

**Society of American Archivists
Council Meeting
July 29, 2017
Oregon Convention Center
Portland, Oregon**

**Revised Component Funding Request Form
(Prepared by Cheryl Stadel-Bevans and Amy Cooper Cary)**

Per discussion at the July 24 Council meeting here in Portland, the following further revisions to the Component Funding Request Form are as follows:

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? [Please note that Council is reluctant to fund requests for registration or other expenses for archivists who are located in North America.]
- 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."]