

FY 2011 Appropriations Request Form

**Please submit forms via email to hfulford@usouthal.edu with
copy to rlea@usouthal.edu**

The following instructions are required by Congress:

- ❖ When returning the document electronically please change and save the name of the document to reflect the name of the project.
- ❖ Include the name of the project in the subject line of the email.
- ❖ Each request should be saved as its own WORD document. Please DO NOT convert form into a PDF document.
- ❖ It is imperative that you answer all of the questions with accuracy so your request may receive full consideration.

1) Contact Information

- **Name:**
- **Address:**
- **Phone Number:**
- **Email Address:**

Secondary Contact:

- **Name:**
- **Address:**
- **Phone Number:**
- **Email Address:**

2) Project Name:

3) Project Requestor:

- **Location – city and county**

4) Requested Amount:

5) Is it requested in President's Budget Submission:

6) Account:

7) Authorization:

8) Item Description:

- Please state the goal of the item:
- Why is it necessary?
- Why are you requesting this item?
- Generally state how this item will be carried out:
- What is the expected duration of this activity?
- How will we measure success, failures, and completion of this activity?
- Why is it a valuable use of taxpayer funds?

9) Limited Summary (purpose of request in 250 characters or less – including spaces):

10) Federal Mission:

11) Matching Funds:

12) Competitive Funds:

13) Project History:

14) Does this project benefit low to moderate income individuals:

15) Priority: