**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.

* [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?]

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.

**DISCUSSION [Should not exceed 1 to 2 pages.]**

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

**Budget**

Within the Discussion section, provide an estimated budget for the project or program, including as much detail as possible.

**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.”]