

**LABOR, HHS, EDUCATION AND RELATED AGENCIES SUBCOMMITTEE
FY05 PROJECT QUESTIONNAIRE SHEET**

Due to the large number of requests received by the Subcommittee, please assemble your request letter as follows:

- **If the answers to a project questionnaire exceed one page please staple the pages together.**
- **Please provide (3) copies of each completed project questionnaire.**
- **Please clip this set of three copies together.**
- **If you are requesting funding for multiple projects, please collate questionnaires – e.g. three copies of the questionnaire for your project #1 clipped together, followed by three copies of the questionnaire for project #2 clipped together, etc.**

1. Name of Member of Congress.
2. Congressional Staff contact, phone number, and email address.
3. Priority ranking: Due to the funding constraints, please assign a priority number to each project for which you are requesting funding.
4. Name and address of the project grant recipient, and name, telephone number (and e-mail address, if available) of a contact person at the recipient organization. If the potential recipient is a school, please provide the name and location of the school district in which the school is located. Also, if the project is to be carried out in a location that is different from the grantee address, please provide that city and State.
5. Provide a brief description of the activity or project for which funding is requested. **The only construction funding available is for health-related activities.** If the request is for health-related construction, please identify the activity(s) that will be carried out in the health facility.
6. Funding details:
 - a. Total project cost (i.e., including all funding sources and all years):
 - b. Amount you are requesting for this project in fiscal year 2005 (your FY 2005 request should not exceed the amount that will be used in one year):
 - c. **Break down/budget** of the amount you are requesting for this project in fiscal year 2005. (For example, salary \$40,000; computer \$3,000 etc.)
 - d. What other funding sources are contributing to this project? What amount does each of these funding sources contribute?
 - e. Has the potential recipient received funding for this project from any Federal agency currently or in the past five years? If yes, include information on the amount of funds, the years received, and the name of the Federal agency and program providing the funding.
7. Describe the organization's main activities, and whether it is a public, private non-profit, or private for-profit entity.
8. What is the national significance of the project, and what specific federal responsibility does the funding of this project or activity further? For example, what measurable improvements in health status, educational achievement, or similar outcomes will result from this project?