

## **ISWA process for obtaining project related funds outside of the ISWA Project Grant**

ISWA Working Groups and Task Forces should where possible take advantage of the call for projects to obtain funds for projects.

Existing Ad hoc and Internal Groups including the European Group, Young Professional Programme, Task Forces and Working Groups may in special circumstances apply for funding for select projects or activities. The award of such funds will be subject to budget availability and Board approval on a case by case basis.

New groups (such as the proposed TF-Resource Efficiency) are required to develop a detailed budget in their Terms of Reference, at the time they are being formed as part of the establishment procedure.

In all other cases the Project Manager or Chair of the group who is seeking funds should complete the project grant application form (which can be requested from the ISWA General Secretariat [iswa@iswa.org](mailto:iswa@iswa.org)) and submit to the ISWA General Secretariat.

The ISWA Budget is approved 7 months before the start of the Calendar year. Therefore applications for extraordinary project funds need to be submitted one month before the Board meeting scheduled in May, in order to be considered for funding in the following calendar year.

Outside of this timeframe projects may only be considered for funding in the case that there is a Budget surplus i.e. an application may be submitted outside this 7 month time frame but is less likely to be funded. To apply under this situation an application must be submitted to the General Secretariat no later than one month before a Board meeting.