API3 DAO Operations Team Proposal
Operations cycle: #14

Period: 1 February 2024 – 30 April 2024 (3 months)

Amount: $ 54554.67

Destination: Gnosis Safe (Multi-sig Wallet)

Address: 0x00128492458fdB7f50ffE655153Bc91aE06e00F5

Signers:

- 0x306F15dAE87185540Fc6dD6Ef8e0bf12D6AFa609
- 0x79c244C70E288DC011f7978bc0866A98dbDF2ddB
- 0xE0D6480ae69e7C4928a3F45E6cf5651e52741EC0

⅔ signatures needed in order to make a transaction.

Scope:

The Business Operations Team serves to make sure internal systems and processes run smoothly for the organisation as a whole, and our general responsibilities have been outlined in previous proposals, therefore more details can be found there in the 'History' part of the governance section of the DAO portal dashboard, if required for reference.

Items and requirements specific to this proposal are in the embedded spreadsheet image below as line items and are also explained as text.

Item	Amount (USDC)			
Grants	22500			
Subscriptions + EBS costs (#Cycle 13 outstanding payment)	5658.69			
Subscriptions + EBS costs (#Cycle 14)	5450.11			
Contingency fund	20000			
Extra 10% for emergencies (No top up needed this cycle)	5000			
GDPR Audit renewal	8000			
Less Cycle 12 Balance (not including contingency etc)	4054.13			
Total Requested Funds	**54554.67**			
Grants				
Member	Role	February	March	April
Heikki	Strategy	0	0	0
Mark	Systems/Processes/CRM	5000	5000	5000
Erich	Legal	2500	2500	2500
Grant Subtotal		**7500**	**7500**	**7500**
EBS Services (Reimbursements for subscriptions) - $		November	December	January
Calendly		255	255	255
Cookiebot		13	13	13
Slack		465.17	434.88	434.88
Google Workspace		920.18	921.6	921.6
Subtotal		**1653.35**	**1624.48**	**1624.48**
EBS cost Plus fee 12%		182.6	182.6	182.6
Forecasted Monthly Subtotal		**1835.95**	**1807.08**	**1807.08**
Requested Amount (Cycle #13)				**54554.67**

Contingency Fund etc:
As stated in previous proposals, this serves to backstop other teams etc as required. This was utilised almost completely in the last cycle due to a couple of rapid requirements in operational funding from other team areas. Due to this, we were unable to pay the EBS component from the last cycle in full. Therefore, this cycle includes the #Cycle 13 and #Cycle 14 payments to bring everything up to date, with nothing outstanding.

New Ongoing Operations requirement - Extra 10% of funds:
A top-up was also required here for this cycle to bring the total amount back to required levels- as detailed above.

Cycle #14 Specific Deliverables - GDPR:
GDPR compliance audit renewal is an annual occurrence, and this is due to be completed in this cycle commencing in mid February. Appropriate funding for both the organisational and code audits is requested in this proposal, based on the costs incurred in previous annual invoices for GDPR Audits.

Cycle #13 Deliverables Achieved:
● Ongoing operational support provided to other API3 teams.
● Maintained and managed existing processes - marking and addressing areas for improvement as needed.
● Ongoing internal systems monitoring and support.

Upcoming Cycle #15 Deliverables:
● Operations support for the API3 ecosystem.
● Operations support for the new API3 ecosystem team.
● Ongoing internal systems monitoring and support.

Team Grants & Accounting Breakdown:

Cycle #12 Deliverables Achieved:
- Ongoing operational support provided to other API3 teams.
- Maintained and managed existing processes - marking and addressing areas for improvement as needed.
- Ongoing internal systems monitoring and support.