

IGCC Procedure for Reviewing IG Funding Requests

Last updated: December 2021

Overview

According to the MiALA Bylaws, Article VI Section 2, “the IGCC is responsible for policies that affect IGs” including “managing funds for IG activities.” It is therefore the IGCC’s responsibility to review requests for funding from IGs and authorize the distribution of funds when requests are approved. At the beginning of the fiscal year, the IGCC Chair should confirm the IGCC line item budget for the year with the MiALA Treasurer and President. This line item is reviewed yearly by the Board and can change as needed to fit the needs of IGs.

Steps for Review

1. The IGCC receives requests submitted through [the Interest Group Event Proposal Form](#) through its email: igcc@miala.org. The chair will add it to the Funding Request Tracking Spreadsheet.
2. The IGCC reviews requests through email or at its monthly meetings depending on the turnaround time needed for the request. The group will review requests against the criteria below.
3. If the request does not align with the criteria for funding, the IGCC Chair and liaison for the IG requesting funds will reach out to the IG and ask any follow up questions as needed.
4. The IG requesting funds will either resubmit their request with changes made to the request or withdraw their request.
5. When the request is approved, the IGCC Chair will inform the MiALA Administrative Assistant, the requester and the Treasurer that the request has been approved.

Criteria

The IGCC considers the following criteria when reviewing requests:

- Is the request in support of a relevant IG related activity? [yes/no/other]
- Does the funding have the potential to benefit all IG members? [yes/no/other]
- Has the IG already requested funds this year? If so, how much has already been allocated to this IG?
- Is the amount requested available, taking into consideration anticipated requests from other IGs, funding already distributed, etc.?
- Will approving the request allow for equitable access to funds for all IGs?