

## **Application requirements for financial support from ICLAS**

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

ICLAS aims to support programs and activities that benefit the largest possible audience within each region of the world (Africa, Asia & India, Americas, Europe, Australia & New Zealand) The amount of funding awarded is generally up to €2000 for initiatives with local impact. Requests for larger amounts of funding may be considered for initiatives that have regional or global impact.

### **A. Projects directly funded by ICLAS**

1. Documents to be presented on application:

- Details of program/activity,
- Description of total budget,
- Details of ICLAS' contribution,
- List of other sponsors and amount applied for

2. Approval process

- Budget allocation for financial support to each region is approved annually by the General Assembly.
- Within the allocated budget for their region, regional members can request financial support for programs and activities.
- If the program/activity is of institutional or local level, it is less likely to be supported by ICLAS.
- If the program/activity is of interest at large national or preferably international level within an ICLAS region, the application with all the documents detailed in (1) above must be submitted to the ICLAS Regional Committee Chair(s). The ICLAS Regional Committee will determine if the proposal is appropriate and has merit. Regional Committee Chairs may seek advice on proposals from the Executive Committee. When the application request is completed, the Regional Committee Chair(s) will endorse and submit the proposal and supporting documents to the Governing Board for review and approval.
- The Governing Board will make a determination of approval at the next Governing Board meeting.
- In a case where funding is needed for a program/activity to commence before the next Governing Board meeting, the Governing Board may opt to review the proposal and vote via virtual (e-mail) communication.
- If the program/activity is of a more global interest, documents should be submitted to the Secretary General, rather than to a regional committee.
- After approval, the Treasurer will remit the approved amount for financial support to the applicant.

3. Documents to be presented at the next Governing Board meeting after the program/activity has been developed:

- A report of the program/activity (number of participants, geographical attendance, achievements, etc.)
- Actual expenditure details of ICLAS funds
- Details of value of the ICLAS contribution

These documents should be presented to the Secretary General with a copy to the Treasurer not later than 3 months after the end of the program/activity.

### **B. Projects financed by third parties with ICLAS support**

1. Before applying for funds:

- The same documents as in (1) should be presented to the Regional Committee chair(s) for approval of the Governing Board.

2. 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.

The person acting in the name of ICLAS, in principle the Regional Committee Chair, will provide a written statement to the successful applicant that ICLAS is endorsing the application. A copy of this document is also sent to the Treasurer. These documents must be presented before any funds are disbursed.

TITLE: .....

**Application Form to request funds from ICLAS to support a Laboratory Animal Science program/activity in an ICLAS Region:**

(to be filled in by author in conjunction with an ICLAS Regional Chair)

1. Location, dates, timeline of the program/activity:  
Describe the program/activity you intend to organize.  
How will this benefit Laboratory Animal Science?  
Describe who will benefit. How large will the audience be?
2. Name and contact data of the author of the program:.....
3. Name of the ICLAS member organization that supports this request: .....
4. Name of the ICLAS Regional Chair who will guide your request: .....
5. Budget:  
- What is the total budget for the program or activity?  
- What amount of funding is requested from ICLAS? (provide amount in Euros)  
- What other sources of funding are supporting this activity?  
For what will the ICLAS contribution be used?  
(note: ICLAS funds may be used for travel and accommodation expenses, mainly to facilitate international attendance during the program/activity. Receipts must be shown on request. ICLAS funds should in principle not be used for payment of fees, meals or extended stay).
6. Please provide bank information of the organization that will manage the funds:  
Bank.....  
Holder's name.....  
Holder's address .....  
Bank account.....  
IBAN or SWIFT code.....  
e-mail of contact person: .....
7. The author confirms that a detailed report of the program or activity (including results and attendance) and of the expenses paid with ICLAS funds will be provided to the ICLAS Treasurer within 3 months after the end of the program/activity (and original invoices will be well kept to be provided to ICLAS if any eventual financial inspection occurs).

Name, e-mail, date and signature of the author or requestor of the funds

ICLAS Regional Committee Co-chair(s)

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