

# **FISCAL YEAR 2022 COMMUNITY PROJECT FUNDING REQUEST** **APPLICATION - INSTRUCTIONS**

*Disclaimers: Each Member of the House can only submit up to 10 requests. The House Appropriations Committee (HAC) will require Members of Congress to publicly post their requests online once submitted to HAC for consideration. Be aware that any and all information that you provide on your application may become **publicly available** in the future in order to comply with HAC and Congressional ethics requirements. In addition, be aware that submission of a request does **not** mean (1) that your request will automatically be made to the Appropriations Committee, or (2) that the Appropriations Committee will fund the request or fund it at the requested level. Please take these factors under consideration when deciding whether to make a request.*

1. All request forms are **DUE ON APRIL 16, 2021 by close of business** and must be submitted to the following email address: [DE00.approps@mail.house.gov](mailto:DE00.approps@mail.house.gov). No exceptions to the deadline will be made. Early submission is encouraged.
2. Only **FULLY COMPLETED** forms will be considered. If any questions are not applicable, write "N/A." Do not leave any areas blank. If any fields or answers are left blank on this form, or if any required documentation is not provided with your application, your request will not be submitted to the Appropriations Committee.  
  
**Please review the submission guide found on [bluntrochester.house.gov](http://bluntrochester.house.gov).** If you need assistance with this form, contact my office *before* the deadline: by phone at 202-225-4165 or email [DE00.fundingquestions@mail.house.gov](mailto:DE00.fundingquestions@mail.house.gov).
3. **If you have multiple requests, submit each request SEPARATELY.** Please do not request funding for more than one project on a single application form. We also urge you to limit the number of requests.
4. **All requests must be submitted via E-MAIL. Please use the following format for the subject line of your e-mail:** Organization's Name followed by "FY22 Community Project Funding Request" and, if you are submitting multiple project requests, "Project #1 of x." Due to the pandemic, *please do not submit your application by mail.* If you require special accommodations, contact the office at the phone number or email above.
5. **Eligible Grantees: Non-profits and government entities are eligible. No for-profit entities are eligible. If you are unsure of your project or organization's eligibility, please contact the office ASAP.**
6. **No multiyear funding requests will be considered.** When determining your submission, be aware of the following: **HAC will only consider one-year funding requests.**
7. **State and local matching requirements will not be waived if otherwise applicable.** HAC will not waive matching requirements for projects that would otherwise have such requirements by statute or longstanding policy.
8. **Provide the following documentation, if applicable:**
  - Proof of non-profit status – Submit IRS documentation of non-profit status.
  - Demonstrated Community Support – All projects must have demonstrated community support. Examples include, but are not limited to:
    - Letters of support from elected community leaders.
    - Press articles highlighting the need for the requested project.
    - Support from editorial boards.
    - Resolutions passed by city councils or boards.
    - Projects listed on State-use plans or community development plans.



LISA BLUNT ROCHESTER

MEMBER OF CONGRESS

**FY 2022 COMMUNITY PROJECT FUNDING REQUEST APPLICATION**

**DUE BY APRIL 16, 2021 BY CLOSE OF BUSINESS.  
PLEASE DO NOT LEAVE ANY ANSWERS BLANK.**

- 1. Date Submitted: \_\_\_\_\_
- 2. Name of Submitting Organization: \_\_\_\_\_
- 3. Website of Submitting Organization, if applicable:  
\_\_\_\_\_

- 4. Questions related to eligibility status:
  - a. Is this institution a non-profit? If no, write "No" and go to c.  
\_\_\_\_\_
  - b. If yes, which type of non-profit?  
\_\_\_\_\_
  - c. If not a non-profit, is this a State or local government entity?  
\_\_\_\_\_

- 5. Project Title: \_\_\_\_\_  
*If this is an ongoing project or has received funding in past federal appropriations bills, list the same project title here and throughout the application.*

- 6. Address of Submitting Institution:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 7. Please include the name, phone number, and e-mail address for all of the following:

**Highest Level Person at the Organization (Who may the Congresswoman or her representative contact?):**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Staff Contact at the Organization:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Government Affairs Representative/Lobbyist for the Organization (write "N/A" if not applicable):**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

8. **If you have a Board of Directors**, please provide a hyperlink to a list of members or use the space below to list them (write "N/A" if not applicable).

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9. **Project Description.** *In this section, provide a brief, two- or three-sentence description of your project (not a summary of what the organization does). Please do not exceed more than three sentences here; we will ask you later in the application to provide a more detailed project description in Question #24. Avoid the use of technical language—**we are looking for the best way to describe your project to a layperson.***

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10. Provide the dollar amount of your request for this upcoming year (FY 2022). **NOTE – No multiyear requests will be considered.**

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11. This request is your Organization's # \_\_\_\_\_ priority. (If the only request,

write "1")

- 12. Some requests are to multiple members. Which U.S. Senators/Representatives (outside of the Delaware delegation) are also making this request on your behalf?** *Please be as specific as possible and include contact information for each office. (Write "N/A" if not applicable)*
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- 13. Which Appropriation bill(s), Program Title, Account, and Federal Agency should fund your request?** *Each appropriations bill includes funding for various agencies and various programs within each of those agencies. We have provided more than one line, below, in case you believe that your project is eligible for funding from more than one program/agency. Note: Please do not leave any column blank; it is incumbent upon applicants to research and provide this information.*

<b>Appropriations Bill</b>	<b>Program Title</b>	<b>Account</b>	<b>Federal Agency</b>

***For your information, there are 12 Appropriations bills:***

- 1. Agriculture, Rural Development, Food and Drug Administration, and Related Agencies*
- 2. Commerce, Justice, Science, and Related Agencies*
- 3. Defense*
- 4. Energy and Water Development and Related Agencies*
- 5. Financial Services and General Government*
- 6. Homeland Security*
- 7. Interior, Environment, and Related Agencies*
- 8. Labor, Health and Human Services, Education, and Related Agencies*
- 9. Legislative Branch*
- 10. Military Construction, Veterans' Affairs, and Related Agencies*
- 11. State, Foreign Operations, and Related Agencies*
- 12. Transportation, Housing and Urban Development, and Related Agencies*

***For your information, additional information regarding past appropriations bills may be found at <https://crsreports.congress.gov/AppropriationsStatusTable>.***

- 14. Describe the benefit to the community of the requested funding and list the individuals, groups, or other entities that have expressed support for the project. If the project is listed on a State or city use plan, community development plan, or other such public work plan, list those here. Please provide documentation proving support of these groups, including use plans.**
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**15. Has funding for any part of this project or program been included in the President’s current or previous Fiscal Year budget requests? If yes, how much money was recommended in the President’s budget? If no, please say “N/A.”**

**FY 22: \$ \_\_\_\_\_**

**FY 21: \$ \_\_\_\_\_**

**16. Please provide the total cost, the percentage of the total cost of the project you are requesting from the Federal government, and a breakdown of the funding sources covering the total cost, including any previous funding sources (public and private). For example, a hypothetical project is estimated to cost \$100,000, the request is for 50% to be covered by the appropriation. Of the remaining 50%, 30% is covered by the state, 20% is covered by a grant from a 501(c)(3) nonprofit.**

**\$ \_\_\_\_\_ %**

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**17. Be advised this is a single-year appropriation. What is the expected duration of this project? Please describe work already completed on**



**project will be carried out?** *We ask this question since the address of the institution applying may differ from the actual location (county, city, community) in which the project will be carried out.*

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- 20. How will your organization measure the success, failure, and/or completion of this project and its impact on Delaware communities?** *(E.g., what metrics or benchmarks will be used, what deadlines are in place, etc.)*

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- 21. What is a realistic minimum dollar amount that you require from Federal appropriations in order to make this project viable?**

\$ \_\_\_\_\_

- 22. If this project is a Military Construction request, please provide the following:**

Installation: \_\_\_\_\_

Project Number: \_\_\_\_\_

Is this a request for design funding only? \_\_\_\_\_

- 23. If your request requires supplemental information due to the request type (e.g. a request related to the Energy and Water Development**

**Appropriations bill) please provide required information below. Please review the guide for assistance on the required information.**

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- 24. Please provide a ONE-PAGE PROJECT DESCRIPTION that outlines your proposed project in detail, explains how the project meets the criteria of the Appropriations bill and Federal program that you have selected, indicates the number of people served, and demonstrates how the project benefits communities in Delaware.**

*Please paste this one-page summary directly in this document, in the space provided below (not as a separate attachment).*

- 25. If the applicant is a nonprofit entity, please provide a short BACKGROUND SUMMARY about your organization, and its history, mission, and the community or communities served.**

As part of your background summary, also provide the number of Delawareans currently employed by your organization.

*Again, paste your short organization summary and answers to these questions directly in this application, in the space provided below (not as a separate attachment).*

- 26. Provide a signed letter or statement in support attesting to the feasibility of the proposed project (attestation). For nonprofit applicants, please provide attestation from an expert, organization of authority on the subject, or governmental entity involved with the project. For governmental applicants, please provide attestation from senior officials involved in the project. Attestations must be submitted as attachments to the project application.**

**ONE-PAGE DETAILED PROJECT DESCRIPTION (Question #24):**

**BACKGROUND SUMMARY & ANSWERS (Question #25 – if applicable):**