

**UNIS-Hanoi Community Organisation  
Project Funding Application  
Information  
2009-10 AY**

**About SCO Project Funding**

The UNIS-Hanoi Community Organisation (SCO) is a volunteer organisation, led by parents, inclusive of all groups in the school community. Through its activities and events, the SCO raises funds to benefit the UNIS community, with a portion of the proceeds each year allocated to charity through the UNIS Community Service Programme.<sup>1</sup> Beyond that, the SCO's primary objective is advance the interests of the school community and promote the well-being of the students, parents, faculty, and staff who comprise the school community through a variety of means listed in the SCO Constitution (See relevant Articles of the Constitution in Attachment B.)

People within the UNIS community have lots of ideas on how to achieve these goals, probably many more ideas than the SCO can fund. The SCO would like to fund the most appropriate ones, out of those which are consistent with the SCO and UNIS mission and goals. The SCO is required by our Constitution to ensure a community-based, cooperative approach to dissemination of funds raised by the SCO. Because we anticipate more ideas than can be funded, this application process has been designed to be as fair and transparent, and allow the broadest possible input from the community. However, if you have ideas on how to improve it, please let us know by filling in the Funding Process Evaluation Form (Available on the UNIS Portal or Website).

Applications for funding may be submitted by any individual or group of individuals within the UNIS community, including students, parents, faculty and staff. In addition, the SCO will solicit additional applications for funding from staff through the school administration, and through the Community Advisory Group (see Article 8 of the SCO Constitution). The Executive Committee and the Head of School must review and approve all applications, and the allocation of funds must be approved by the general membership of the SCO as specified in the SCO Constitution.<sup>2</sup>

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<sup>1</sup> SCO Constitution, May 8, 2009, Article 4.

<sup>2</sup> Article 6, Section 3.

## **Criteria for Selection**

As stated above, the basic criteria for selection is consistency with the UNIS Mission and the SCO Objectives and Purposes, and Core Values as stated in Articles 4 and 5 of the SCO Constitution. Beyond that, selection criteria for specific projects include the following:

1. The project should solve a clearly identified problem or meet a need that is not currently being met.
2. The application should provide a clear description of how the project will work (e.g. a timetable, details of items to be purchased and how they will be used)?
3. The duration of the project should be clearly specified. Most projects must be completed within 6 months. Projects may not extend beyond the end of the academic year in which they begin without the approval of the outgoing and incoming SCO Executive Committees and the HOS.
4. The budget should be adequate, but show evidence of appreciation of limited funds available. Applicants should cost items on the local market prior to application and as far as possible, compare prices across vendors for the best value.
5. The SCO EC and HOS will also consider whether the benefits of approved projects been evenly distributed as far as possible across the different sections of the school (ES, MS, HS, PE, arts, science, etc.) over a period of one or two academic years.
6. Projects which meet the following criteria if implemented will not be funded:
  - Violate any policy of UNIS.
  - Known to be already in the school budget.

## **Application and consideration process**

### *Eligibility:*

- Any individual or group of individuals within the UNIS community, including students, parents, faculty and staff.
- The SCO may also solicit applications for funding from staff through the school administration, and from the

whole community through the Community Advisory Group (see Article 8 of the SCO Constitution).

*How to apply:*

- To ensure consistency and fairness, all project ideas, including those from CAS<sup>3</sup> or originating from the Community Advisory Group must be submitted on the application form attached.
- Applications can be submitted electronically to the [SCO@unishanoi.org](mailto:SCO@unishanoi.org) e-mail account. An e-mail confirming receipt will be sent.
- Once applications are submitted, the SCO or HoS may request further information.

*When to apply:*

- There will be two rounds of consideration, once in the October or November and once in January or February. The closing date and amount of funds available for each round will be announced a month before the deadline in the UNIS Newsletter Tin Tuc.
- The SCO reserves the right not to spend the entire amount available. Any additional amounts will be held over to the next application cycle.

*Review and approval:*

- Both the SCO Executive Committee and the Head of School must review and approve all applications. They may also consult with the Community Advisory Group. For a detailed flow chart of the process of consideration of applications, please see Attachment A.
- The allocation of funds must be approved by the general membership of the SCO as specified in the SCO Constitution.<sup>4</sup>

*Notification:*

- Un-funded applications will be returned to the applicant with a written explanation of why the project was not funded on that round.
- Applicants for funded projects will also be notified in writing, and descriptions of funded projects will be posted on the UNIS Portal and announced in the Tin Tuc

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<sup>3</sup> With the exception of the last installment of the existing commitment to give CAS \$4200 in 09-10 for Music Academy.

<sup>4</sup> Article 6, Section 3.

and in SCO reporting to the UNIS Board of Directors.

### **Disbursement of funds**

The SCO Treasurer will determine, in consultation with the applicant, the Executive Committee and the HoS, how best to disburse the funds to maximize accountability and transparency. Appropriate documentation for disbursement and purchase must be retained.

### **Reporting on the results of the project**

In order to ensure accountability in the use of SCO volunteer-raised funds, once the project is complete, the project leader it must submit a short (1/2-1 page) written report summarizing the implementation of the project, and explaining why or why not it met the goals described in the application. We encourage you to submit photographs of your project in action along with your final report. Any issues or problems with implementation and how they were overcome should also be noted, along with recommendations for similar future projects (if any).

A final financial report must also be submitted, detailing the expenditure of funds, explaining any significant deviations within specific budget lines (more than 10% of the total original budget) from the original budget submitted, and attaching original documentation for all expenses (receipts for purchases, contracts for event costs, etc.).

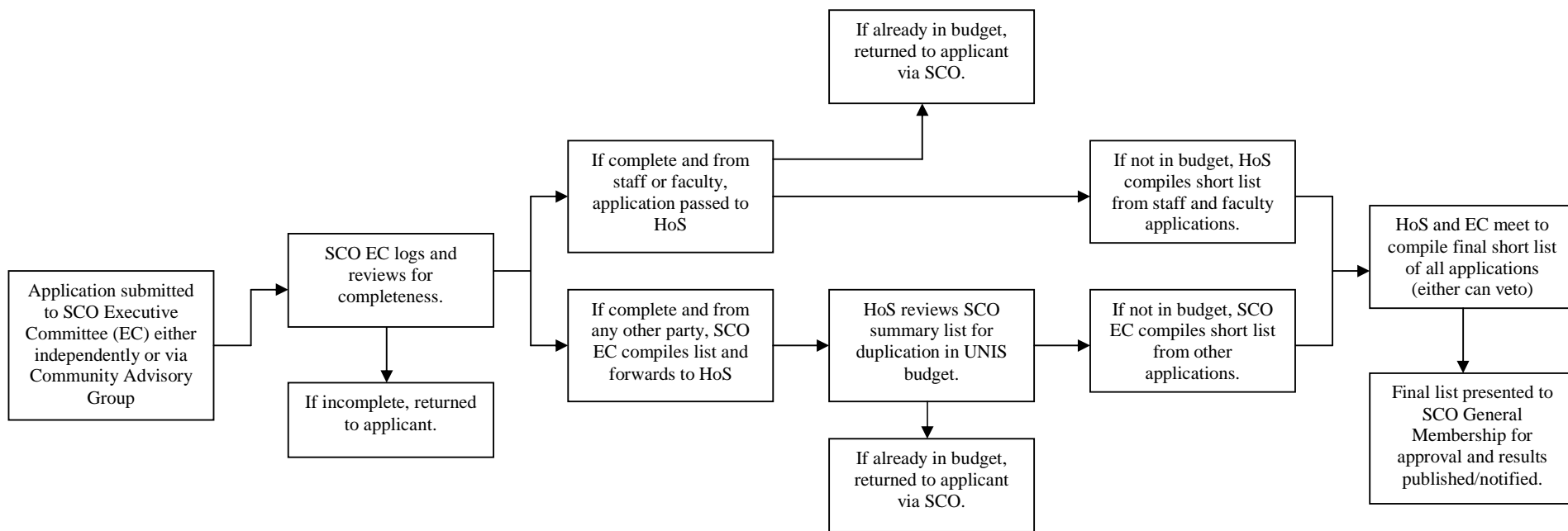
The final reports will be posted on the UNIS Portal, and completed projects may be featured in the Tin Tuc.

### **Problems with project implementation**

If, during the course of the project, there are significant changes to the budget or plan for purchases or activities, the applicant must report these to the SCO Treasurer. The SCO Executive Committee will try to help to come up with ways to solve the issues, or an alternate project that will meet the goals of the original application.

The SCO reserves the right to request a progress report at any time, or to halt the disbursement of funds if major obstacles prevent the accomplishment of the original goals, or if the applicant is found to be spending funds in a way inconsistent with the approved project application. Unless there is clear evidence of purposeful misuse of funds, all receipts dated prior to notification of the withdrawal of approval for the project will be reimbursed.

**UNIS-Hanoi Community Organisation  
Project Funding Application  
Attachment A  
Consideration Process Flow Chart**



**UNIS-Hanoi Community Organisation  
Project Funding Application  
Attachment C  
Relevant Articles of the SCO Constitution (May 8, 2009)**

ARTICLE 3

**Mission**

To enhance and foster supportive partnerships throughout the school community in support of the UNIS mission, which is:

"... to encourage students to be independent, lifelong learners who strive for excellence and become responsible stewards of our global society and natural environment, achieved within a supportive community that values diversity and through a programme reflecting the ideals and principles of the United Nations."

ARTICLE 4

**Objectives and Purposes**

To advance the interests of the school community and promote the well-being of the students, parents, faculty, and staff who comprise the school community.

To this end the SCO shall:

a) Act as a bridge in community-building by promoting communication, understanding and cooperation among students, parents, faculty and staff including language-specific cultural groups.

b) Offer welcoming support and hospitality to families, especially new families of members.

c) Facilitate opportunities for the administration and faculty to meet with parents.

d) Enhance UNIS's whole child learning approach in keeping with the mission of the school by sponsoring and supporting activities organised to those ends.

e) Raise funds to benefit the UNIS community, with a portion of the proceeds each year allocated to charity through UNIS's Community Service Programme.

f) Provide support to parents through opportunities for education and understanding, orientation, and other services, different from and complementary to the focus of the Community Education Office.

g) Support and promote volunteerism in all aspects of school life including the Community Service Programme, library and classroom, sports and arts activities, Board of Directors and its committees and Community Education.

#### ARTICLE 5

##### **Core Values**

- a) Positive and open communication
- b) Supportive involvement and inclusion
- c) Appreciation, understanding and celebration of the diversity and needs of the community
- d) Interest in fostering pride, fun and enthusiasm within the school
- e) Understanding that students benefit when parents are involved in their school

#### ARTICLE 6

##### **Executive Structure and Operations**

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##### **Section 3: Raising and Distributing Funds**

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##### b) Funds Raised for School and Charity

The Executive Committee shall ensure a community-based, cooperative approach to dissemination of funds raised through activities and projects for the benefit of the UNIS community.

A portion of the proceeds will be allocated to charity through the Community Service Programme.

The Executive Committee receives fund requests from the faculty through the HoS as well as through dialogue with active SCO committees and members and applications from any member of the community. The Community Advisory Group is a forum for further discussion.

#### ARTICLE 8

##### **Community Advisory Group**

The purpose of the Community Advisory Group is to build and maintain relationships throughout the whole school community and ensure a community-based, cooperative approach to

dissemination of funds raised and planning input for SCO-initiated school-wide events. The Community Advisory Group shall be convened by the Executive Committee, at least twice a year, and chaired by one of the Chairs of the SCO Executive Committee.

The first meeting shall take place in September of each year to introduce all participants to each other.

The Community Advisory Group is made up of:

- 1) HoS or his/her designee and Principals;
- 2) Faculty representative/s from Elementary and Middle-High School;
- 3) Communications Office Representative;
- 4) Students from the Elementary and Middle School Student Councils and High School Senate;
- 5) Community Service (CAS) Representative;
- 6) Chair or Vice-Chair from both the Elementary School and the Middle-High School;
- 7) Other representatives at specific meetings as requested by the SCO Executive Committee or the HoS.