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| **Project Information** | | | |
| **Overview** | | | |
| Project name: | | |  |
| Author name: | | |  |
| Primary contact: | | |  |
| NATA Committee Chair: | | |  |
| NATA Board Liaison: | | |  |
| NATA Staff Liaison: | | |  |
| Request date: | | |  |
| Is this request time sensitive? | | |  |
| **Budget Request** | | | |
| Amount Requested | | Explanation (number of people, etc.) | |
| Meals: | $ |  | |
| Travel: | $ |  | |
| Lodging/Hotels: | $ |  | |
| Printing/Reproduction: | $ |  | |
| Other resources needed for completion: | $ |  | |
| Is or has this item previously been funded by NATA? If yes, is this request a one-time addition for the current budget or an ongoing addition each year? |  |  | |
| **Total amount being requested for current ‘17-‘18 budget cycle:** | $ |  | |
| Future budget cycle’ funding needed (is this a one time request or to be included in future budget cycles) | $ |  | |
|  | | | |
| **Details** | | | |
| Background – Why is this project being brought forth now? | | |  |
| Project – Provide a detailed description of objectives to be achieved | | |  |
| Event location/date (if applicable): | | |  |
| NATA strategic goal supported: | | |  |
| Committee strategic goal supported: | | |  |
| **Participants** | | | |
| Staff involvement: | | |  |
| Volunteer involvement: | | |  |
| External organization involvement: | | |  |
| **Timeline and Deliverables** | | | |
| Progress report dates: | | |  |
| Project completion date: | | |  |
| Deliverables – List all deliverables that will be presented to the board at the conclusion of the project (statistical data, reports, educational programming, white papers, etc.) | | |  |
| Outcomes – How will success be evaluated?  Consider short- and long-term (e.g., “We will have 100 participants at the first meeting and 300 at the fifth meeting.”  Consider quantitative and qualitative measures (e.g., “This will improve the organization and appearance of the convention registration process, and member satisfaction will increase 25%.” | | |  |

**Funding Request Form Instructions**

Complete all sections on this form for new funding needs, whether mid-year or during the annual budget process and return it to your staff liaison and board liaison or your manager/director, if internal staff.

Cost estimates are provided on the following page if needed to estimate travel, meals, lodging, and meetings. In the budget section, please provide details of anticipated expenses and indicate the amount that will affect the current fiscal year (July1, 2017-June 30, 2018) and what amount is expected to affect future years.

You are welcome to submit any supporting documents, along with this funding request form, that you would like the Finance Committee and Board of Directors to review and consider as part of your request.

Please check with your staff liaison for the date and time of the next upcoming Finance Committee call and determine who will be available to participate on the call so the correct person can be included and copied on the agenda. Funding request forms and documents for calls are due one week prior to the call by the end of the business day.

The Finance committee will review funding request forms and will forward funding recommendations to the Board of Directors for final approval on its next call. Please note that an item is not considered approved until final Board approval. Items will be approved based on:

* + *adherence to the strategic plan*
  + *expected revenue and expenses for the fiscal year*
  + *potential redundancy with other committees’ projects*
  + *staff/volunteer time needed*

If you have any questions, please contact your staff liaison, board liaison or manager/director for assistance.

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| ***Approximate Cost Guidelines*** | |
| ***General Guidelines*** | |
| *Travel Breakfast, per person* | *$10* |
| *Travel Lunch, per person* | *$20* |
| *Travel Dinner, per person* | *$35* |
| *Flights, per person (may vary depending on accessibility of event location)* | *$500* |
| *Baggage fees* | *$50 RT* |
| *Airport Transportation* | *$120 RT* |
| *Lodging, per room night-New Orleans (otherwise varies by city)* | *$225* |
| ***2018 Convention Meeting Costs*** | |
| *Meals (inclusive of tax and service charge)* |  |
| *Deli Lunch Buffet, per person* | *$70* |
| *Coffee or Tea, per person* | *$ 20* |
| *Sodas, each* | *$10* |
| *Audio-Visual (inclusive of tax and service charge)* |  |
| *Projector & Screen Package* | *$ 1,500* |
| *Power Strip, each* | *$35 50* |
| *Flip Chart* | *$150* |
| *Lectern Mic* | *$ 650* |
| *Wireless Mic* | *$ 480* |
| *Speaker Phone* | *$ 500* |
| ***2018 Joint Committee Meeting, Dallas, TX*** | |
| *Meals (inclusive of tax and service charge)* |  |
| *Friday Leadership Lunch (staff liaison & committee chair), per person* | *$75* |
| *Friday Dinner, per person* | *$90* |
| *Saturday Breakfast, per person* | *$50* |
| *Saturday Lunch Buffet, per person* | *$60* |
| *Saturday Dinner, per person* | *$90* |
| *Sunday Breakfast, per person* | *$40* |
| *Sodas in meeting room, each* | *$5* |
| *Audio-Visual (inclusive of tax and service charge)* |  |
| *Projector & Screen Package* | *$1,000* |
| *Power Strip, each* | *$35* |
| *Guestroom (inclusive of tax), per room night* | *$150* |