
FILLING OUT APPROPRIATIONS REQUEST FORMS

After meetings with Congressional staffers, and occasionally before them, you might receive a request to fill out an appropriations request form. These forms ask you to formalize in writing the funding requests you have shared with the office. The forms can be complicated and often raise questions for our advocates. Below, we offer some tips and tricks:

TIPS AND TRICKS FOR FILLING OUT APPROPRIATIONS FORMS:

- These forms are most effective when submitted by constituents; therefore, it is important to use your personal contact information to fill out the name, organization, email, etc. fields.
- Avoid abbreviations. It is important to write out the full name of the agency so that the form is fully processed.
- Refer to our Policy Priorities Booklet to find both our current appropriations ask and the funding level for previous fiscal years.
- Focus only on requests for programmatic funding and leave questions about bill language blank.
- Ignore any questions related to defense funding as these do not apply to our requests.
- Use the guidelines below to fill out the program title/area and federal agency sections.
 - If you are filling out a form for the National Endowment for the Humanities, the program title/area section and the federal agency section should both say National Endowment for the Humanities.
 - If you are filling out a form for the National Archives and Records Administration as a whole, the program title/area section and the federal agency section should both say National Archives and Records Administration.
 - If you would like to fill out an appropriations request form specifically for NHPRC, the program title/area should read National Historical Publications and Records Commission and the federal agency should read National Archives and Records Administration.
 - If you are filling out a form for the Department of Education's international education programs, Title VI and Fulbright-Hays, you will need to fill out one form for each program.
 - To fill out a form for Title VI, the program title/area section should say Title VI and the federal agency section should say Department of Education.
 - To fill out a form for Fulbright-Hays, the program title/area section should say Fulbright-Hays and the federal agency section should say Department of Education.
 - To find the specific asks for each program, refer to the Policy Priorities Booklet.
- You will often be asked which appropriations subcommittee funds the program.
 - The NEH is funded under the Interior, Environment, and Related Agencies Subcommittee.
 - NARA is funded under the Federal Services and General Government Subcommittee.
 - Title VI and Fulbright-Hays are funded under the Labor, Health and Human Services, Education, and Related Agencies Subcommittee.
- Draw on the broad arguments for increased funding found in the Policy Priorities Booklet when asked to provide a summary explanation for the funding increase.
- If asked to provide specific evidence of how the funding benefits the state/district, please use: NEHforAll.org or NEH's secure grants website to find examples for the NEH, this map of recent grantees for examples for Title VI and Fulbright-Hays, and this database of NHPRC grants for examples for the National Archives.

Should you have any questions while filling out the form, please do not hesitate to contact Alex Klein at aklein@nhalliance.org.
