [Charles.Dotson@dc.gov](mailto:Charles.Dotson@dc.gov) with the name of your organization and names of the individuals who will be attending. For questions regarding the application process, contact Manon Matchett at [mmatchett@cfncr.org](mailto:mmatchett@cfncr.org)  
Funds: Six awards are available up to \$45,133  
Contact: Natalie Gillard at (202) 299-5003 or [Natalie.gillard@dc.gov](mailto:Natalie.gillard@dc.gov)  
Website: [www.cmidyrs.org](http://www.cmidyrs.org)  
Grant ID: GD6678

**Economic Development Grants.** *United States Conference of Catholic Bishops* announces funds to advance economic development models that enhance the scale of impact through replication or the transformation of an established model and encourage collaboration that generates cooperation and solidarity among diverse groups in the interest of a more integrated and mutually understanding society. Pre-application proposals are required and due on September 1.

Eligibility: Nonprofit organizations  
Deadline: 9/1/2016  
Funds: Awards are available up to \$75,000  
Contact: Randy Keesler at (202) 541-3369 or [rkeesler@usccb.org](mailto:rkeesler@usccb.org)  
Website: <http://www.usccb.org/about/catholic-campaign-for-human-development/grants/>  
Grant ID: GD6670

**Foster Care Adoption Programs.** *Dave Thomas Foundation for Adoption* announces funds to support public and private adoption agencies in hiring adoption professionals to implement proactive, child-focused recruitment programs targeted on moving the longest-waiting children from foster care into adoptive families.

Eligibility: City or township governments, county governments, state governments, nonprofit organizations and DC government agencies  
Deadline: None

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Contact: Dave Thomas Foundation for Adoption  
Website: <https://davethomasfoundation.org/partner/grantseekers/>  
Grant ID: GD6675

**Helping Heroes, Service & Therapy Providers.** *Petco Foundation/Natural Balance* announces funds to improve the quality of life for therapy animals and the lives of people who require the animals.

Eligibility: City or township governments, state governments, nonprofit organizations and DC government agencies  
Deadline: 8/30/2016  
Contact: Petco Foundation/Natural Balance at [foundationevents@petco.com](mailto:foundationevents@petco.com)  
Website: [http://www.petco.com/content/petco/PetcoStore/en\\_US/pet-services/petco-foundation/grant-opportunities.html](http://www.petco.com/content/petco/PetcoStore/en_US/pet-services/petco-foundation/grant-opportunities.html)  
Grant ID: GD6665

**Innovative Childhood Development Programs.** *Caplan Foundation* announces funds to support programs that will significantly enhance the development, health, safety, education, or quality of life of children from infancy through seven years of age. Letters of inquiry are required and due September 29.

Eligibility: Nonprofit organizations  
Deadline: 9/29/2016  
Contact: Caplan Foundation at [info@earlychildhoodfoundation.org](mailto:info@earlychildhoodfoundation.org)  
Website: <http://earlychildhoodfoundation.org/>  
Grant ID: GD6671

**Parents and Children Thriving Together (PACTT): Two-Generation State Policy Network.** *National Governors Association/Center for Law and Social Policy* announces funds to support states in developing and implementing a two-generation state plan to better serve low-income families as a whole.

Eligibility: City or township governments, county governments, state governments and DC government agencies  
Deadline: 8/10/2016  
Funds: Awards are available up to \$100,000  
Contact: Sharon McGroder at (202) 624-5374 or [smcgroder@nga.org](mailto:smcgroder@nga.org)  
Website: <http://org2.salsalabs.com/dia/track.jsp?v=2&c=AKtdBJT%2FvTWCEZ4nwc5QQkxQ8GAmtrNM>  
Grant ID: GD6662

**Projects that assist Military Personnel and Their Families.** *Navy SEAL Foundation* announces funds to support specific programs and initiatives that provide immediate and continuing support and assistance to the military community and military families. Programs include warrior support and family services, tragedy assistance, educational opportunities, survivor support and legacy preservation.

Eligibility: Nonprofit organizations  
Deadline: 7/31/2016



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Contact: Alison Messick at [programs@navySEALfoundation.org](mailto:programs@navySEALfoundation.org)

Website: <https://www.navysealfoundation.org/rfp/>

Grant ID: GD6666

**Pulling Together Initiative.** *National Fish and Wildlife Foundation* announces funds to support the creation of local cooperative weed management area partnerships that will bring together local landowners, citizens groups and weed experts to develop and implement strategies for managing weed infestations on public lands, natural areas, and private working lands. A pre-proposal application is required and due by August 3

Eligibility: City or township governments, county governments, public and state controlled institutions of higher education, state governments, nonprofit organizations, private institutions of higher education and DC government agencies

Deadline: 8/3/2016

Match: A match is required

Contact: National Fish and Wildlife Foundation

Website: <http://www.nfwf.org/pti/Pages/home.aspx#.VaXmOvnBwXA>

Grant ID: GD6672

**Social Justice Grants.** *Impact Fund* announces funds to advance justice in the areas of civil and human rights, environmental justice, and/or poverty law. Letters of Interest are required and due on July 19.

Eligibility: Nonprofit organizations

Deadline: 7/19/2016

Funds: Awards are available up to \$25,000

Contact: Amy Daniewicz at (510) 845-3473 or [adaniewicz@impactfund.org](mailto:adaniewicz@impactfund.org)

Website: <http://www.impactfund.org/about-legal-case-grants/>

Grant ID: GD6673

## **Additional Funding Resources and Announcements**

**Family Volunteer Day Grant Applications.** **generationOn** is accepting grant applications to support Family Volunteer Day support. Family Volunteer Day is a day of service that celebrates the power of families who work together to support their communities and neighborhoods. Volunteering is a great way for kids and adults to make new friends, develop compassion for their neighbors, and even pick up a new skill or two! Family Volunteer Day takes place on November 19, 2016 and is being powered by generationOn and sponsored by Disney Friends for Change, a global initiative that inspires kids and families to take action to help people, communities and the planet. Grants are awarded up to \$1,000. Applications will be open from July 5th-August 5<sup>th</sup> for more information and the apply visit <http://generationon.org/orgs/campaigns/opportunities/family-volunteer-day-grant-application>

## **Previous Funding Resources and Announcements**

**SmartStart Integrated Licensing and Money Smart for Small Business Program.** Department of Consumer and Regulatory Affairs (DCRA) Small Business Resource Center (SBRC) is providing a new, FREE service to provide small business owners with business licensing and Money Smart for Small Business education to grow businesses. Session will cover Basic Business License (BBL) Steps - during these sessions, DCRA's SBRC staff will provide the step-by-step process, fees, renewal timeline when applying and obtaining a BBL. During the Money



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Smart for Small Business sessions, DCRA's SBRC staff will provide basic business development tools which can be used to either deepen and/or develop your skills in Financial Management, Credit Reporting, Banking Services, Organizational Types, Tax Planning and Reporting, Time Management and Record Keeping. The workshop will be held on Monday, July 18 from 9:00 am to 11:00 am at DCRA – 1100 4<sup>th</sup> Street SW, 2<sup>nd</sup> Floor (Room E-268). To register visit <http://dcbiz.ecenterdirect.com/events/41081>

**Youth Service America and State Farm.** Youth Service America (YSA) and State Farm will support up to 100 Lead Agencies for Global Youth Service Day 2017, April 21 - 23, 2017. Nonprofit organizations located in the United States are eligible to apply. The program offers organizations the funding, official designation, capacity-building training, and ongoing consultancy to lead high-impact; high-visibility youth service activities and celebration events for Global Youth Service Day. As the official organizer of Global Youth Service Day in their region, GYSD Lead Agencies are a vital part of creating a culture where young people have the opportunities and support to create positive change in their communities. The maximum amount of awards is \$1,000 and the deadline for applications is August 21. Fifteen thousand dollars in prizes will be awarded post-GYSD to the Lead Agencies that go above and beyond at achieving scale, visibility, youth leadership, and impact. For more information and to apply visit <http://ysa.org/grants/organization-grants/gysdlead/>.

**Pro Bono Professional Services.** The Taproot Foundation connects nonprofit organizations with the services of professional consultants on a pro-bono basis through its Service Grants program. Each service grant has a minimum value of \$45,000 and is delivered by a team of five to six business professionals to nonprofit organizations in Washington, D.C. To qualify for a grant, applicants must be a 501(c)(3) tax-exempt organization or a public school and work within one of the foundation's program areas (i.e., the arts, education, the environment, health, and social services). To be eligible for a grant, organizations also must have at least three full-time employees and an annual budget of at least \$350,000. The foundation will be holding an informational webinar for grantseekers on August 5, at 2:30 P.M. and registration is required. For more information visit <https://www.taprootfoundation.org/>.

**What Your Nonprofit Needs to Know About the New Overtime Regulations.** The D.C. Bar Pro Bono Center, in conjunction with the law firm of Littler Mendelson, will be hosting a free workshop for nonprofits about how to deal with the new overtime regulations July 21, from 9:00 A.M. – 11:00 A.M. at Littler Mendelson, 815 Connecticut Ave., NW. Last month, the Department of Labor published new rules that change the rules regarding which employees are eligible for overtime pay. Under these rules, beginning December 1, 2016, employees who earn less than \$913 per week (\$47,476 per year) are automatically eligible for overtime pay when they work more than 40 hours a week, regardless of what their job duties are. This new rule could have a significant impact on your nonprofit's personnel costs. At the workshop, the facilitator will review the difference between exempt and non-exempt employees; what the new overtime regulations provide and how they will impact your organization; what steps your organization should be taking now so you are ready for December 1; and how these changes will impact your responsibilities under other federal and local laws, including the DC Wage Theft Prevention Act. To register and for more information visit [Workshop](#) if you have any questions, please contact Stanley Augustin at [saugustin@dcbar.org](mailto:saugustin@dcbar.org) or 202-737-4700, ext. 3293.

**Criminal Justice Coordinating Council's Bridging Research to Practice Series.** Evaluation in the District of Columbia: Goals, Value, and Low-Cost Evaluation panel discussion will cover (a) the basics of evaluation, and how it can be beneficial to your organization or agency, (b) how to apply findings and (c) how to undertake a low cost evaluation. The session will be held on July 28, 10:00 am – 11:30am 441 4th St NW, Room #1117. For more information contact [Ellen.McCann@dc.gov](mailto:Ellen.McCann@dc.gov).

**All Things Nonprofit Workshop.** The Office of Partnerships and Grant Services and the Department of Consumer & Regulatory Affairs Small Business Resource Center are cohosting an All Things Nonprofit Workshop on July 21 and August 18, 2016. The schedule is as follows:

Date: July 21, 2016  
Time: 9:00 - 11:00 am  
Location: 1100 4th Street, SW - Rm E200

Date: August 18, 2016  
Time: 9:30 - 11:30 am  
Location: 441 4th Street, NW - Rm 805S

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During these workshops you will learn how to start a non-profit business (corporate registration, licensing, and tax registration) and also how to apply for grants available for non-profit organizations. Meet the experts from DC Government agencies, non-profit foundations, and the D.C. Bar Pro Bono Center. For more information 202/442-4538 or 202/727-8900. To register visit <http://dcbiz.ecenterdirect.com>

**Gelman, Rosenberg & Freedman EXCEL Award.** The Center for Nonprofit Advancement's Gelman, Rosenberg & Freedman Excellence in Chief Executive Leadership (EXCEL) Award application is now available. The award recognizes and spotlights outstanding leadership among Washington-area nonprofit chief executives and recognizes leadership achievement in the areas of innovation, motivation, community building, ethical integrity, and strategic leadership. The selection process includes four stages; nomination, interview, site visit and selection. Up to three leaders are selected as EXCEL Awardees. The EXCEL Awardees will each receive a \$5,000 professional development account to be used for the individual's continued professional development. In addition, each recipient's organization will receive a \$2,000 grant to support the professional development of the organization's staff. Deadline to submit application is July 15. For more information visit [Excel Award](#)

**Webinar - The Importance of Time and Effort Reporting.** Rubino & Company, Chartered is hosting a webinar on The Importance of Time and Effort Reporting on Tuesday, July 26, 2016, 11:30 am-1:30 pm. Time and Effort (T&E) reporting has always been a challenge for grant recipients. The new Uniform Guidance 2 CFR 200.430(i) will be discussed pertaining to the Standards for Documentation of Personnel Expenses to ascertain if there are any new options. This session will provide examples where organizations were penalized for non-compliant timekeeping systems. Most importantly, they will go over a sample timekeeping policy and procedure to include specialized forms. To register for this webinar and for details visit [More Information](#) or contact Paul H. Calabrese at 301-214-4137 or [pcalabrese@rubino.com](mailto:pcalabrese@rubino.com).

**Peer Reviewers Needed.** The Mayor's Office on Latino Affairs (MOLA) is currently accepting applications for Peer reviewers. MOLA relies on the expertise of the Peer Reviewers to make the best decision for the District of Columbia Latino community. Peer reviewers will have up to 30 days to read and score up to 5 Districts of Columbia Latino Community Base Organizations project proposals to address: education; jobs & economic development; public safety; housing; transportation; environment; health & wellness; good government; and arts & creative economy. For more information on how to apply, please click on the following link: <http://ola.dc.gov/service/volunteer-opportunities>.

**Lacrosse Grants.** US Lacrosse Foundation is accepting applications for 2016 physical education lacrosse workshop grants and soft lacrosse equipment grants. Soft lacrosse is a co-ed version of lacrosse that utilizes plastic sticks with specially molded-heads and a large, soft ball. This modified equipment is designed for youth to achieve quick success executing the basics skills of lacrosse (cradling, scooping, passing, catching and shooting). No additional protective equipment is required. The US Lacrosse Soft Lacrosse Equipment Grant, targeted for schools and community-based organizations, provides a set of 30 soft lacrosse sticks, 30 soft lacrosse balls, one (1) copy of the US Lacrosse Physical Education Curriculum Guide and (1) copy of the Teaching Soft-Stick Lacrosse DVD. Physical Education Workshop Grant provides in-service training for up to 30 educators in a school district or school system. In addition to the in-service training (3 hours in length), this grant awards a set of soft lacrosse equipment to each school that is represented at the workshop. Participating educators will leave the workshop feeling confident and able to teach students how to play co-ed soft lacrosse in an age-appropriate and safe manner. Deadline for applications is November 2016. For information visit <http://www.uslacrosse.org/resources/programs-grants/soft-stick-program.aspx>.

**Funding Alert** is a publication of the Mayor's Office of Partnerships and Grant Services. To start your own online subscription to *Funding Alert* or to access the archives, visit <http://opgs.dc.gov>, Information, Grant Funding Alerts. Any information to be posted in the *Funding Alert* should be submitted to [pat.henry@dc.gov](mailto:pat.henry@dc.gov) by the close of business on Thursdays for inclusion in the following week's issue.