API3 DAO Operations Team Proposal
Operations cycle: #13

Period: 1 November 2023 – 31 January 2023 (3 months)
Amount: $ 28021.65
Destination: Gnosis Safe (Multi-sig Wallet)
Address: 0x00128492458fdB7f50ffE655153Bc91aE06e00F5
Signers:
● 0x439A2D8c08751aD4E8130c2585c7108FD3957f0C
● 0x79c244C70E288DC011f7978bc0866A98dbDF2ddB
● 0xE0D6480ae69e7C4928a3F45E6cf5651e52741EC0
⅔ signatures needed in order to make a transaction.

Scope:

The Business Operations Team serves to make sure internal systems and princesses run smoothly for the team etc as a whole, and our general responsibilities have been outlined in previous proposals, therefore more details can be found there in previous proposals 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	5658.69			
Contingency fund (No top up needed this cycle)	0			
Extra 10% for emergencies (No top up needed this cycle)	0			
Less Cycle 12 Balance (not including contingency etc)	137.04			
Total Requested Funds	**28021.65**			
Grants				
Member	Role	November	December	January
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) - $				
Calendly		306.35	306.35	306.35
Cookiebot		10.48	10.48	10.48
Slack		465.2	465.2	465.2
Google Workspace		921.6	921.6	921.6
Subtotal		**1703.63**	**1703.63**	**1703.63**
EBS cost Plus fee 12%		182.6	182.6	182.6
Forecasted Monthly Subtotal		**1886.23**	**1886.23**	**1886.23**
Requested Amount (Cycle #13)				**28021.65**

Contingency Fund:
As stated in previous proposals, this serves to backstop other teams etc as required.
No top up was required for this cycle - the contingency fund in the operations team is at the required levels as specified.

New Ongoing Operations requirement - Extra 10% of funds:
No requirement for top-up this cycle - the existing amount is at the specified level already, as planned.

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.

Upcoming Cycle #14 Deliverables:
● Full GDPR annual review and reassessment - commencing February 2023.
● 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.