

**Office of Congresswoman Betsy Markey
Fiscal Year 2011
Appropriation Request Worksheet
Deadline is Feb. 26th**

Organization/Company Name:

Organization Address:

Lead Contact Information (must be in Colorado):

Email Address for Lead Contact:

Cell Phone for Lead Contact:

Additional Contact Information:

- 1. Organization's Background Information** (Are you a non-profit, government entity, etc.? What do you currently do? Who do you serve and how?)

- 2. Project Summary** (Short description which should summarize your project as much as possible, and it will be used to refer to your project. Two sentences max.)

- 3. Agency / Department** (i.e. Health and Human Services, HRSA. Please explain briefly if it is not clear, why your request is a good fit for this agency)

Defense Requests Only: All DOD requests **must** include the account (i.e. Navy, RDT&E), the specific line number, the line item title, and the name of your project. This information should be provided by the appropriate Program Manager within DOD (PM information is also required). Project names should be different from line item titles and should be unique to your request.

4. Funding Request:

Total cost of project including why this is an appropriate level of requested funding, detailed information regarding how the funds will be used, other sources of funding (government grants, local investments, charitable contributions, etc.), sources of matching funds, amount of federal funds you are currently receiving.

5. Detailed Project Description:

What does this project do? What will federal funding accomplish?

How great is the necessity for funding this project? How many people will be served if it is funded? Why is it important at the local and national level?

What are your plans for the ongoing sustainability of the project? Most successful appropriations requests are one-time infusions of funding. How do you plan to continue the project, if funded this year?

6. Members of Congress / Senators (Please list other recipients of this request)

7. Other Information (letters of support, pictures, charts, etc.)