

Application requirements for financial support from ICLAS

The following procedure must be followed when requesting ICLAS financial support or to request support from third parties in the name of ICLAS:

A- Projects directly funded by ICLAS

1. Documents to be presented on application:

- Details of program,
- Total budget of activity,
- Details of ICLAS contribution,
- List of other sponsors and amount applied for.

2. Approval process

- If the activity is of interest at a **Regional Level**, the application with all the documents detailed in (1) above must be submitted to the Regional Executive Committee (REC) or Chair(s). Evaluation of the proposal and a discussion on approval will be rendered by the Regional Committee. The REC or Chair(s) will present the proposal and the documents to the Executive Committee for final approval. In the case where the funds significantly exceed the annual funds allocated for the region, approval from the Governing Board will be required.
- If the activity is of a more **global interest**, documents must be submitted to the Secretary General, and the activity must be approved by the Governing Board.

3. Documents to be presented after the activity has been developed:

- A report of the activities (number of participants, results, etc),
- Actual expenditure,
- Details of value of ICLAS contribution.

These documents should be presented to the Secretary General with a copy to the Treasurer not later than 6 months after the activity.

B- Projects financed by third parties with ICLAS support

4. Before applying for funds:

- The same documents as in (1) must be presented to the Regional Executive Committee or Chair(s), and will be evaluated by the Executive Committee for final approval.

5. Once the support has been given

- The same documents as in (3) should be presented to the Secretary General with a copy to the Treasurer.
- It is essential that the person acting in the name of ICLAS, usually a member of the Executive /GB or Regional Chair(s), inform the sponsoring body that ICLAS is endorsing the application. A copy of the document from the sponsoring body communicating the agreement should be also sent to the Treasurer.
- These documents should be presented not later than 6 months after the activity.