



## OFFICE OF SENATOR PAT TOOMEY Grants Research - Privacy Release Form

The Privacy Act of 1974 is a federal law designed to protect you from unauthorized use and exchange of personal information by federal agencies. Any information that a federal agency has on file regarding your dealings with the United States Government may not, with a few exceptions, be given to another agency or to a Senator or Member of Congress without your written permission.

**IN ORDER FOR OUR OFFICE TO PROVIDE ASSISTANCE, YOU MUST FIRST COMPLETE AND RETURN THIS FORM.**

Dear Senator Toomey:

I hereby authorize you and your staff to request any information from any federal agency or department in reference to my inquiry. This authorization includes written correspondence, telephonic or any other means of communication. The federal agency or department is authorized to furnish you copies of any documents, correspondence or information relative to my inquiry.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: PA Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please provide your social security number and any other agency provided numbers that will help us with our inquiry (i.e Alien Registration #, ICE Receipt #, Veterans ID & Branch, DOB)**

EIN Number (if applicable): \_\_\_\_\_

Other Numbers (please specify): \_\_\_\_\_

Which federal agency do you hope will fund the project? \_\_\_\_\_

**Briefly explain the type of funding you seek below, as well as what you hope to do with the funds. Attach copies of any relevant documents.**

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return To: Senator Pat Toomey**

**Attn: Steve Meredith  
Grants Coordinator  
310 Grant Street  
Suite 1440  
Pittsburgh PA 15219**

**Phone: 412-803-3501  
Fax: 412-803-3504**

\*Upon receipt – please allow three to four weeks processing time\*

**Project Narrative (see example on page three):**

**Working Budget, or what you plan to do with the funds, if awarded (see example on page three):**

**Example Project Narrative:**

Located in downtown Summersville County, Clare's Hometown Bakery's (CHB) cookies will draw you in with their kitchen smells that offer sweet memories of your childhood with every bite. (b) Since operations began in June 2008, CHB has added four full time employees, and plans to add two more with their expansion project. (c) CHB is looking to renovate their Kitchen to make way for future bakery expansions. (d) CHB also intends to reach out to local non-profit after school programs to help provide future generations with hands on baking activities to promote the baking profession!

**Example Project Budget:**

\$3,000 – 30" Freestanding Stove (used as a third operational stove, energy efficient)  
\$800 – Kitchen Counter Table (doubles as to go prepping table and current baking prep)  
\$400 – Small Counter Top (dual purpose for storage and future mentorship baking table)  
\$5,574 – Build Out (see construction proposal breakout), etc.

**\$9,774 TOTAL**