



Internal Rules for the use of the Community Fund

A. Objectives of the Community Fund

Article 1

The Community Fund of the APEEE may contribute to projects and events that enhance school life.

B. Organisation

Article 2

The Community Fund will be administrated by a Committee of parents (“The Community Fund Committee”) which is hereby established. The Committee will comprise a minimum of three and not more than 7 parents. At least two members of the Committee must be members of the Board of the APEEE. The Board of the APEEE shall appoint one of its members as the Chairperson of the Community Fund Committee and will nominate the remaining members.

The names of the members of the Community Fund Committee will be published on the APEEE website.

C. Rules and Procedures

C.1. Budget and accounts

Article 3

The financing of the Community Fund is currently contingent on fundraising and donations. Any future decision to allocate part of the APEEE budget to the Community Fund will be prepared by the Board of the APEEE and presented for approval at the plenary session of the APEEE at the General Assembly.

Article 4

The Community Fund Committee will prepare a budget for the following year and accounts in relation to the Community Fund which will run from 1 September to 31 August. The budget for the following year and the accounts will be presented to the Board of the APEEE by September 30 of each calendar year for discussion and will be presented for approval at the General Assembly of the Parents Association.

Article 5

When donations or other contributions are made to the Community Fund, the origin of those funds must be specified and will be reported in the Community Fund accounts.

The Community Fund Committee will ensure the traceability of the origin of any funds held in the Community Fund Account.

C.2. Allocation of Funds

Article 6

The Community Fund Committee shall decide on applications for the financing of projects/grants up to the sum of 750 euros. The quorum for any decision on an application for funding is 3 members including at least one of the Committee Fund Committee Members who is also a Member of the Board of the APEEE.

For sums above 750 euros, the Board of the APEEE must be consulted and approve any application.

The amount of any grants must remain within the total amount of available funds.

Decisions are taken by consensus. If no agreement can be reached, the decision is to be referred to the Board of the APEEE for a final decision.

Any Member of the Community Fund Committee who has a conflict of interest in respect of a given application for funding will recuse themselves from taking a decision on that application.

C.3 Applications for Funding

Article 7

Applications for funding from the Community Fund must be submitted to the Community Fund Committee on the designated application form. The form is available from the Secretariat of the APEEE. The application form shall include all relevant information on the applicant, the objectives of the project, the activities, a detailed cost breakdown and a timetable.

Applications must be submitted at least six weeks before the project or the use of funds begins. In exceptional circumstances, the deadline may be reduced but under no circumstances will retroactive funding be granted.

D. Eligible projects

Article 8

Eligible projects (in no order of priority) are:

1. Cultural events;
2. Sports events;
3. Projects initiated by pupils and/or parents for improving the school environment;
4. Projects which promote the positive image of the European School;
5. Other projects of a similar nature.

E. Reporting

Article 9

Decisions in relation to the Community Fund must be reported to the Board of the APEEE at least quarterly.

The Community Fund Committee will keep minutes of its meetings which will include details of the projects to which funds have been awarded. The minutes shall be sent to the Board of the APEEE for information. Any Member of the Board of the APEEE may ask for the reports of the Community Fund Committee to be put on the agenda of the Board meetings for discussion.

An annual written report must be drafted by the Community Fund Committee for inclusion in the annual report of the Parents Association.

F. Revision

Article 10

The internal rules of the Community Fund may be revised at any time upon decision by the Board of the APEEE.