**Society of American Archivists**

**Mid-Cycle Funding Request**

**Fiscal Year 2021**

**(July 1, 2020 – June 30, 2021)**

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

**Prepared by: [TK, TK, and TK]**

**Submitted: [Date]**

The [component group] requests that funding be reallocated in SAA’s FY 2021 budget to support a mid-cycle request for [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 the 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.

**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.

* 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 the Council is reluctant to fund requests for annual meeting registration or related travel 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 reallocated in SAA’s FY 2021 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.”]