**Community Project Funding Request**

**Project Request Name:**

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**Subcommittee:** Financial Services and General Government

**Account:** GSA - Federal Buildings Fund - New Construction, Major Repairs and Alterations, and Basic Repairs Accounts

**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 from for the project. Verify that you have downloaded the document that corresponds to the proper account before proceeding.

1. Does the public have access to the building the project will be completed in?

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1. Can this project be executed by a small business?

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1. Does this request augment an existing Basic Repairs project?

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1. Has a Major Alteration and Repairs project been completed at this site in the last three years?

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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. Please include any relevant links to information posted on your website, or online, including letters of support as well as a list of any material you are uploading.

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