



APEEE Social Fund, EEB IV

Internal Rules

A. Objectives of the Social fund.

Article 1.

The Social Fund (SF) of the APEEE EEB IV may:

1. Provide exceptional financial assistance to individual families in case of social hardship.
2. Provide exceptional financial assistance to other school community members in case of social hardship.

B. Organisation.

Article 2.

1. A Social Fund Committee (hereafter called "the SFC") is established. It will comprise a number of members between three (3) and seven (7).
2. All members must be on the Board of the APEEE, with the cessation of Board functions implying the immediate end of the SFC mandate.
3. The APEEE Board shall appoint one member of the SFC as the Chairperson and one as Treasurer. SFC members are appointed for of a year, an appointment made by the APEEE Board on its first meeting after having been elected by the APEEE General Assembly. Members of the SFC may be re-appointed.
4. All members will sign a confidentiality disclosure and data protection agreement (as will any members of staff of the APEEE who handle data concerning any applications; e.g. accountant who transfers funds), and are prohibited from disclosing any personal data to non-SFC members.
5. Members of the SFC will declare any potential conflict of interest before or during the handling of a financial assistance request.
6. The SFC will report to the Board and provide minutes and accounts (with the exception of personal data or other identifying information on recipients of support).
7. The SFC will meet on the invitation of the Chairman, provided that applications have been made. Proxies are allowed. Written procedures may be launched to decide on an application.
8. The SFC will not issue guarantees or loans. Voluntary reimbursements may however take place.

C. Rules and Procedures of the Fund.

Article 3.

1. The budget shall be submitted to the General Assembly within the APEEE's annual budget.
2. Funds for the Social Fund shall be made available from APEEE end of year reserves and/or from income generated through other activities.



3. In case of an APEEE negative revenue, no funds can be made available from APEEE reserves for the Social Fund.

C.1 Allocation of Funds

Article 4.

1. The SFC shall decide on applications for financial assistance for specific activities outlined in article 8 up to a maximum of 100% of the cost if the expenditure concerns points 1 to 3 of article 8.1, and 80% for the other kinds of expenditure mentioned under that article. The SFC takes into consideration the family situation, available income, the importance of the expenditure from a school perspective and any other relevant special circumstances.. Only one assistance request per individual beneficiary may be granted per school year. In a family of siblings, each child counts as an individual beneficiary.
2. The SFC shall not award funding exceeding the total amount available in its budget.

Article 5. Majority decisions

Decisions within the SFC are taken by an absolute majority of its members, who may only vote in favour or against an application. In case of a split vote, where votes in favour and against granting an application are equal, the decision is referred to the APEEE Board for decision, after due anonymization of personal data if need be.

C.2 Applications

Article 6. Application procedure

1. Applications must be submitted to the relevant electronic mailbox, using the form provided by the SFC. **All applicants must provide the reasons** for applying, including supporting documents, in order to receive financial assistance from the Social Fund.
2. Confidentiality regarding the applicant will be guaranteed by the SCF and the APEEE in relation to any parties outside the SFC and the APEEE staff in charge of payments. Applicants will be deemed to have waived their right to confidentiality with respect to SFC members and the aforementioned APEEE staff.
3. The EEB IV Director may be asked for a view on applications made to the SFC.
4. The SFC will take the final decision, taking into account all the information available to it. It may request further information if need be, via the EEB IV Director or the applicant.
5. Applications should normally be submitted in good time before funds are required.
6. Retroactive financing is not allowed (except in **duly justified circumstances**).
7. Applications shall be stored electronically and shall be accessible only by SFC members.



D. Eligibility.

Article 7. Financial Assistance

1. Financial assistance may be provided in cases of clear and objective financial difficulty.
2. The SFC must be satisfied that there are no other possible and reasonable sources of financial assistance available.
3. APEEE board members may not submit an application unless they resign from their position.

Article 8. Eligible costs

1. The assistance may cover the following costs up to the maximal amount mentioned in article 4.1:
 1. School fees
 2. Obligatory equipment (e.g. BYOD)
 3. Obligatory school trips
 4. Extracurricular educational activities: (e.g.: Eurosport, MUN, MEC, Olympiade, etc).
 5. School transport
 6. School canteen
 7. Other costs
2. The amount of the financial assistance is decided on the basis of the overall financial situation of the family concerned, taking into account any reduction of school fees provided by the school and the objective importance of the expenditure to be covered, with school fees and mandatory school activities having priority.
3. Other costs could cover situations where other members of the EEB IV school community are facing financial problems linked to their school-related activities.

Article 9 False declarations

Wilfully false declarations or omissions will lead to a rejection of the application. If the false declaration or omission is discovered after disbursement of the financial assistance, the money may be claimed back from the beneficiary. Authors of such wilful false declarations or omissions will be barred from applying for financial assistance from the SFC for a period of five years.

E. Reporting.

Article 10.

1. Summary minutes of SFC meetings are sent to the APEEE Board for information. The summary minutes shall not include any personal data which could lead to identify those requesting financial support.



2. The progress on fund activities shall be reported to the APEEE Board on a quarterly basis.

F. Revision.

Article 11.

The internal rules of the Social Fund may be revised at any time upon decision by the APEEE Board. They shall be published on the APEEE website.