

POLICY PLAN – HE SPACE CHILDREN’S FOUNDATION

1. Key principles and driving forces of the foundation

The HE Space Children’s Foundation (HESCF) was founded on 11 December 2008 by Scott Millican, Claudia Kessler and Leanna Roscoe. The aim of the HESCF is to promote educational opportunities for the world’s poorest children, regardless of gender, race or nationality.

The Foundation takes a broad view of education, as children need a safe, clean environment in order to learn, a full stomach and teachers who know how to motivate and encourage the children in their care. Therefore, we have supported infrastructure projects (building laboratory facilities in Uganda, buildings in Togo, beds in India, sports facilities in Madagascar), house mothers’ training in Uganda, sponsoring children in Guatemala and Suriname as well as providing a range of teaching materials/books for schools in Brazil and Ghana and computers in Burundi. A recent project in Zimbabwe also focussed on getting girls involved in martial arts as a way of building confidence as well as for safety reasons.

The HE Space Children’s Foundation is a non-profit organisation funded by HE Space and supported by supplementary donations via our website. The money is spent entirely on educational projects as described above and in more detail on our website. The costs of administration are kept low because HE Space employees manage the projects on a voluntary basis.

2. Mission and goals

The mission is to support underprivileged children individually or via project in order to improve their health, education and well-being and to perform all further activities connected with or conducive to attaining this goal in the broadest sense.

3. What the Foundation does (activities)

All of our current and former activities are fully described elsewhere on the website. The Foundation supports projects proposed and managed by HE Space employees. The HESCF supports reviewed and approved projects throughout the process. Support is given in the form of financial backing of up to €5,000, and advice on issues of organisation and budget. An important part of the employee scheme is the requirement that they present a project with a defined ‘head’ and ‘tail’, to ensure proper follow through and that the employee gets the full experience of project management. Examples include:

- Building a nursery in Gambia;
- Providing school uniforms for girls in India;
- Supporting astronomy in Timor-Leste;
- Building and equipping a science laboratory (Wobulenzi Town Academy, Uganda);
- Support for a Brazilian community school (learning materials, construction of a classroom, fountain to provide drinking water);
- Computers for school in Burundi;
- Library books for Ghana;

- Paying school fees for 11 children to attend school in Guatemala;
- Supporting a school in Nicaragua for children affected by violence;
- Satellite installation in Zimbabwe and South Africa for scientific educational activities;
- Scholarships, media library and sports facilities in Nosy Kumba, near Madagascar;
- Vocational training for teenage mothers in the Congo;
- Martial arts lessons for girls in Zimbabwe and India;
- Scholarship in Cambodia;
- Studio equipment for a school in India;
- Providing beds and pillows for an orphanage in India;
- Buying school books, computers & furniture for a primary school in Bali;
- Universe in a box partnership with Leiden University to bring science learning to 100 schools across Africa.

In certain cases, we undertake larger projects as we have recently done in Suriname where we supported the full-scale renovation of a local school.

4. Who takes responsibility for the Foundation's income

The HESCF funds are primarily provided by HE Space Operations BV, which donates a proportion of its profits to the Foundation. The Board meets at least once per year to discuss the financial state of the Foundation and to ensure that funds are being allocated appropriately – in particular this is the responsibility of the Treasurer (and current Chair), Mr Scott Millican. The Board consists of Mr Millican, Ms Roscoe and Ms ten Berge. Ms Roscoe will step down once a new Board member is approved.

To ensure that project funds are properly managed, there is a clear procedure for approving projects. Two contact persons from HE Space guide and support the employee and her/his proposal until the approval stage. There is a 5-person project evaluation committee to assess employee projects before the funds are released. If a majority vote for the project, then the funds are released after the approval signature of one of the 3 board members.

The person proposing the project must provide extensive evidence that the project meets the goals of the foundation, that the monies are correctly spent on the area of need identified and there are proper monitoring processes in place. For each project, there is a maximum of 5000 euro allowable – however, for larger projects and only with the majority explicit agreement of the board this amount can be increased.

Once the approval for the project has been received, the money is transferred by the administrator for the Foundation who manages the bank account in the Netherlands and ensures adequate financial records are kept. Until 2012, a volunteer took care of the accountancy and financial records; since February 2013, an employee within HE Space takes care of these duties. Once per year the annual accounts are produced by a certified accountancy company, LB Finance.

5. Review of how the Foundation's policy is conducted and supervised by the Board

The Board meets at least once per year for a formal board meeting. The Secretary organises and minutes the meetings. At each meeting, the financial status of the

Foundation is presented and discussed and where appropriate expenditure or cost cutting are agreed upon, based upon majority voting. There is regular and extensive phone and email contact between the board members between meetings but usually at an operational level. Majority voting is used to ensure that the Foundation business is conducted quickly but with appropriate control mechanisms.

6. Description of the expenditure policy of the Foundation

Until February 2013, the Foundation employed a part-time Director to raise funds and manage the overall running of the Foundation. The Foundation also kept a small inexpensive office in the space business park for use of the Director and HESCF volunteers. However, since 1 February 2013, the Foundation has no office and administration is covered by in-kind donations in time from HE Space employees.

Ms B ten Berge is responsible for marketing/PR and communications including website maintenance. Ms C Krabbendam is responsible for payments to projects and maintaining financial administration. There are no paid volunteers in the Foundation.

The administrative overhead (including bank costs/website, costs of sending letters etc) represents less than 5% of income. The policy of the HE Space Children's Foundation is to limit administration costs allowing as much as possible of the income to reach the projects. Please refer to the financial information on the website to see more details of how the Foundation spends its funds.