**Application form**

Please submit it by sending it until January 21st to [haberl@fairtrade-advocacy.org](mailto:haberl@fairtrade-advocacy.org)

1. **General information: applicant & project submitted**

|  |  |  |
| --- | --- | --- |
| **Profile of the applicants** | | |
| Applicant  (organization’s full name, address, legal status, registration number, date of registration) | |  |
| Legal representative of the applicant: name, surname, position, email, phone | |  |
| Main contact person for the project: name, surname, position, email, phone | |  |
| Project duration:  indicative start & end date | |  |
| Describe your organisation/entity, its activities and experience (max 200 words): | |  |
| **Project Summary** | | |
| Project title (in national language and English) |  | |
| Objective(s) of the project |  | |
| Products covered  (Food, Cocoa, Coffee, Fruits, Soy, Minerals, Wood, Electronics, Textiles, Shoes, or several supply chains and products) |  | |
| EU Policy Areas covered  (e.g. Sustainable Production and Consumption, Trade Agreements, EU Rules on responsible supply chains, deforestation, public procurement, …) |  | |
| Policy Maker Target group  (examples: MEPs from your country, national MPs, government officials working on EU Policies, …) |  | |
| Who and how many (approximately) are the young people involved and targeted? |  | |
|  |  |  |

**2. Project Description**

* Describe in more details the project and its objectives (max 1 page)

* Describe planned activities (per time phases and in bullet points)

* What is the need that this project is addressing in your region? (max, 10 lines)

*Please describe the current situation & how the project aims to change or improve it.*

* If applicable: Describe potential other organizations involved in the project and how you intend to involve them (5-8 lines)

* Please list main risks and potential obstacles that may hinder the activities over the duration of your project

**3. Communication & visibility**

FTAO may wish to use & publish the results, outputs, outcomes, pictures, and other materials created by your project in publications & news online. Do you consent?

**Yes**

**No**

**4. Budget**

**in Annex 2.**

Expenses of the project. Please add sublines if needed and specify the costs in the lines below by describing the expenses[[1]](#footnote-1):

|  |  |
| --- | --- |
| **Category of Expenses** | **Amount in Euro** |
| 1. Personell Salaries and Wages |  |
| 1. Activity Costs |  |
| 1. Support Costs (max. 15%)[[2]](#footnote-2) |  |
| 1. Indirect Costs (max. 15%)[[3]](#footnote-3) |  |
| **Total Costs** |  |
| Requested Amount from FTAO |  |

In case there is Co-Funding from other sources please specify:

|  |  |
| --- | --- |
| Name, Position of the legal representative of the applicant |  |
| Place and Date |  |
| Signature of the legal representative |  |

1. For example you can break down Activity costs in seperate budget lines such as (depending on your project proposal) Catering, Travel Costs, Design Costs, …. Just add extra Sublines to outline it. The same goes for the other budget headings you find in the spreadsheet.  
    [↑](#footnote-ref-1)
2. Support Costs such as equipment and trainings for staff members involved in the project cannot exceed 15% of the total grant [↑](#footnote-ref-2)
3. Indirect costs, such as administrative and operational fees, rent, accounting and legal expenses, etc., shall not exceed 15% of the total grant. [↑](#footnote-ref-3)