



BILNAS
BRITISH INSTITUTE FOR LIBYAN
& NORTHERN AFRICAN STUDIES

URGENT AWARD PROCEDURES: Applications for support outside the normal schedule and process.

1. BILNAS expects that applications for financial support for research or other activities will follow the guidelines and timetable approved by Council.
2. Under exceptional circumstances Council will consider applications outside these procedures. The following conditions may warrant such applications:
 - a. Where there is an urgent risk to Libyan/regional cultural heritage, archaeological remains, or other sources of information or archive that is relevant to the work of the Institute and its members.
 - b. Where unforeseen or exceptional circumstances have altered the conditions under which a grant has been awarded, and additional support may be needed to complete a project.
 - c. Where an opportunity arises that could not have been foreseen to initiate research or other work relevant to the aims of BILNAS, and for which urgent funding is required
3. Such applications should be sent to the Director, who, if he or she deems that the application falls within the conditions set out above, will consult at least three members of council, one of whom should be the Treasurer as to whether the application should be supported.
4. The criteria for approval will be:
 - a. Whether the application cannot be reasonably considered under the normal procedures;



- b. Whether it is a genuine urgent need in line with the aims of the Institute
 - c. Whether the case is well-made in terms of research, cultural heritage, archive support, publishing demands
 - d. Whether the budget is appropriate and the Institute has the resources to provide the support.
 - e. Whether the proposed work or activity is feasible.
5. The Director will report all such applications to the next meeting of the Council, and any award made should be ratified by Council.
6. Any person receiving an award under this procedure must provide a report to Council within two months of completion.
7. Where the Director or any other member of Council may have a conflict of interest, the Director will consult the President to determine an alternative procedure.