

**Non-Defense Appropriations Request  
Senator Jim Webb**

Fiscal Year 2009 (October 1, 2008 - September 30, 2009)  
**Deadline for Submission of Requests: February 29, 2008**

Thank you for contacting my office to express your interest in the appropriations process. I look forward to working with you on your request and once again working very closely with my colleagues in the Virginia Congressional delegation in support of projects that are important to the Commonwealth of Virginia. However, please be aware that the appropriations process is intensely competitive on a national level. Completion of this application packet does not guarantee funding.

**Please note the application deadline of February 29, 2008.** To be considered for a fiscal year 2009 appropriation, a fully completed application must be received by my office by that date. During each appropriations cycle, I work very closely with my Virginia colleagues in the House and Senate. In addition to submitting your appropriations request with my office, you should be in contact with Senator Warner and the representative who represents the district in which the funds would be spent since each office may have different requirements for appropriation requests.

If you have any questions concerning any aspect of the appropriations process, or if you would like our office to send you an appropriations application directly, please call my Washington, DC office at (202) 224-4024 and ask for my appropriations advisor, Trent Bauserman.

**Instructions - Please read carefully:**

1. Fill in each field accordingly within the space provided. All fields must be filled out before submitting the form via e-mail. Please type "NA" in fields that do not apply. Please note: you cannot save this form. We suggest that you first type the responses in a word processing program, such as Word or WordPerfect, and then cut and paste the text into the appropriate fields. That way, you will have a Word or Word Perfect copy of your submitted application for your records.
2. After completing the required form, please click on the "Submit by E-mail" button at the bottom of the form.
3. Before sending this e-mail, please include the name of the organization requesting funding and the project name in the subject line. [Ex. City of Winchester - Improvements to Interstate 81]
4. If you are using Adobe Acrobat Reader 7-after clicking the "Submit by E-mail" button, you will be presented with three options. Please choose either "Desktop E-mail Application" or "Internet Email" based on the type of e-mail application that you use. Please follow the steps that Adobe Acrobat provides to complete the e-mail. If you are using Adobe Acrobat Reader 8-after clicking the "Submit by E-mail" button, your default e-mail program will launch.
5. Send e-mail. You will receive an e-mail confirmation from our appropriations staff shortly after it is received.

**Form:**

*1. Organization making request:*

Organization's Name

Organization's Contact

Street Address

Telephone Number

E-mail Address

2. Please provide the name of the organization that would be the recipient of the funds if different from the organization making the request:

3. Contact information for Washington, D.C. representative, if any:

Contact's Name

Contact's Organization

Telephone Number

E-mail Address

4. Project name and a description:

Project Name

Project Description  
[Note: 2,500 character limit]

5. Physical location of the project (city or county, and zipcode):

6. The appropriations **bill** within which you seek federal funding for this project:

Bill

7. Within the appropriations bill, please list the **agency** or section of the bill from which you seek federal funding: (ie. Health, Education, SBA, Army Corps of Engineers, Federal Transit administration, etc...). Please limit your request to one agency or section.

8. Within the appropriations bill, please name the specific **account** within which funding is sought: (ie. Fund for the Improvement of Education, FIPSE, EDI, etc...). Please limit your request to one account.

9. Amount Requested:

FY 2009

10. How, specifically, the federal funds will be spent, if obtained: (For example, \$XX,000 for purchasing of equipment, \$XX,000 for program development, etc...). (It is paramount that the manner in which the proposed funds will be spent is in accordance with the rules set forth by the specific account named in question #8).

11. Federal funding history of the organization, including the specific amount, the fiscal year, the appropriations bill, the agency or section of the bill, and the account:

12.

(A) Indicate the proposed federal share of the project:

(B) Please indicate if there is state funding support:

(C) Indicate any local funds or other funds being used for the project:

13. For FY2009, a statement of government purpose must accompany each appropriation request. Please provide a justification for including this request in the designated appropriation bill:

14. *Other members of Congress you are working with on this request:*

15. *Can you certify that your request is in compliance with the Standing Rules of the Senate and all applicable federal laws and regulations?*

YES  NO