

**EEBI APEEE**  
**Financial procedure to award funding on school-related projects**

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**ANNEX 2.**  
**Annual funding award calendar**

The following calendar is indicative. The APEEE Administrative Board shall set deadlines following the general conditions laid out in the Financial Procedure above.

*[Optional procedure]*

**September and early October:** The Board may agree on a call for interest allocating budget, defining specific criteria and setting application deadline in accordance with 2.1. and 2.2. above. The Board may decide to appoint an award panel in accordance with points 2.5.1. and 2.5.2. above.

**October:** The Secretariat launches call for interest through the APEEE website and/or other communication channels at their disposal. Submissions may be accepted in accordance with point 2.3. above.

**November:** Consultation of Working Groups, Committees and Financial Advisor may take place.

**November/December:** Decision to award funding in accordance with point 2.5. above.

*[Regular procedure]*

**January:** The Board appoints a Financial Advisor in accordance with 5.4. above.

**Late January and February:** The Board shall agree on a call for interest allocating budget, defining specific criteria and setting application deadline in accordance with 2.1. and 2.2. above. The Board may decide to appoint an award panel in accordance with points 2.5.1. and 2.5.2. above.

**March:** The Secretariat launches call for interest through the APEEE website and/or other communication channels at their disposal. Submissions may be accepted in accordance with point 2.3. above.

**April:** Consultation of Working Groups, Committees and Financial Advisor may take place.

**April/May:** Decision to award funding in accordance with point 2.5. above.

**June:** The Board will determine whether to launch a second annual call for interest by mid-October in accordance with point 2.1.5. above.

The following shall receive **continuous treatment** by the Board or Bureau:

- Requests made according to the urgent and simplified procedures laid out in sections 3. and 4. above.
- Review of results from projects awarded funding in accordance with section 6.2. above.
- Review of requests for extension made in accordance with point 6.3. above.
- Approval of simplified procedure as laid out in 6.4. above.
- Reporting of results of simplified procedures as laid out in 4.9. above.
- Review of problematic cases which may require alterations in the funding arrangement as laid out in 5.6. above.