**Community Project Funding Request**

**Project Request Name:**

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**Subcommittee: Defense**

**Account: Research, Development, Test, and Evaluation**

**Specify Branch:**

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**Point-of-Contact for Request (name, email, phone, organization):**

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**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\_Account-name\_Requester-name.doc
4. Email your fully completed request to [Clyburn.Appropriations@mail.house.gov](mailto: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

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

| Insert link(s) or attach .pdf copies in the email submission of this document. |
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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 FY2023 will go to for-profit entities.

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

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

1. Provide the name of the specific recipient for the project request and the amount requested for fiscal year 2023.

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1. Provide a description of the desired outcome of the project and how it would benefit the Department of Defense. 4. List the line number and Program Element number proposed to fund the project. This information can be found in the budget justification documents that will be posted at <https://comptroller.defense.gov/Budget-Materials/>.

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1. Disclose whether the project is being requested in another bill. 6. State whether the request is a new or existing project; if existing, whether it previously received federal funds; and if so, identify the account, amount of funding, and fiscal year.

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1. Provide the total cost of the project.

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1. List the required funding in future years and the source of that funding.

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1. Determine whether the program could start in a limited capacity if the Appropriations Committee cannot fully fund the request.

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