

Community Fund Guidelines

1. Purpose of the Community Fund

The Community Fund is established to support projects and initiatives that enhance students' educational experience, well-being, and sense of community.

The Fund aims to:

- Benefit a broad group of students
 - Promote inclusion, learning, personal development, active participation, and a strong community spirit within the school
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2. Eligibility and Scope

2.1 Who May Apply

Funding applications may be submitted by:

- School Management (Director, Primary Director, Secondary Director, or a delegated representative) to the Parents' Association
- Teachers, departments, or school staff
- Parents and legal guardians
- Students of the European School Bergen

2.2 Beneficiaries

The Community Fund is exclusively dedicated to projects that directly benefit students.

Funds may:

- Be used for activities, events, materials, or initiatives benefiting many students

Funds may not:

- Be used for teachers, administrative staff, or other school personnel
- Be used directly for salaries, bonuses, training, or professional development
- Be used for structural improvements or general school maintenance, unless a full formal consultation of all Parents' Association members has taken place and approval has been granted by a majority vote

The Parents' Association reserves the right to use Community Fund resources for seminars that support parents in their role in the emotional and educational development of their children.

3. Project Criteria

To be eligible for funding, projects must:

- Benefit a large group of students (e.g. an entire Primary or Secondary cycle, a full year group, or a language section such as Francophone)
- Promote inclusion and equal access
- Have a clear educational, cultural, social, or well-being objective
- Be non-profit in nature

If a project generates a profit:

- This must be clearly disclosed in the application
- The allocation of any surplus must be agreed with the Parents' Association (e.g. reinvested in future student initiatives)

Projects limited to a single class or small group will generally not be considered, unless exceptional circumstances clearly justify a broader benefit.

4. Funding Principles

- The Community Fund supports collective student initiatives and not operational school costs
- The Fund complements, but does not replace, the school's regular budget
- The Parents' Association reserves the right to fully or partially fund a project
- Funding decisions are made on a case-by-case basis, subject to budget availability

5. Application Procedure – School Requests

Eligibility

Applicable to:

- School Management
- Teachers, departments, or staff

Procedure

- All requests must follow the school's internal budget request process

- Requests must be supported and approved by the School Director

School internal budget requests submitted for Community Funding must include:

- Clear objectives
- Target group (number and level of students)
- Detailed budget breakdown
- Timeline

Timing

- Requests should be submitted in advance of the school year and may only be made once per year
- Requests for future school years may be considered but are unlikely to be formally approved and remain dependent on the availability of funds

Review Process

- A budget meeting will take place between June of the prior school year and September of the new school year
- Participants include the Primary and Secondary Directors, the Parents' Association Treasurer, and the Chairman
- Following identification of potential Community Fund projects, the Parents' Association Committee will review and vote on each request

Notification

- Notifications will be sent directly to the Primary and Secondary Directors, who will inform the relevant teachers
- No separate Community Fund application form is required
- Approved funding amounts cannot be changed
- Late requests are unlikely to be considered, except in exceptional circumstances

5.1 Application Procedure – Parents and Students

Eligibility

Open to:

- Parents and legal guardians
- Students of the European School Bergen

Procedure

Applications must be submitted via the website application form and include:

- Clear objectives
- Target group (number and level of students)
- Detailed budget breakdown
- Timeline
- Support from the School Director

Timeline, Approval, and Process

- Applications are reviewed during monthly Parents' Association Committee meetings (usually held in the first week of the month)
 - Applications may be approved, rejected, or returned for additional information
 - Applicants will be notified by email once a decision has been made
 - Requests must relate to the current school year only
 - Requests for future school years may be considered but are unlikely to be formally approved and remain dependent on available funds
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6. Payments (All Requests)

- The Parents' Association will pay suppliers directly upon receipt of valid invoices
 - Invoices must be submitted in a timely manner to the designated email addresses (e.g. Treasurer and President)
 - Requests must relate to the year in which the project is implemented
 - Late invoices may not be reimbursed and may require additional approval by the Parents' Association
 - Invoices must be addressed to the European School Bergen Parents' Association
 - Payments will only be made up to the approved funding amount
 - Any additional costs beyond the approved budget must receive prior approval and will not be automatically covered
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7. Reporting

Upon completion of the project, the School must provide:

- A short written report or student survey
 - Confirmation that the project was implemented as approved
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