**Community Project Funding Request**

**Project Request Name:**

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**Subcommittee:** Interior, Environment and Related Agencies

**Account:** US Forest Service - State and Private Forestry

**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. For each community project funding request, you will need to submit the following information:

* Amount requested
* Total project cost
* FY 2022 President’s Budget Request (if applicable).
* FY 2021 enacted level (if applicable).
* Can the project obligate all of the appropriated funds within 12 months after enactment (yes/no)?
* Was this request submitted to another subcommittee this fiscal year, and if so, which one?
* Estimated start and completion dates for the project.

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1. Does the recipient have in place, or a plan to provide, the one-to-one match with nonfederal cash and/or in-kind contribution?

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1. Has the project received federal funds previously? If so, please describe.

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1. Is the project ranked in a priority setting system/list? If so, please provide list name and rank.

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1. How does this project meet the goals of the State Forest Action Plan and/or support community plans?

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1. Does this project meet the eligibility requirements of one of the following Forest Service, State and Private Forestry Programs? *Landscape Scale Restoration, Forest Health Management, Cooperative Fire Assistance, Forest Stewardship, or Urban and Community Forestr*y

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1. Provide evidence to support the project's eligibility within a specific State and Private Forestry program. Some examples include:
   1. (If landscape scale restoration) Does this project meet the eligibility requirements of the Landscape Scale Restoration program as 16 listed in the instructions on the Forest Service website?
   2. (If Forest Health Management) Is this project treating a specific insect, disease, or invasive plant infestation listed in the FY23 Forest Service Budget Justification?
   3. (If Urban and Community Forestry) How does the project meet the goals outlined in the 2016-2026 Urban Forestry Action plan?

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