



Congressional Earmarks Guide

October 2024

NOTE: The following guidance is *specific to the 118th Congress and is subject to change in January 2025*. While most procedural aspects of the earmark process will remain unchanged next year, eligible accounts and procedural requirements can change. Updated guidance will be promulgated by the House and Senate Appropriations committees in early 2025.

Earmarks

Congressional earmarks are provisions included in the federal appropriations bills that direct small grants to programs and projects in congressional districts. One of the distinguishing features of earmarks are that they are requested for a specific location, rather than for a federal program administered across the U.S.

- In the Senate these are referred to as Congressionally Directed Spending
- In the House these are referred to as Community Project Funding
- Sample Earmark Request Form - [Rep. Kaptur \(D-OH\) Earmark Submission](#)
- Additional Helpful Resources
 - [Senate Appropriations Committee Website](#)
 - Congressionally Directed Spending information can be found under the “About the Committee” section of the website
 - [House Appropriations Committee Website](#)
 - Community Funding Project information can be found under the “Committee Activity” section of the website

Timeline for FY 2026

While the appropriations process varies every year, below is a general timeline requestors may follow:

- **October** – December 2024:
 - Develop a project idea.
 - Begin outreach for community support (continue through next year).
- **January – March 2025:**
 - Begin Congressional outreach to introduce request.
 - Draft and submit earmark request.
 - Each congressional office will have a different deadline for earmark request submissions, but these deadlines are typically in March and April.
- **March – September 2025:**
 - Members of Congress will review and submit requests to the Appropriations Committee.
 - Each Subcommittee will review requests and determine which to include in the Subcommittee’s appropriations bill.
 - The final appropriations bill will have to pass both the Senate and the House of Representatives and be signed by the president.



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What You'll Need to Prepare

- **Community Support** - Only projects with demonstrated community support will be considered. Members will be required to present to the committee evidence of community support that were compelling factors in their decision to submit the request. Examples of these include, but are not limited to:
 - Letters of support from elected community leaders (e.g. mayors or other officials);
 - Press articles highlighting the need for the requested Community Project Funding;
 - Support from newspaper editorial boards;
 - Projects listed on State intended use plans, community development plans, or other publicly available planning documents; or
 - Resolutions passed by city councils or boards.
- **Budget** – You will need a budget summary explaining in detail how the requested funds will be used as well as a budget breakdown for the project in budget lines/items.
- **Financial Disclosure Statement** - The Committee continues the requirement that Members certify that neither they nor their immediate family has a financial interest in the requested project.
- **Member Requirement to Post All Requests and Certifications Online** - For transparency, Members are required to post funding requests and associated certifications of no financial interest on their websites. The information posted will include all of the relevant logistical information required.