

United States Senate

WASHINGTON, DC 20510

January, 2009

Dear New York Organization/Institution:

It is my pleasure to present you with the Appropriations Request Form and Instructions for Fiscal Year 2010 (FY10). Please note that we are no longer using a paper form. You simply need to click on the attachment provided in the email, fill out the form in its entirety and return it electronically. Only electronic submissions will be accepted unless prior arrangements have been made between your institution and my Appropriations Director, Erin Sager Vaughn. We must receive the completed form **on or before February 13, 2009**. I ask that you not wait until the last minute so that any corrections that need to be made or any questions that need to be answered can be.

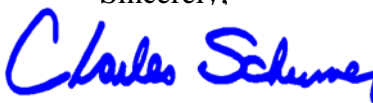
While funding projects thru the appropriations process is an option, I also **strongly encourage** you to consider pursuing and applying for federal grants. Information on federal grants that are administered thru the various government agencies is available in the Catalog of Federal Domestic Assistance. The website address for the Catalog of Federal Domestic Assistance is <http://www.cfda.gov>. If you are interested in obtaining grant funding for a library or museum, please visit <http://www.ims.gov>.

When searching thru the Catalog of Federal Domestic Assistance website, please take your time and try to use terms that apply to your organization, yet are as broad as possible. If you find a grant that you wish to apply for, you may contact my Grants Director, Elizabeth Bailey, at elizabeth_bailey@schumer.senate.gov. Please include in the subject line the heading re: grants. Elizabeth will be able to assist you and answer any grant related questions you may have.

If you have any questions about your project request or the appropriations process, please do not hesitate to contact Erin Vaughn at appropriations@schumer.senate.gov and keep in mind the February 13th deadline.

Thank you for your interest and for working to improve the quality of programs and institutions in New York. Together we can keep New York at the forefront of cultural, educational and economic excellence.

Sincerely,



Charles E. Schumer
United States Senator