

ESIP Federation
Committee and Working Group Proposals and Supporting Budget Requests
Policy
September 2009

The ESIP Federation makes funds available to its committees and working groups through an annual budget process (funds permitting). The following details the guiding principles and required elements for any budget request submitted to the ESIP Federation's Finance and Appropriations Committee.

Guiding Principles for Committee/Working Group Budget Proposals

1. Committee and working group participation is open to all. An invitation to participate in the activities of committees and clusters must be issued at least annually to the esip-all subscriber list and proposals are welcome from all participants. A coordinated committee proposal request is offered by the Chair and should be supported by the majority of the members of the group.
2. The Committee proposal request should describe how the requested funds leverage and give favorable consideration/reward volunteer efforts from committee members.
3. Committee and working group proposals will be evaluated by the Finance and Appropriations Committee. The Finance and Appropriations Committee will make recommendations on these requests to the Executive Committee, who will approve the overall budget.
4. Committee and working group proposals will be evaluated on their direct long-term benefit to the ESIP Federation. Proposals should align with ESIP Federation strategic interests and should emphasize collaborations that provide long-term benefits to our community.
5. Committees and working groups should consider proposals that leverage collaborative activities.

Required Elements

1. Funded activities will advance an identified community interest. This might include proposed:
 - a. Community-level technical solutions that partners can collectively develop and utilize.
 - b. Travel support to represent an ESIP entity at a professional meeting.
 - c. Short-term projects that can be sustained beyond the funded period.
2. Funded activities will align with the ESIP Federation's strategic plan.
 - a. Budget proposals will describe how each proposed funded activity will meet strategic priorities.
 - b. Proposed funding activities will be mapped to specific strategic plan goals or objectives.
 - c. Budget proposals will rank individual funding requests as either Essential, Important, Desired.
3. Funded activities and their committee or working group sponsors will submit required reports to the Executive Committee.
 - a. Reports will be submitted semi-annually, 30 days prior to the meeting.
 - b. Reports will document milestones, money spent and show finished products

as appropriate.

4. Recipients of committee and working group funds will be selected, when possible, after an open competition within the committee/working group.
 - a. Notice of future budget allocation decisions must be sent to the esip-all listserv and the specific committee or working group lists at least 14 days prior to any budget allocation discussion or decision.
5. Recipients of committee and working group funds will actively participate in semi-annual meetings during the funded period.
 - a. Funded activities will be expected to conduct a workshop, present a poster or demonstration.
6. Funding activities shall be consistent with the guidelines established in and/or regulations contained in cooperative agreement(s) and /or other federal funding sources to the Foundation for ESIP.

General Provisions

- Support for projects will be based on an approved fee for services and not on an hourly rate.
- No overhead can be claimed on funded committee and working group activities.
- Unspent committee or working group budget resources will revert to the general fund if unspent during the fiscal year.
- Cluster budget requests will be considered on an as-submitted basis but clusters are generally ineligible to submit operational budget requests.
- Technical innovations that have limited appeal to the broad community should be submitted to FUNding Friday competitions.
- Committee and working group proposals should benefit the broader community and work toward a sustainable infrastructure for the ESIP Federation and its partners.
- Committee and working group budget requests are due annually on September 1.

Approved by ESIP Federation Executive Committee
September 10, 2009