

## FINANCIAL PROCEDURE TO AWARD FUNDING ON SCHOOL-RELATED PROJECTS

### 1. Introduction

- 1.1. The funding of school-related projects aims to promote the objectives of APEEE, including through ad-hoc projects proposed by members of the school community.
- 1.2. This document is intended to lay out clear and transparent procedures for the request and award of funding from the APEEE's budget for school-related projects.
- 1.3. As a general rule, requests should be submitted within the deadlines approved by the Administrative Board further to point 2 below.
- 1.4. The urgent procedure set out in point 3. can be applied to projects submitted out of the ordinary submission of projects. For small projects or projects with a recurrent nature, the simplified procedure set out in point 4 may apply.

### 2. Ordinary application procedure

- 2.1. Launching a call for project proposals:
  - 2.1.1. Every year, in light of the budget approved by the General Assembly, the Administrative Board will launch up to two calls for project proposals defining the maximum amount to be allocated.
  - 2.1.2. The Administrative Board may decide to allocate a maximum amount to different categories of projects, to ensure a fair balance between the priorities of the Association.
  - 2.1.3. The Administrative Board may decide to appoint an awarding panel in accordance with points 2.5.1 and 2.5.2.
  - 2.1.4. The deadline(s) for the submission of projects will be defined every year by the Administrative Board.
- 2.2. Defining award criteria:
  - 2.2.1. The APEEE's Administrative Board will define the criteria of attribution of the financial contributions to the project, taking into account to what extent it has the following characteristics:
    - a) Have an innovative pedagogical nature
    - b) Promote high-quality education
    - c) Contribute to the well-being of students
    - d) Promote equality, tolerance and/or diversity
    - e) Promote sustainability and healthy habits
    - f) Prevent disciplinary problems and risky behaviours
    - g) Promote a wide participation by parents in school life



- h) Help in finding solutions to problems which parents face regarding their children's education
- i) Improve communication between parents and the school.

2.2.2. The award criteria will also take into account:

- a) quality of the design and implementation methodology
- b) expected impact of the proposal, including
  - i. total number of children or parents affected or potentially affected by the project
  - ii. coverage of different sections and levels
  - iii. perceived seriousness of the issue
  - iv. potential efficacy of the project
- c) general financial viability of the project, including the contribution required from the APEEE and whether the remaining funding is assured
- d) in case of recurrent projects, experience from previous funding awards, including their impact.

2.3. Submitting a project proposal:

2.3.1. Projects may be submitted by any member of the school community, including the APEEE and its Committees and Working Groups.

2.3.2. Projects must be submitted to the APEEE using the template included as Annex 1 to the present Financial Procedure. When applicable, the applicant may attach other annexes to the submission.

2.3.3. Projects will be submitted by e-mail using the template as set out in Annex 1 to the following address: [info@apeeee-eeb1.org](mailto:info@apeeee-eeb1.org) or through a dedicated online submission channel hosted on the APEEE website as determined by the APEEE Secretariat.

2.4. Consultation:

2.4.1. In case of projects not proposed by a Working Group, the Bureau will inform the relevant Working Groups and Committees, as applicable. The Financial Advisor and the relevant Working Groups and Committees may be requested by the Bureau to give a non-binding opinion, as appropriate, within 10 working days based on the information provided in the template as set out in Annex 1.

2.4.2. The opinions produced by the Working Groups and Committees and the Financial Advisor will be submitted to the body responsible, as determined in point 2.5.1 below.

2.5. Taking a decision:

2.5.1. The Administrative Board may either decide by itself or appoint an award panel in accordance with point 2.1.3 to make a funding award proposal on the full set of project proposals. Such a proposal will have to respect the maximum budget allocated as part of the call by assessing the relative merits of each project separately.

2.5.2. The award panel may be composed of the Financial Advisor and one representative for each: the Pedagogical working group, the Wellbeing working group, the Community building working group, the Safety and Hygiene Committee, VP for Uccle Primary, VP for Uccle Secondary and VP for Berkendael, school management, school staff at the Uccle campus, school staff at the Berkendael campus, and student committee.

2.5.3. When deciding on the projects to be financed, any potential conflict of interest on the



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part of award panel members must be avoided. To this extent, award panel members involved in one of the project proposals are required to declare this interest up front and shall not participate in the decision-making as regards award panel recommendation.

2.5.4. The Administrative Board will decide on the funding of each project separately, voting by simple majority of the votes cast. When acting on a proposal of an award panel, however, the Administrative Board may also vote on the entire proposal unless at least one member objects to such grouping of projects.

2.5.5. The decisions will be communicated to the applicants by e-mail.

2.5.6. The funding decision will be valid for a maximum of 12 months.

### 3. Urgent application procedure

- 3.1. By reasons of urgency, requests of funding may be submitted to the APEEE Administrative Board by e-mail explaining the reasons of urgency and following the procedure laid out in points 2.3.1, 2.3.2 and 2.3.3. The former will include an explanation of why the project cannot wait until the next call for project proposals as well as why it was not submitted as part of the preceding call.
- 3.2. The Bureau can consider that the reasons of urgency are not fulfilled and include the request in the next ordinary procedure.
- 3.3. In case the project is not proposed by a Working Group, the Bureau will inform the relevant Working Group (if any) and may decide to consult it for a non-binding opinion.
- 3.4. The Bureau will also consult the Financial Advisor (see Point 5.4).
- 3.5. The Financial Advisor has at least 10 working days to formulate a non-binding opinion. Working Groups have at least 10 working days to consult and formulate a non-binding opinion. Non-binding opinions should be submitted at the latest 3 working days before a scheduled meeting of the APEEE's Administrative Board.
- 3.6. Project proposals shall be presented in the next CA meeting after their reception by the Bureau, unless submitted less than 13 working days before a scheduled CA meeting. In case of extreme urgency, a written procedure may be requested.
- 3.7. The decision taken by the Administrative Board shall be based on budget availability and on the criteria defined under point 2.2.
- 3.8. The decision will be communicated to the applicants by e-mail.
- 3.9. The funding decision will be valid for a maximum of 12 months.
- 3.10. The amount allocated to projects under the urgent application procedure will count towards the budget of the next ordinary call for project proposals and may not exceed 20% of it.

### 4. Simplified decision-making procedure

- 4.1. The simplified decision-making procedure will apply to requests of less than 300 € and to projects with a recurrent nature according to point 1.4 and 6.4.
- 4.2. Requests should be submitted using the template as set out in Annex 1 by e-mail to the following address: [info@apeee-eeb1.org](mailto:info@apeee-eeb1.org)
- 4.3. The decision is taken by the Bureau, voting by simple majority of the votes cast. Votes can be cast by e-mail.



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- 4.4. The Bureau can gather further information or consult any of the Working Groups or Committees, as appropriate.
  - 4.5. The Bureau has 10 working days to take a decision.
  - 4.6. The Bureau shall only grant funding for a maximum of 12 months. The Bureau can:
    - a) refuse the funding
    - b) refer the decision to the Administrative Board, that will decide by urgent procedure
    - c) include the request in the next ordinary procedure.
  - 4.7. The decision shall be based on budget availability and on the criteria defined under point 2.2. The amount allocated to projects under the simplified decision-making procedure will count towards the budget of the next ordinary call for project proposals and may not exceed 20% of it.
  - 4.8. The decision will be communicated to the applicants by e-mail and presented for information in the following meeting of the APEEE Administrative Board.
  - 4.9. The funding decision will be valid for a maximum of 12 months.

## 5. General provision

- 5.1. Participation in the procedures implies the acceptance of the conditions of funding, including the current rules on financial procedures and eventually the specific provisions of the call for interest.
- 5.2. Deliberation on projects is confidential. Persons involved in the discussion may be required to sign a document of confidentiality. Official minutes made public will only reflect the decisions taken agreeing on the award of funding from the APEEE.
- 5.3. Any person involved in the discussion will declare any possible conflict of interest and will abstain unless the other members of the relevant body decide by unanimity that the declared conflict of interest is irrelevant.
- 5.4. The APEEE's Administrative Board will appoint in January of every year a Financial Advisor to support their deliberations. The Treasurer will act in the role of the Financial Advisor in absence of the latter.
- 5.5. All money transfers will be entered into the accounting system by the APEEE Secretariat staff and approved and recorded by the APEEE Treasurer.
- 5.6. The APEEE reserves the right to stop funding and/or request the refund of the amounts already transferred in case of unjustified delays or other irregularities, gross variations from the agreed project description, or lack of respect of the conditions of funding.

## 6. Follow-up of the projects

- 6.1. A report on the activities and impact of the project must be submitted by e-mail to the APEEE Secretariat at the following address: [info@apeee-eeb1.org](mailto:info@apeee-eeb1.org) 25 working days after delivery.<sup>1</sup>
- 6.2. The outcome of each project will be presented in the APEEE's Administrative Board in accordance with the delivery deadline determined during the award of funding.

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<sup>1</sup> Note weekends and school holidays are not counted as working days for this purpose.



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- 6.3. If the project is not completed by the deadline, the applicant shall explain the reasons and request an extension.
  - 6.4. The Administrative Board may decide in the light of the experience with the project, including its impact and the feedback provided by the applicant that subsequent funding of a project of a recurrent nature may be approved by the simplified procedure described in Section 4.



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## ANNEX 1. Information to be submitted by applicants (in email / webform)

[Call for project proposals]

**Project name**

**Name of project manager**

Address

Email

Mobile

**Project description**

**Objectives** (tick-box, more can be ticked; list to match criteria of attribution defined according to point 2.2.), for each box ticked please explain the expected impact in the related text box:

- Have an innovative pedagogical nature
- Promote high-quality education
- Contribute to the well-being of students
- Promote equality, tolerance and/or diversity
- Promote sustainability and healthy habits
- Prevent disciplinary problems and risky behaviours
- Promote a wide participation by parents in school life
- Help in finding solutions to problems which parents face regarding their children's education
- Improve communication between parents and the school

**Sections and classes involved** (menu allowing to select more classes from more sections)

**Estimated number of students impacted**

**Estimated number of parents impacted**

**Specific parties involved** (e.g. parents, specialists, with name if known already)

**School agreement** (yes/no)

**Total budget** (in EUR)

**Contribution requested** (in EUR)

**Description of costs for which the contribution is requested** (text box)

**Other sources of funding** (in EUR)



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**Deadline of delivery** Click or tap to enter a date. (Report of activities and impact to be submitted by e-mail to the APEEE Secretariat at the following address: [info@apeee-eeb1.org](mailto:info@apeee-eeb1.org) 25 working days after delivery.<sup>2</sup>)

**If this is a follow-up project to an earlier APEEE project, please identify which one:**

**Value added, changes compared to the earlier APEEE project:**

Declaration of honour to undertake the projects according to the specifications above,  
Signature (e.g. scanned pdf/image or electronic signature)

+ Possibility to attach supportive documents, such as e.g. proposals of services, the form printed and signed that the person undertakes to deliver it.

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<sup>2</sup> Note weekends and school holidays are not counted as working days for this purpose.



## 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 second procedure]

**September and early October:** APEEE Administrative 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 APEEE Administrative Board may decide to appoint an award panel to propose final award decision in accordance with points 2.5.1. and 2.5.2. above.

**October:** The APEEE Secretariat launches call for interest through their website and 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 APEEE Administrative Board appoints a Financial Advisor in accordance with 5.4. above.

**Late January and February:** APEEE Administrative 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 APEEE Administrative Board may decide to appoint an award panel in accordance with points 2.5.1. and 2.5.2. above.

**March:** The APEEE Secretariat launches call for interest through their website and 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 APEEE Administrative 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 APEEE Administrative 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 point 6.1. above.
- Review of requests for extension made in accordance with point 6.2. above.



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- Approval of simplified procedure as laid out in 6.3. 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.



### **ANNEX 3. Criteria for awarding funding**

The APEEE Administrative Board shall award funding to projects according to the following general criteria laid out in point 2.2.1. and below. Projects should:

- a) Have an innovative pedagogical nature
- b) Promote high-quality education
- c) Contribute to the well-being of students
- d) Promote equality, tolerance and/or diversity
- e) Promote sustainability and healthy habits
- f) Prevent disciplinary problems and risky behaviours
- g) Promote a wide participation by parents in school life
- h) Help in finding solutions to problems which parents face regarding their children's education
- i) Improve communication between parents and the school.

The APEEE Administrative Board may define more specific attribution criteria and relative weighting of criteria for each call in accordance with point 2.2.1. A budget allocation may be defined following defined criteria in accordance with point 2.1.2.

The Administrative Board will also take into account:

- a) quality of the design and implementation methodology
- b) expected impact of the proposal, including
  - i) total number of children or parents affected or potentially affected by the project
  - ii) coverage of different sections and levels
  - iii) perceived seriousness of the issue
  - iv) potential efficacy of the project
- c) general financial viability of the project, including the contribution required from the APEEE and whether the remaining funding is assured
- d) in case of recurrent projects, experience from previous funding awards, including their impact.

as noted in point 2.2.2.

When following urgent and simplified procedures presented in sections 3. and 4., the general criteria shall be used.