

**Society of American Archivists
Council Meeting
July 24, 2017
Oregon Convention Center
Portland, Oregon**

**Component Group Funding Requests
(Submitted by Cheryl Stadel-Bevans, Amy Cooper-Cary,
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BACKGROUND

At the May 2017 Council meeting, a subgroup of Council was tasked to develop procedures and forms for submitting and evaluating component group funding requests. This followed from a discussion at the Council meeting which revealed the need for clear guidelines for both the preparation of funding proposals by Sections as well as for guidelines for the Council in evaluating such requests.

DISCUSSION

Prior to the May 2017 Council meeting, the Finance Committee was asked to evaluate three funding requests from component groups. In two of the proposals, funds were being requested to support the travel and registration fees of SAA members.

SAA may choose to waive the annual meeting registration fee of non-archivists and international archivists, if requested, but generally does not waive the fee for American archivists. The Finance Committee cited this practice in recommending against the funding of the two travel proposals.

The Council determined that this was not a sufficient reason to reject a proposal outright and requested that this task force provide better guidelines for evaluating future proposals.

The Task Force reviewed Section 9 of the Governance Manual (Appendix A), the Funding Request Form (Appendix B), and the minutes from the May Council meeting (<https://www2.archivists.org/groups/saa-council/may-16-17-2017-council-meeting-minutes>) and then developed a list of questions. From there, the Task Force drafted Evaluation Criteria and revised the Funding Request Form. These criteria are meant to assist the Council not only in determining which projects are strong but also to help prioritize the projects in years in which available funding may be very limited.

RECOMMENDATIONS

1. That the funding request form be revised. (Suggested changes in Appendix B.)
2. That evaluation criteria for funding requests be adopted. (Proposed criteria in Appendix C.)
3. That the Governance Manual be revised in accordance with its regular yearly review to provide language for funding requests, explaining SAA's purpose in providing the funding, and listing types of projects that have been funded in the past.

Appendix A: Funding for Section Activities

From <https://www2.archivists.org/governance/handbook/section9> (Part I)

1. Sections will receive priority support from the Society's budget for special projects approved in advance by the Council.
2. SAA's fiscal year extends from July 1 to June 30. Budget requests from sections will be submitted to the executive director via the SAA Component Group Funding Request Form no later than March 1.
3. Funds allocated to a section during one fiscal year are not carried over to the next fiscal year. If an allocation must be deferred to the next year, the section must formally request funding for that year via a new SAA Component Group Funding Request Form.
4. A section must receive authorization from the Council to spend any monies or commit any monies to be spent. Although exceptions can be made, the Council expects to appropriate monies for section activities through the regular budget process.
5. If a section wishes to seek resources (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the section's Council liaison with sufficient time for consideration by the Executive Committee, which will respond within 30 days.

Appendix B: Revised Funding Request Form
[Add: underlined; Remove: ~~strikethrough~~]

Society of American Archivists
Component Group Funding Request
Fiscal Year 2018
(July 1, 2017 – June 30, 2018)

Deadline: March 1, 2017

[Appointed Group Name]: Funding to Support [Project/Program]

Prepared by: [TK, TK, and TK]

Submitted: [Date]

The [component group] requests that funding be included in SAA's FY 2018 budget to support [project/program name].

BACKGROUND [Should not exceed 3 paragraphs.]

Describe origin of project or program for which you are seeking funding from SAA.

- Is the request in response to a charge from Council?
- How does it address a priority from the SAA Strategic Plan?
- How does it further the purpose of SAA?
- What makes this project relevant to your Section or to the profession at this time?
- Please indicate the time period during which the activity is expected to take place if funded, and continuing programs or projects that will imply future funding needs.

▪ ~~[Ex: Is it in response to a charge from the Council or another group?]~~

▪ ~~[Ex: Is it being proposed in response to SAA's Strategic Plan?]~~

DISCUSSION [Should not exceed 2 pages.]

Describe the project or program more fully, providing a balanced discussion of the benefits to the profession or SAA resulting from the project or program. Be sure to indicate clearly the outcomes or products you expect from the activity.

- How is this project significant to the component group(s)? How is this project significant to SAA overall? Who is the audience for this project?
- Does the project foster collaboration between SAA component groups? Does it foster collaboration with groups outside of SAA?

- What is special about this project? How is it innovative?
- What or who will this project fund? Is it to bring in a consultant or outside speaker? Is it in support of a task force?
- What are the expected outcomes? How will the outcomes benefit SAA? How do the outcomes support work that is fundamental to the archives profession?

Budget

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible. Provide background for your analysis and any alternatives that were considered. Are there other ways to accomplish this project that would reduce the budget?

FUNDING REQUEST

The [component group] requests that funding in the amount of [\$TK] be included in SAA's FY 2018 budget to support [project/program name].

Support Statement: The support statement provides a very brief rationale for or summary of the recommendation. The naïve reader should be able to glean much of the intent of the request by reading the support statement, without having to read the background and discussion.

Relation to SAA Strategic Plan: Describe how the proposed project or program addresses one or more of SAA's strategic goals. Or indicate that it does not.

Fiscal Impact: Restate the total dollar amount being requested. If staff or volunteer time will be required, please address that impact here as well.

- [Ex: "The total direct expenses for hiring a consultant to assist with development of X will be approximately \$2,000."]
- [Ex: "The estimated staff time associated with this project/program is 1 staff member @ 20 hours plus 1 staff member @ 40 hours."]

Appendix C: Component Group Funding Request Evaluation Guidelines

The following questions are provided to the Council [and add Finance Committee?] as guidelines in evaluating funding requests.

1. What is the origin of the project? Is the funding request in response to a directive from the SAA Council or from another SAA group? How does it address a priority from the Strategic Plan? Does it further the purpose of SAA?
2. What makes the project relevant at this time?
3. How is this project significant to the component group(s)? How is this project significant to SAA overall? Who is the audience for this project?
4. Does this project foster collaboration between SAA component groups? Does it foster collaboration with groups outside of SAA?
5. How is the project special / innovative?
6. What or who will this project fund? Is it to bring in a consultant or outside speaker? Is it in support of a task force?
7. What are the expected outcomes? How will the outcomes benefit SAA? How do the outcomes support work that is fundamental to the archives profession?
8. Is the project plan sound? Are there ways to improve the project? Are there ways to broaden the outcomes or reach of the project?
9. Is the budget reasonable? How does it compare to budgets for similar projects? Is it important to fund the project in this budget cycle?
10. Does SAA have the funds to support this project in the current budget cycle? What are the implications for funding/not funding?
11. Would this project be better funded by the Foundation or by SAA applying for outside funds?
12. Are there other/better ways to accomplish this project that would reduce the budget?
13. What recommendations do we have for this proposal if the Council funds it? What recommendations do we have for this proposal if the Council doesn't fund it?