

Appropriations Cheat Sheet



GRASSROOTS ADVOCATES

Every year, the federal government decides how to spend trillions of dollars across agencies and programs. This process, known as federal appropriations, is at the heart of how the government functions. It determines everything from medical research funding and public health grants to defense spending and disaster relief.

How to Submit an Appropriations Request:

Identify Congressional Offices

- Use the resources below to identify U.S. Representative(s) for impacted districts and both U.S. Senators from the state
- **Tip: Members want to hear from constituents; reach out to your elected officials!**

Locate the Form

Most Member's websites will have a form for constituents to fill out; search for "Appropriations Requests".

Determine the Type of Request

- Programmatic requests related to funding for existing federal programs.
- Community Project Funding (CPF)/earmarks requests are related to specific, grant-eligible, localized projects (for nonprofits/local gov only)
- **Tip: Not all forms are the same - some may request more or less information.**

Prepare Details

- 1. Write a justification for the appropriations request, detailing purpose and state/district impact (typically up to 4,000 characters). Also include the agency/department name and what subcommittee has jurisdiction over this issue/policy.**
 - a. For example, if you're requesting funding for a program at SAMHSA, the appropriate subcommittee is the Labor, Health and Human Services and Education (LHHS) subcommittee, which oversees all HHS programs—more information about [House](#) and [Senate](#) subcommittees.
- 2. Determine the appropriations request, such as additional funding at a specific desired level (e.g., \$1 million more funding), increasing general funding, or maintaining level funding. Offices must rank their top 10 requests; the most compelling offer the greatest impact to their constituents.**
- 3. Resources:**
 - a. Visit Rep. Case's site for details about what related committees and agencies your programmatic request may fall under.
 - i. <https://case.house.gov/services/appropriations-requests.htm>
 - b. Visit Rep. Underwood's site for a comprehensive guide to the appropriations process
 - i. <https://underwood.house.gov/services/appropriations>

Review Deadlines

Deadlines vary by offices but typically occur in early spring (most likely March).

How to Identify Your Congressional Members and Find Their Contact Information:



U.S. Representative

1. Visit the official House of Representatives website – [house.gov](https://www.house.gov)
2. Select "Find Your Representative"
3. Enter your ZIP code
 - a. If your ZIP code spans multiple districts, you may be asked for your full address
4. You will be directed to your U.S. Representative's official website

U.S. Senate

1. Visit the official Senate website – [senate.gov](https://www.senate.gov)
2. Select "Senators" and then choose your state from the dropdown menu
3. You will be directed to your Senators official websites

Example Appropriations Request Forms:

ABOUT CONTACT MEDIA SERVICES SHARE YOUR STORY STUDENTS MATERNAL HEALTH

Home / Services

Appropriations Requests

Applications for FY27 are now being accepted until Friday, March 6.

You may submit programmatic and language appropriations requests [here](#). This form is **NOT** for Community Project Funding. You can find more information about Community Project Funding [here](#). Please contact our office should you have any additional questions or concerns.

Rep. Underwood's office has developed a [Virtual Workshop on the Appropriations Process](#) to provide an overview of the process and assist community members in submitting their appropriations requests. For additional information on submitting requests, please see the Frequently Asked Questions below. If you have any further questions, please feel free to call our Washington, D.C. office at (202) 225-2976 and ask to speak to our legislative staff about your appropriations request.

SERVICES

- Behavioral Health Resources
- Casework Success Stories
- Community Project Funding
- Request Inauguration Tickets
- Appropriations Request**
- Commendations and Greetings

Relevant Appropriations Bill: *

- I'm not sure.
- Agriculture, Rural Development, Food and Drug Administration, and Related Agencies
- Commerce, Justice, Science, and Related Agencies
- Defense
- Energy and Water Development, and Related Agencies
- Financial Services and General Government
- Homeland Security
- Interior, Environment, and Related Agencies
- Labor, Health and Human Services, Education, and Related Agencies
- Legislative Branch
- Military Construction, Veterans Affairs, and Related Agencies
- National Security, Department of State, and Related Programs (formerly State, Foreign Operations, and Related Programs)
- Transportation, Housing and Urban Development, and Related Agencies

Bill Language Request

Text of proposed language request: *

Your answer

Please provide a brief description of your request and relevant program(s), their importance to the district, and justification for federal support: *

Your answer

OPTIONAL - Please feel free to provide any additional information you think will assist in our evaluation of your request:

Your answer

Agency: *

Your answer

Account:

Your answer

Program: *

Your answer

Type of Request

Type of Appropriations Request:

- Funding
- Report Language
- Bill Language

Report Language Request

Text of proposed language request: *

Your answer

Please provide a brief description of your request and relevant program(s), their importance to the district, and justification for federal support: *

Your answer

OPTIONAL - Please feel free to provide any additional information you think will assist in our evaluation of your request:

Your answer