**Community Project Funding Request**

**Project Request Name:**

**Subcommittee:** Commerce, Justice, Science and Related Agencies

**Account:** NASA--Safety, Security and Mission Services

**Directions:**

1. Complete all basic information. Type your responses into each text box.
2. Complete all supplemental questions.
3. Save the document using the following file name format: Request\_NASA\_Requester-name.doc
4. Email your fully completed request to Clyburn.Appropriations@mail.house.gov. Include any necessary attachments (such as an attached budget document, letters of community support, etc) in your email submission. Include “Community Project Funding” and the account and request names in the subject line.

*Failure to submit all required information will result in an incomplete project request. Incomplete project requests cannot not be submitted to the Appropriations Committee for consideration for Community Project funding.*

**Basic Information**

All requests for Community Project Funding, regardless of the account, must include the following information:

1. **Legal name of the recipient organization** that will receive the funding. Do not include abbreviations, acronyms, or use a “The” before the recipient name.

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1. **Project description** (limited to 1000 characters).

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1. **Budget breakout** describing how the requested Federal funding will be used by the grantee, such as amounts for salaries for providers or instructors, tuition payments, educational materials, exhibits, supplies, evaluation activities, equipment, travel, etc

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| Insert link, describe in text, or attach as a .pdf or .xls along with email submission of this document. |

1. **Explanation of the request.** Explain why the project is a good use of taxpayer funds.

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1. **Evidence of community support** for the project request. This may include links or digital copies of the following:
	* (1) letters of support from elected community leaders,
	* (2) press articles highlighting the need for the requested community project funding,
	* (3) support from newspaper editorial boards,
	* (4) projects listed in state intended use plans, community development plans, or other publicly available planning documents,
	* (5) resolutions passed by city councils or boards, or
	* (6) other compelling evidence of community support.

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| Insert link(s) or attach .pdf copies in the email submission of this document.  |

1. (If funds are requested for a non-governmental entity) **proof that the recipient is a non-profit organization** as described under section 501(c)(3) of the Internal Revenue Code of 1986. No awards in FY2022 will go to for-profit entities.

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| Insert link(s) or attach .pdf copies in the email submission of this document.  |

**Supplemental questions**

These questions are specific to the account from which funding is being requested from for the project. Verify that you have downloaded the document that corresponds to the proper account before proceeding.

### **Supplemental Questions for NASA--Safety, Security and Mission Services**

1. What is the title of the project, and within what Federal agency and appropriations account would it be funded?

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1. Provide a brief description of the project.

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1. Please describe, with as much specificity as possible, the overall goals and objectives of the proposed project.

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1. What is the requested dollar amount for this project for fiscal year 2022?

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1. How much, if anything, is being requested for this particular project in the Administration’s fiscal year 2022 budget request?

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1. Has this same project request been submitted to another Appropriations subcommittee? If yes, which one?

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1. What is the total cost to complete the project?

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1. Is the requested project currently authorized in law? If yes, please provide a specific legal citation of such authorization.

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1. Are the proposed project activities consistent with the activities of the Federal agency? [yes/no]

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1. If the proposed project activities are not consistent with the activities of the Federal agency, why is the project being requested?

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1. Has the project been funded in the past? [yes/no] ▪ If the project has been funded in the past, how much funding has been provided to date? ▪ If the project has been funded in the past, were such funds provided for discrete, severable activities?

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1. How much funding, if anything, was enacted for this particular project in the fiscal year 2021 Appropriations Act?

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1. Please specify any non-Federal sources of funding that have been or are fully anticipated to be applied toward the project, including any dollar amounts and timelines for funding.

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1. If the proposed recipient is a non-Federal entity, please identify the nonFederal entity that would administer the funds once received.

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1. Is there a letter from a non-Federal sponsor supporting this project?

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| Insert link(s) or attach .pdf copies in the email submission of this document.  |

1. Is the funding requested by a governmental or non-profit organization?
	1. If a non-profit, is the entity for which funding is proposed a non-profit organization as described under section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such code?

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1. For the proposed recipient of the funds, please provide the name, phone number, and e-mail address of the point of contact, as well as the recipient organization’s full street address.

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1. In which congressional district(s) is the project located?

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1. Is the proposed recipient currently in material non-compliance of a prior grant award made by the proposed Federal funding agency? [yes/no]

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1. Can the project obligate all the requested funds by no later than 12 months after the enactment of the Appropriations Act? [yes/no]

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1. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project spend a smaller amount of appropriated funds within 12 months of the enactment of the Appropriations Act? [yes/no]

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1. Community engagement and support is crucial in determining which projects are worthy of Federal funding. To that end, please describe or include evidence of community support that were compelling factors in the decision to submit this project request. You may include any relevant links to information posted on your website, or online, including letters of support.

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1. Is this proposed project a priority for the local community? [yes/no]

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1. If the project is not a priority for the local community, why is it being requested?

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1. What is the estimated start date of the project? (mm/dd/yy)

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1. What is the estimated completion date of the project? (mm/dd/yy)

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1. Please describe the current developmental status of this project.

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1. Is the intended recipient a for-profit entity? [yes/no]

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1. Is the project intended to serve primarily youth under age 18? [yes/no]

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1. Has the intended recipient received any competitive grant funding or other funding from NASA at any time in the past ten years? [yes/no]
	1. If yes, in what fiscal years and for what purposes?

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1. For any science research project request, please provide the name of the individual who is anticipated to be the Principal Investigator for the research project, as well as a link to such person's curriculum vitae, and a list of this person's peer-reviewed publications related to the topic of the requested research project.

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| Insert link(s) or attach .pdf copies in the email submission of this document.  |

1. Regarding this request, please provide any additional information that would be useful for the Appropriations Committee to have.

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