

## FY25 Appropriations - Programmatic Requests Job Aid

The Job Aid is a guide on filling out the Appropriations Request Application Form in OAM. Please email [Appropriations@casey.senate.gov](mailto:Appropriations@casey.senate.gov) with any questions.

### Background Information

1. Are you an entity based in Pennsylvania? *Select “Yes” if your organization is headquartered in Pennsylvania.*
2. Name of Requesting Organization: *Please write the full legal name of your organization.*
3. Street Address: *Please write the legal street address.*
4. City: *Please write the legal city for your organization.*
5. State: *Please write the legal state for your organization.*
6. Zip Code: *Please write the legal zip code for your organization.*
7. Organization County (PA): *Please select the Pennsylvania county your organization is primarily based in, if applicable. Select “Statewide” if your organization is not concentrated in one region of Pennsylvania, and “Not in PA” if your organization has no Pennsylvania presence.*
8. Organization Contact | Name: *Please provide the name of the point person at the requesting organization.*
9. Organization Contact | Email: *Please provide the email of the point person at the requesting organization.*
10. Organization Contact | Number: *Please provide the phone number of the point person at the requesting organization.*
11. Organization Contact | Extension (Optional): *Please provide the extension for the organization contact’s number if applicable.*
12. Organization Contact | Title: *Please provide the title of the point person at the requesting organization.*
13. Organization Website: *Please provide a link to the applying organization’s website, if possible.*
14. Organization Designation: *Is the requesting organization a 501c3 non-profit, non-profit that is not a 501c3, for-profit, state government, or local government entity? Select the legal designation.*
15. Non-Profit EIN: *If your organization is a non-profit, please provide the organization's Employer Identification Number.*
16. Is this request being submitted by a lobbyist? *If the application is being submitted by a lobbyist, please fill out the drop-down questions on contact information for the lobbying firm and lobbyist the organization is working with during the FY24 appropriations process.*
17. Is the requesting organization submitting multiple requests to Senator Casey’s office?
  - a. Priority Ranking: *Please indicate the numeric priority of this request if you are making multiple requests, (e.g. Enter “1” to indicate that this is your first priority, etc.)*
18. Previous Appropriations Requests: *Has the requesting organization previously submitted appropriations requests to Senator Casey?*
  - a. Please describe your previous appropriations requests. *Provide a brief, 2-3 sentence summary of your previous appropriations requests.*

### Request Detail

1. Under which appropriations bill does this request fall? *Select the appropriate subcommittee for this programmatic request. Please reach out to Casey Office staff via email if you are unsure. Also, please note that projects marked “Unknown” will be reviewed last.*
2. Program Name: *Provide the name of the federal program for which you are requesting funding.*
3. Are you recommending a specific funding amount for FY25?
  - a. FY25 Funding Request: *Please include the whole amount your organization is requesting for FY25 without decimals or abbreviations.*
4. If you are not requesting a specific dollar amount, what are you requesting? *If you are seeking robust funding or something similar that lacks a numeric value, please indicate that in this response.*
5. Did this program or project receive funding from the federal government in FY24?
  - a. FY24 Funding Level: *Please include the whole amount received during the FY24 appropriations process. Write N/A if it does not apply.*
6. What is the funding level of the program in the President’s Budget? *Please include the whole funding level of the program included in the President’s Budget, if it is available. Please write N/A if not included in the budget and ‘No budget available’ if the request is submitted prior to the budget being released.*
7. By what amount does the request exceed the amount in the President’s Budget? *Please indicate the difference between the amount requested and the amount laid out in the President’s Budget. Please write N/A if not included in the budget or if the request was submitted prior to the budget being released.*
8. Do you wish to offer suggested bill or report language?
  - a. Suggested Language: *Please copy and paste suggested language into this section.*
9. Defense-Related Funding: *If you have any questions about the defense-related questions in this form, please email [Zachary\\_Shaw@casey.senate.gov](mailto:Zachary_Shaw@casey.senate.gov)*

## **Request Justification**

1. Please summarize your justification in two to three brief sentences.
2. Further context and Pennsylvania impact: *Please provide any further context on the request and describe how this funding will impact Pennsylvanians and/or the Nation. For example, please indicate how this program funding will mitigate existing levels of geographic, racial, or socioeconomic inequalities in Pennsylvania, or how the program funding will mitigate the effects of climate change, or how the program of funding will contribute to the well-being and development of Pennsylvania's children. Please indicate what support this program has at the state or local level, as relevant, and why other federal and non-federal sources of funding are insufficient.*
3. Have you submitted this project to Senator Fetterman? *Please select “Yes” if you have or plan to submit this same funding request to Senator Fetterman. It is **highly recommended** that you submit the request to both offices.*
4. Have you submitted this request to another member of the Pennsylvania Congressional Delegation? *Please select the relevant members of the Pennsylvania Congressional Delegation that have also received this request from your organization.*
5. Has this request been submitted to Members of Congress in other states?
  - a. Please list the other Members of Congress: *Please list the other Members of Congress with the relevant states and districts included. Example: “Congressman Donald Norcross (D-NJ-01).”*

## Guidance

1. I attest that I understand my project to be programmatic funding rather than a community project funding request. *Please certify that you understand that you are applying for general funding requests for national and multi-state programs and/or for bill and report language regarding actions of an Agency or Department. If you are seeking to submit a community project request, please use the Community Project Application Form.*
2. I attest that I have read this guidance and that, to the best of my knowledge, my programmatic request aligns with guidance: *Please do a final review of the guidance document linked within the question and confirm your organization's request adheres to the appropriate guideline.*