

# OFFICE OF SENATOR CHARLES E. SCHUMER

## Fiscal Year 2010 NON-Defense Appropriations Form Instructions

\*\*Please Note: Requests for Department of Defense Appropriations may NOT be submitted using this form. To request the Defense form, please email [sarah\\_bermingham@schumer.senate.gov](mailto:sarah_bermingham@schumer.senate.gov) \*\*

### 1. ALL APPLICATIONS ARE DUE BY FRIDAY, FEBRUARY 13, 2008.

All applicants are strongly encouraged to turn their forms in as early as possible. Applications received after this date will be eligible only for "second tier" consideration and may or may not be eligible for submission (*this will depend upon deadlines imposed by the various subcommittees*). **Early submission is encouraged.**

### 2. ONLY COMPLETED FORMS WILL BE ACCEPTED.

If you need assistance, please e-mail my Appropriations Director at [Appropriations@schumer.senate.gov](mailto:Appropriations@schumer.senate.gov) by the beginning of February to allow for adequate time to complete the form.

### 3. ALL SUBMISSIONS MUST BE MADE ELECTRONICALLY.

If your organization does not have access to a computer, arrangements must be made with my Appropriations Director **BEFORE** the February 15<sup>th</sup> deadline. **We ask that you please add your information to the actual form that is attached to the e-mail. Please DO NOT print out the form, scan it and send it back via e-mail or fax.**

### 4. FILLING OUT THE FORM:

**Project Description:** Please do not give a summary of what the organization does but rather a VERY SPECIFIC account of exactly what the money will be spent for. (Capitol improvements, salaries, teacher's supplies, etc)

**Which bill does our request fit into?** There are 10 Non-Defense Appropriations bills (listed below). Please use the drop-down menu to select the bill that best fits your project. If you do not know which bill to select, please leave this question blank and my Appropriations Director will fill it in for you.

1. Agriculture, Rural Development and Related Agencies (AG)
2. Commerce, Justice, Science (CJS)
3. Financial Services and General Government (FS)
4. Energy and Water Development (E-W)
5. State and Foreign Operations (State-FO)
6. Homeland Security\* (DHS)
7. Interior and Environment (I-E)
8. Labor, Health and Human Services, and Education (LHHS)
9. Legislative Branch (LegBranch)
10. Transportation, Housing Urban Development (THUD)

**\*PLEASE NOTE:** Homeland Security was not earmarked in the Senate during the last two appropriations cycles. As we begin the FY10 cycle, we are uncertain if this practice will continue. Please take this into consideration when choosing the most appropriate bill within which to make your request.

**\*\*\*\*TIP:** If you are NOT a Health Care facility and you wish to make capital improvements, please list the TTHUD bill, EDI. \*\*\*\*

**WHAT ARE YOUR PRIORITIES?** If your Institution or Organization is submitting more than one funding request, we ask that you prioritize them. Please do not submit more than one project within one bill - multiple projects in the same bill will directly compete against one another.

**IS YOUR PROGRAM'S REQUEST IN THE PRESIDENT'S BUDGET?** Early each year, the President releases his budget for the following fiscal year. If you are requesting funding for a specific New York organization and a specific project earmark, there is a better than 99% chance that your project is NOT in the President's budget. [www.omb.gov](http://www.omb.gov) is where this budget document can be found.

**HOUSE MEMBERS MAKING YOUR REQUEST:** Please be as specific as possible. If you have not yet contacted your House Member, please do so. A request with House and Senate support is TWICE as likely to receive funding as a request with support from only the House or the Senate.

**PROJECT'S TOTAL COST:** How much does your ENTIRE project cost, not how much are you requesting from the Federal Government.

**OTHER SOURCES OF FUNDING:** You increase your organization's chances of funding if you can show that your project has local, state and private monetary support. Any state or local government dollars, coupled with any private fundraising dollars will show that your organization has local presence. Please list all anticipated sources of funding followed by any funding that you have already received.

**\*\*\*\*TIP: AS YOU COME ACROSS ADDITIONAL FUNDING, PLEASE CONTACT MY APPROPRIATIONS DIRECTOR TO UPDATE YOUR REQUEST.**

## 5. COMPLETED APPLICATIONS

Please fill out your form via the e-mail attachment provided. Please save your document with the file name the same as your organization's name. If you encounter any problems returning the form electronically, please e-mail: [APPROPRIATIONS@SCHUMER.SENATE.GOV](mailto:APPROPRIATIONS@SCHUMER.SENATE.GOV).

If you do not have e-mail access, please call the Appropriations Director at (202) 224-6542 and ask for possible alternatives. If you have MULTIPLE APPLICATIONS, please send each one SEPARATELY as they are filed according to bill.

**\*\*\*\*DUE TO THE CONTINUED SCRUTINY OF MAIL TO SENATOR'S OFFICES IN WASHINGTON, DC, REGULAR MAIL IS STILL EXTREMELY SLOW. PLEASE DO NOT ATTEMPT TO SUBMIT YOUR APPLICATION(S) BY MAIL – WE CANNOT GUARANTEE IT WILL BE RECEIVED AND SUBMITTED.**

Thank you for your cooperation and patience through this process. Please do not hesitate to e-mail or call with any questions.

**Contact information:**

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