

Office of Congresswoman Debbie Dingell (MI-12)

FY2022 Appropriations

Community Project Funding Checklist

Congresswoman Dingell is accepting requests for proposals for Community Projects across the 12th District.

Attached you will find the designated forms to request community project funding by specific subcommittee accounts. Note that each Congressional office has an extremely limited number of project requests to submit so please prioritize projects for your community and please demonstrate strong community support for each request. We will not be able to submit all of the requests we receive, and ultimately the House Committee on Appropriations will determine which projects are funded.

Please see below checklist of required materials needed for our office to consider your request for Community Project funding.

Community Project Funding Request Checklist:

- Proposal must include:
 - Community Project Title: _____
 - Primary Point of Contact Information
 - Description of Project (list of Community Project Partners, if applicable)
 - Project Total Cost
 - Description of Project Impact on Residents of the 12th District
 - Proof of Non-Profit Status, if Applicable
 - Proof of availability to use funds in totality during FY22
 - Display of Community Support

- Please include the following supporting material (*not limited to below list*):
 - Letters of support from elected or community leaders
 - Press articles highlighting the need for the requested proposal
 - Support from newspaper editorial boards
 - Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
 - Resolutions passed by city councils, commissions, boards, etc.

- Meeting with Congresswoman Dingell's Office to discuss Community Project Funding Request

- Completion of Community Project Request Form

- Packet turned into Congresswoman Dingell's Office no later than **Wednesday, March 31st**. Please submit all supporting documents to Kelly Tebay at Kelly.tebay@mail.house.gov.

If you have any questions, please contact Kelly Tebay in our office at kelly.tebay@mail.house.gov

Congresswoman Dingell Office Checklist (STAFF ONLY):

- Received Project Proposal
- Confirm if there is a Matching Requirement
- Financial Disclosure Letter Statement /Signed Member Certification
- Submitted Project Proposal Online
- Added request to website