

Procedure for Expenditure of Funds for At-Large Community Activities

The procedure outlined below applies to the expenditure of ICANN funds for activities of the At-Large Community, except for travel to and from ICANN meetings for ALAC members.

General Requirements

1. Submit funding requests (via email using form included below) to At-Large staff forty-five days before the activity for which funds are requested occurs; requests on shorter notice can be made (for example, if a critical meeting was called with shorter notice), and staff will make every effort to process them, but may not be able to do so.
2. Requests for funds should contain all the required information in order to be considered (using form included below).
3. Email requests to staff@alac.icann.org (staff will confirm receipt).

Processing of Funding Requests

1. At-Large staff will: 1) determine if request is an appropriate expenditure under the At-Large budget; 2) confer with appropriate ALAC members and/or RALO members to determine advisability of expenditure; 3) (if funding request is deemed appropriate) submit it to senior ICANN staff for approval; 4) notify requestor and ALAC/RALO of approval/denial.
2. In determining the advisability of an expenditure, staff will be guided by input from the ALAC for expenditures related to ALAC activities, and by the RALO (or the 3 regional ALAC members if RALO is not formed) for expenditures relating to a region's At-Large activities.
3. Funding requests are subject to the availability of funds, which can be affected by revenue fluctuations, budget processes, and changes in ICANN expenditure policies.

Information Required in Request for Funding (Funding Request Form)

1. The requester (the ALAC Committee, a RALO/RALO governing entity, one or more ALSes, an individual ALAC member):

2. A description of the activity or project. This narrative should be sufficient for the reader to clearly understand the intent of the project, and how it advances At-Large goals:

3. The beginning and ending date(s) of the project or activity, or date of the meeting:

4. The participants in the project or meeting:

5. The objective of the project, or intended outcome of the meeting:

6. The project plan, or meeting agenda, if available:

7. A budget for the activity, project or meeting, which shall contain:

a. In the case of a project:

- i. Reasonable detail as regards the costs associated with each phase of the project or activity, sufficient for an individual who has no previous knowledge of the activity or project to understand the costs associated with the request.
- ii. The dates by which any individual payments must be made;
- iii. The contact information of all those who are to receive funds as a part of the project

b. In the case of a meeting or activity:

- i. A list of participants, and an estimation of total travel costs for each participant;
 - ii. Where meeting space or technical requirements are necessary to the meeting; the costs associated with them, and contact information associated with those to receive payment;
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Procedure by Which ICANN Shall Decide to Fund the Request

1. Upon receipt of the request, ICANN shall acknowledge receipt of it within three (3) business days.
2. Within three (3) weeks of confirmation of a complete request, ICANN shall request additional information, if needed, or advise whether or not the request will be funded.
3. Where ICANN decides not to fund the request, it shall provide an explanation of the reasons why.

Responsibilities of Requestor

1. Comply with ICANN expenditure and reimbursement policies.
2. Send an email to the RALO or ALAC (as appropriate) and At-Large staff within two (2) weeks of the funded activity or project reporting on the outcome and benefits to the At-Large community, in sufficient detail such that someone not attending the meeting, or not involved in the activity or project, could reasonably be expected to understand its context of and value to At-Large and ICANN.