



## **“HOW TO REQUEST FOR FUNDS FROM THE INTERNATIONAL BETH MYRIAM FUND”**

### **1°/ Initiating a Request for funds**

when a Beth Myriam needs funds for specific purposes and did not succeed in raising such funds locally:

***The Beth Myriam fills out and sends an updated information sheet together with the “Request for Funds”***

1. If the BM Responsible wants to fill it out electronically, he/she will be provided the password (under “Tools/Protection in Excel” takes out the protection),
2. signs and dates it under 6. Routing,
3. submits it to the Regional Coordinator.

### **2°/ Regional Coordinator’s review**

**The Regional Coordinator is the closest person to the needs of each Beth Myriam in his/her Region. He/she reviews in particular :**

1. The needs of the Beth Myriam in terms of infrastructure, ways to increase the facilities to welcome more people in need,
2. The operational needs to prevent the Beth Myriam from having to reduce its activities due to lack of funds,
3. The way the local TLIG Association is raising money and its contribution to the local Beth Myriams.
4. When the Regional Coordinator receives the Request for Funds, he/she verifies : the proposed use, the detailed requirements. the argumentation
  1. and notes his/her remarks/comments/recommendations in the space left blank for the WT use,
  2. also reviews the Information sheet and the data provided thereon
  3. dates and signs in the space provided under 6. Routing,
  4. transfers the Request for Funds to the WT Coordinators,

### **3°/ WT Coordinators’ decision:**

is based on the Regional Coordinator’s recommendations and the amount involved, (the approval of transfer is based on the authority chart):

***The Beth Myriam receives the Request for Funds in return and the money is transferred to the account indicated***

**or**

***The decision is made not to transfer funds with a detailed explanation.***

### **4°/ Beth Myriam Responsible:**

1. confirms receipt of transferred funds, upon receipt,
2. sends supporting documents showing evidence of disbursement.