**Community Project Funding Request**

**Project Request Name:**

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**Subcommittee:** Labor, Health and Human Services, Education and Related Agencies

**Account:** HHS - Administration for Community Living—Aging and Disability Services Programs

**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. 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. Please provide a budget breakdown for this project – maximum of 10 budget items (i.e., do not upload a spreadsheet with dozens of budget items)

| Insert link(s) or attach .pdf copies in the email submission of this document.  |
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1. Please provide the website of the entity to receive funding for this project:

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1. One-Year Funding? (Yes/No)

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1. If the request does not fully fund the project, please describe the source(s) of funding necessary to complete the project.

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1. Please indicate if you are aware of another Member making a request for this same project (Yes/No)

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