

## **FUNDING ASSISTANCE FROM THE BUREAU OF ALTERNATES**

The Bureau of Alternates provides some funding assistance to working groups, upon request, to help facilitate working group activities.

### **General Parameter for Accessing the Fund**

The fund is intended to supplement monies made available from other sources and to facilitate the implementation of activities that would not otherwise be possible. For example, consideration would be given to defraying the cost of an expert resource person to attend a workshop that a study group organized. The cost of renting facilities to host a seminar or workshop would also be eligible, as would the translation and publication of proceedings and research findings.

The fund should not be used to cover on-going operations or activities of study groups as these form part of each country's commitment to support the work of the NAFC. An example is the cost of travel to attend a scheduled meeting. While there may be times when each agency might wish to consider supporting such an expense, monies should come from sources other than the special fund. Similarly, the cost of traveling to a work site would not normally be eligible, except under extenuating circumstances.

Each proposal for funding should not exceed US\$ 25,000.

### **Application and Approval Process**

Working group chairs are asked to submit a short proposal, not more than one page, to their Alternate. For ease of reference, the names and coordinates of the Country Alternates are given at the end of this document. The Alternate will then forward the request to his/her BOA colleagues, along with a recommendation to fund or not, in whole or in part. If consensus is reached and approval given, the responsible Alternate can either fund directly or seek agreement for one of the other two to take action.

The proposal should contain information on:

- the activity or activities for which funding is sought;
- the amount of funding requested;
- how the request relates to the group's objectives and action plan;
- what efforts, if any, were made to obtain funding from other sources;
- benefits anticipated;
- date by which funding is required;
- impact of not carrying out the specified activity or activities.