

# Procedure for obtaining support from the Rights & Democracy Network project fund

\*\* We strongly suggest that you begin this procedure **at least two months** before the planned date of the project

## Step 1:

**Begin discussions with the Network team** on the subject and the nature of the project, its activities/format, discounted income and expenses, etc. The goal of the discussions is to maximize your potential for success, to mitigate the challenges... in other words, to work in cooperation, because we are a network!

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## Step 2:

**Submit the completed project fund form**, including the budget. The information on the form must reflect the work of all the delegation members; they must all agree with its content.

## Step 3:

**Approval of the form** or comments sent in order for the delegation to modify the project.

## Step 4:

**Co-signing of the letter of understanding**

## Step 5:

**Issuing of cheques** (amount up to \$1500 per year, per delegation). Note that all R & D cheques are issued on every second Thursday.

\*\* The letter of understanding between your delegation and the Network team must therefore be **signed and received by the team before 4:00 p.m. on a Monday**—the Monday that starts the two week period—so that your cheque will be issued and posted the following Thursday.

Example: if R & D receives the signed letter of understanding on Monday September 21<sup>st</sup>, it can issue the delegation a cheque on Thursday, September 24<sup>th</sup>. If the delegation sends the letter the morning after –the morning of the 22nd, it will have to wait until October 8<sup>th</sup> to be sent its cheque.