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# SAMPLE LETTER TO NOTIFY STAKEHOLDERS



HOUSE OF REPRESENTATIVES  
WASHINGTON, D.C. 20515

Re: Community Project Funding Program

Dear **[Contact]**:

This year, Members of Congress again have an opportunity to submit a limited number of projects for funding consideration. The new "Community Project Funding program differs from "earmarks" of the past in a few ways:

- » Only government entities or nonprofit organizations are eligible for funding
- » All request must be made public
- » Representatives must attest that neither they nor immediate family members have financial interest in the project
- » Representatives are limited to 10 total requests in a limited number of accounts
- » A sample of funding awards will be audited after awarding by the Government Accountability Office

Projects in several program areas are eligible for funding, such as:

- » Rural Community Facility grants
- » COPS Technology and Equipment
- » SBA Small Business Initiatives
- » DOL Training and Employment Services
- » SAMHSA Health Surveillance and Program Support
- » Department of Education—Innovation and Improvement
- » HUD Economic Development Initiative (EDI)

I encourage you to review the eligible federal agency programs to determine if any current or planned projects would be appropriate for a funding request. If a suitable project is identified, please submit it for initial staff review by **[DATE]** using this form. If the project is selected, my staff will contact you for the additional information required for a request to be submitted.

The Appropriations Committee has assured Members that projects will be reviewed on their merits, including statements explaining the project's value to taxpayers and evidence of community support. Please note, there is no guarantee that requested projects will be awarded. However, if there is an opportunity to get additional support for the important work happening in our community, I welcome your input.

Sincerely,

**[Member of Congress]**