

Rep. Tim Walberg – MI-05

FY24 Community Project Request Form

Please submit this form as a Microsoft Word document by COB Tuesday, March 21, 2023 to MI05TW_Community_Project_Funding_Requests@mail.house.gov.

If you are submitting multiple requests, please use a separate Word Document form for each request.

Requirements for your Submission

- ✓ Eligible recipients can only be government and non-profit entities.
- ✓ To be eligible, a project must reside within the fifth Congressional district of Michigan.
- ✓ Projects **MUST** have a federal nexus. To ensure a federal nexus exists for each funded project, the Committee will only fund projects that are tied to a federal authorization law.
- ✓ Memorials, museums, and commemoratives are **NOT** eligible for funding.
- ✓ You **MUST** include no less than 3 letters of support from elected officials or community leaders in your area expressing support for the project. Examples include:
 - A resolution from local government entity.
 - Letter signed by mayor, city council, township board, etc.
 - Letter signed by local community organizations.
 - Please note if you are a non-profit entity, one of these letters **MUST** come from a local government entity.
- ✓ Additionally, press articles about the project, documentation of the project being listed on community development plans or regional plans are also strongly encouraged.
- ✓ Requests with the following features may be given priority:
 - Funding from other sources such as state, local or non-government organizations.
 - The requested amount can complete the project.
- ✓ The requesting entity must answer every additional question required by the House Appropriations Subcommittee of jurisdiction. More information can be found in the [FY24 Community Project Funding Resource Guide](#). Answers to these questions should be submitted in a separate Word document.

Please fill out the following:

Requesting Entity (Legal Title):

Full Address (Please write on one line):

Requesting Entity Staff Contact Information: Name/Title/Phone/Email (*Note: This should be the person who is best able to answer or field follow-up questions regarding the project*):

Project Name:

Funding Amount Requested:

Total Cost of Project and breakdown of funding sources (Detail all local, state and/or private funds. Are these funds secured, expected, or you are still seeking?):

Description of the Project:

Project Justification (Need for the project):

Federal Nexus Statement (Example language – *The project has a Federal nexus because the funding provided is for purposes authorized by _____ [insert U.S. Code or Public Law citation]*):

Justification for why the project is an appropriate use of taxpayer funds and is a public benefit:

If you are a public entity, is the project on your Capital Improvement Program:
(Please provide documentation or explain why not)

Explanation of how the federal funds will be spent (for example, on equipment, construction, labor, etc.):

House Appropriations Subcommittee of Jurisdiction for the Request:

Federal Agency for the Request:

Account for the Request:

Cities in which the project is located and will be performed:

Are you submitting this request to another Member of Congress? If so, who?