

Ellison Appropriations Checklist

Please make sure you have all of this information available before you fill out the web form

Organization and point person contact information

Project Request Details

Project Description: Provide a brief description of the overall project for which you are requesting funds. Be sure to describe clearly the specific activities that the requested funds would cover, not only the general goal of your organization. Also, provide a one sentence statement of the purpose of the project.

Use of Taxpayer Funds

Provide a statement explaining how this project is an appropriate use of taxpayer funds.

What amount of federal funding are you requesting for this project in FY 2010?

(Your request should not exceed the amount that will be used in one year.) You should keep in mind that each House Appropriations Subcommittee sets different limits on how much can be requested for a single project and amounts may vary from year to year.

How do you propose to use the federal funds you are requesting?

(Example: salary - \$40,000; computer purchase - \$3,000; training - \$500 TOTAL -\$43,500) Please check to ensure totals add correctly!

What is your organization's annual operating budget? What are your organization's primary sources of funding?

If you are required to obtain local matching funds, what sources have you identified?

(You should be aware that some House Appropriations Subcommittees require local matching funds, some as high as 1-to-1, meaning, for every federal dollar received, one local dollar must be raised from non-federal funds.)

Has the potential recipient received Federal funding from any agency in the past five years?

If yes, specify from which federal agency the organization has received funding.

Past appropriation requests

If the organization or proposed project has received a federal earmark appropriation in the past five years, please include: (a) the Congressional office that submitted the request, (b) the requested amount, (c) the appropriations subcommittee to which the request was submitted, (d) and, if known, the appropriations account specified in the request.

Are you requesting funds from another Congressional office for FY 2010?

If yes, what office(s)?

Make sure you can answer all of these questions before filling out the form at <http://tinyurl.com/EllisonApprops>

Please call Allison at 202-225-4755 with any questions