



Applying for Congressionally Directed Spending

Background

What are Congressionally Directed Spending/Community Project Funding Requests?

The federal appropriations process is well underway—and your trail or active transportation project may be considered for funding in the Fiscal Year 2024 budget.

Members of Congress can designate funds for specific projects in their states and districts for *Congressionally Directed Spending* (also known as *Community Funded Project* or *Congressional Earmarks*).

Fortunately, members of Congress are increasingly inclined to direct such funds to trail and active transportation projects.

To help partners like you navigate this process—and maximize your chances of securing this type funding—Rails-to-Trails Conservancy has developed instructions to help you submit your project to members of Congress.

Instructions

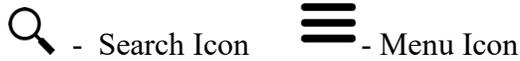
How to Access Fiscal Year 2024 Congressionally Directed and Community Project Funding Requests:

Video Accompaniment: This video serves as an example for the instructions below:

[How to access Fiscal Year \(FY\) 2024 Congressionally Directed and Community Project Funding Requests.mp4](#)

1. Visit your elected members' public website.
 - a. [Find Your \[Congress\] Members \(senators and representative\)](#)
 - b. Once you have inputted your address and have been brought to a page with your elected members (*2 senators and 1 representative*), then click on their names, which are hyperlinked to their personal website, and continue to step 2

2. Find the website search option. This may be in different locations depending on the format of each website; however, the search option is most often illustrated through a magnifying glass icon.
 - a. This icon is frequently found near the website’s menu options. Menu options are either a part of the website header or can be found by clicking on the menu icon illustrated by three horizontal bars stacked on top of each other. (*Menu options include tabs titled “About,” “Issues,” “Services” and “Contact.”*)



3. Once you’ve found and opened the website’s search option, type and search keywords such as:
 - a. Congressionally Directed Spending
 - b. Community Project Funding
4. Search results should lead you to a separate page of the website that are specifically for FY 2024 Requests.
5. Follow instructions on the member’s website to complete your request, and be sure to identify the applications deadline.
 - a. **Ensure that you are ...**
 - i. Submitting a CDS or CDF Request. If there is only a single form provided titled “Appropriations Request,” be sure to check the option within the form that specifies your request is for the correct purposes.
 - ii. Submitting a request for FY 2024
6. If the above process was ineffective in finding and submitting your request, call/email your elected members office and ask a staff member to directly email you their office’s programmatic application or direct you to where to find their application portal.
 - a. Contact information for each senator and representative can be found here:
 - i. [U.S. House of Representatives](#) Directory
 - ii. [U.S. Senate](#) Directory (All telephone numbers are preceded by 202-22.)