**Community Project Funding Request**

**Project Request Name:**

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**Subcommittee:** Financial Services and General Government

**Account:** Small Business Administration - Small Business Initiatives

**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. How will this project directly benefit small businesses and/or entrepreneurs at the local, regional, and/or national level?

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1. Please provide a detailed spend plan for the requested funding, breaking down anticipated expenditures for each major category of project activity.

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1. Are there matching funds associated with the requested funds?
   1. If yes, please list the source(s) and amount(s).

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1. If the request does not fully fund the project, describe where the remaining funding comes from to fund the project.

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1. If the Appropriations Committee is not able to provide the full amount of funding requested, can this project start in a limited capacity? {yes/no}

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1. Is this a new or ongoing project? If it is an ongoing project, please provide a history of funding for the project, including Federal, state, or local government; non-profit; corporate.

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1. Will the funds go to an organization that will make sub-grants of those funds to other organizations? If yes, please list the sub-grantees.

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1. Is the project a capital project or will the funds support operating costs?

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1. Who will oversee the administration/management of the project and what accountability measures will be in place to ensure the appropriate use of taxpayer funds?

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1. What performance standards will be used to evaluate whether the program or project supported by the funds meets its mission?

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1. Has the organization or any potential sub-grantees been subject to sanction or litigation by State, local, or Federal governments in the past five years? If yes, please provide details.

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1. Has the organization received funding from the Small Business Administration in the past 3 years? If yes, please provide details on the amount(s) and purpose(s) for which these funds were received.

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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. You may include any relevant links to information posted on your website, or online, including letters of support.

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