

## 2022-23 Funding Request Instructions and Information

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Thank you for your interest in available grant funding through Commonwealth programs. Please read the following information carefully and complete the form on the following page. It will help us to identify programs for which your project may be eligible.

**Funding requests for 2022-23 should not be less than \$50,000, with limited exceptions.**

- All projects should be ready for action with required funds committed in addition to the amount requested on the following page. All other requirements and permits should be secured.

**Available grant programs include, but are not limited to:** community and economic development projects (such as small capital projects, equipment purchases, or neighborhood/business improvements); blight remediation and flood control projects; emergency response; arts and cultural programming; school district supplemental assistance; after-school or extracurricular programming with an underlying educational purpose; cultural organizations providing educational programs and outreach; library services; job training and apprenticeship activities; health and wellness programming; and health and human services supports.

**One-time funding** - Given the uncertain nature of grant program funding being available in the next or future fiscal years, requests are urged to address one-time funding needs.

- Scholarships or other assistance paid directly to a private citizen are not allowable costs.
- In most cases, Commonwealth grants cannot be used as a local match for other Commonwealth funding programs.

**This form will be used to identify applicable grant programs.** If none are identified at time of submission, this form will be kept on file for one year should a future program become available.

**If a grant program is identified, the request will be submitted to the applicable agency.** The agency will contact the potential grantee with a formal application and instructions. Initial contact is usually made via email within four to six weeks. The applicant should work directly with the agency and direct all questions to the agency contact person.

**Grant processing may take several months.** Failure to carefully follow agency instructions will result in additional delays. All questions should be directed to your agency contact person.

**Bidding** - If the applicant is a political subdivision or other entity for which open and competitive bidding procedures have been established by law, it shall comply with those bidding procedures for grant funding awarded. If not, the applicant shall comply with open and competitive bidding procedures in awarding any contracts in excess of \$10,000 for construction, reconstruction, demolition, alteration and/or repair, for acquisition of machinery and equipment, or for engagement of the services of a professional consultant, when such contracts are funded at least 50% with funds made available under this grant funding. Usually, this requires the grantee to obtain a minimum of three arms-length bids from contractors who are capable of performing the services requested. "Arm's length" means the parties are unrelated, each party is acting in his or her own self-interest, and the transaction is based on a fair market value determination. You should discuss your obligations under this requirement directly with the agency awarding your grant.

**Prevailing Wage** - The Pennsylvania Prevailing Wage Act (43 P.S. § 165-1 et seq.; 34 Pa. Code §9.101 et seq.) may be applicable to a project funded under this program. Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, build-out and installation of machinery and equipment in excess of \$25,000.

**Contract audit/closeout requirements** – Grants in excess of \$100,000 require final audits in most cases. Grants less than \$100,000 may have closeout requirements, as determined by the agency.

2022-23 Funding Request Form - House Democratic Caucus

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Entity Name: \_\_\_\_\_

Entity Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone Number(s): \_\_\_\_\_

Contact Person Email Address(es): \_\_\_\_\_

Do you have a 501c3 designation? YES or NO

Brief description/mission statement of the applying entity (not necessary for government entity):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Grant Amount: \$ \_\_\_\_\_

Summary of the Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed budget to be covered by the grant award:

DESCRIPTION	AMOUNT
<b>TOTAL</b>	

Additional information may be attached.

**Return this form to your House Democratic State Representative.**

**This document is not an application for Commonwealth programs. It is meant for internal use only to assess eligibility. Funds are not guaranteed.**