# ANNE FRANSEN FUND APPLICATION FORM 2020

To be submitted to Johanna Tiippana, jtiippana@consint.org by **16 December 2019**

Applicants are advised to **read the application instructions** (page 3) before completing the form.

Please submit your application form in English. If this is not possible please use French or Spanish.

Nous recevons de préférence votre candidature écrite en anglais. Si ce n'est pas possible, veuillez utiliser le français ou l'espagnol.

Preferiblemente recibimos su solicitud escrita en inglés. Si esto no es posible, utilice francés o español.

**Name and country of requesting organisation:**

**Project summary (no more than 300 words)**

**Objective(s) (no more than 200 words)**

What are the specific aims and objectives for the project?

**Activities (no more than 1,000 words)**

Provide a description of the proposed project including:

• outputs and expected results,

• how the project will change the behaviour of target groups,

• materials that will be produced,

• possibilities for replication and extension.

**Describe in detail each activity to be undertaken**

Please explain why each activity has been chosen, including where (city, region or the whole country).

**Methodology (no more than 750 words)**

Provide a description of the following:

The procedures for follow up, reporting and internal/external evaluation

**The role of the key actors and stakeholders** (partners, target groups, local authorities, etc.). Please explain why they have been chosen.

**The team structure for the project by function**

(there is no need to include the names of individuals)

**Impact expected**

Please outline the opportunities for extending the project beyond the duration of the Fund award. For instance: follow-up activities, built-in strategies, long term ownership. You can also refer to financial, institutional and policy impact of the project.

**Timeframe (must be presented in the following format – this is only an example)**

|  |
| --- |
| Year 1 |
|  | Semester 1 | Semester 2 |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body |
| Example | Example |  |  |  |  |  |  |  |  |  |  |  | Example |
| Preparation Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant / Partner 1 |
| Execution Activity 1 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Partner 1 /Partner 3 |
| Preparation Activity 2 (title) |  |  |  |  |  |  |  |  |  |  |  |  | Applicant /Partner 2  |
| Etc. |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Budget outline (budget must be presented in Euros only)**

# APPLICATION INSTRUCTIONS

Please make sure that you are eligible to apply for the AFF Fund grant (see ‘Requirements’ below) before completing the application form.

**I) Requirements**

1. Submit your proposal on the application form provided. Do not make changes to the format or delete any part of it. Responses should be within the word limit required for each section. Proposals should be submitted in word copy. Organisations’ logos are not required on the application form. There is no limit to the number of applications an individual organisation can submit. However, funding is limited to one project per call and per organisation.

2. All applicants should ensure that their membership fees to Consumers International are up to date.

3. Funded organisations must submit a 1 to 2-page report to the AFF and the Consumers International office within 3 months of completion of project activities. This should contain information on activities undertaken, financial expenditure, and impact achieved. The report should show the actual results that have been achieved, not be a copy of the project plan. This can be in the format of text, photos of activities organised, a video. Links to project webpages may also be provided.

4. Co-funding (if any) cannot be over 50% of the overall budget. This co-funding requirement means that organisations cannot submit a proposal for a total budget exceeding € 20,000. (*Applicants must show written evidence of already secured funds*).

**II) Primary Criteria**

Proposals that do not meet all of these eight criteria will be disqualified.

1. You have to be a member (Full and Affiliate) of Consumers International from developing countries (see [OECD DAC List of ODA recipients](http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/daclist.htm)).

2. Membership fees must be fully paid to the current year (including January to December 2019).

3. The proposal must address one of the AFF priority areas (financial services, consumer justice and protection, food, digital, drugs and health). The report should show the actual results that have been achieved, not be a copy of the project plan. This can be in the format of text, photos of activities organised, a video. Links to project webpages may also be provided.

4. The project should be executed within one year.

5. The budget should be no more than 10,000 Euros.

6. The proposal should be clearly linked to one or more consumer rights[[1]](#footnote-1).

7. Applicants must be free of unethical practises including financial and legal issues that may affect the organisation’s legal status or their continuing eligibility for Consumers International membership.

8. Overhead and indirect costs (i.e. venue, food, travel, staff and volunteer costs, etc) do not represent more than 40% of the budget.

**III) Evaluation Criteria**

Proposals will be reviewed according to a scoring system considering the following criteria:

1. Proposals have clear and realistic aims on campaigning or organisation building.

2. Objectives are clearly defined.

3. Performance indicators are defined with realistic deliverables and outcomes.

4. The budget is well-designed and linked to the activities.

5. The project contributes effectively to strengthening the organisation’s institutional capacity.

6. The stakeholders identified are relevant and their role in the project is well defined.

7. Credible mechanisms for monitoring and evaluation are incorporated in the proposal.

8. The proposed results can be sustained beyond the lifetime of the project.

**IV) Submission Process**

Please ensure that you clearly label your application in the subject line of the email ‘Application to AFF 2020’ and submit it to Consumers International by 16 December 2019.

Late applications will be immediately disqualified.

**The contact details are as follows**

Johanna Tiippana, JTiippana@consint.org

**Please always contact Consumers International office for more information rather than individuals at Consumentenbond.**

You will be informed about the outcome of your application in March 2020.

AFF winners should be aware that grant payments may take up to three months to be processed.

# OTHER USEFUL INFORMATION

**English**

In 1988, the Anne Fransen Fund was founded by a former director of Consumentenbond - the Dutch Consumers’ Organisation. The Anne Fransen Fund’s mission is to establish and reinforce the position of consumers in developing countries and transitional economies, through the implementation of capacity building and campaigning projects. The fund is made up of contributions from members of Consumentenbond. Since 1981, over €1,000,000 has been invested by the Anne Fransen Fund. As the Anne Fransen Fund has no overhead or personnel costs, all funds – totalling about € 60,000 per year – go directly to the selected projects.

Consumers International will facilitate the administration of the AFF. The AFF Board has responsibility for the management of the fund and makes the final decision as to selection of projects and the grant amount to be made available. The AFF Board considers submitted projects for approval once a year.

**Spanish**

En 1988, fue fundada la Anne Fransen Fund por un ex-Director de la Consumentenbond – la Organización de Consumidores de Holanda. La misión de la Fundación es establecer y reforzar la posición de los consumidores en los países de economías en desarrollo y en transición, a través de la implementación de proyectos de capacitación para el fortalecimiento institucional y proyectos de campañas. La Fundación se sustenta a través de contribuciones de los miembros de Consumentenbond. Desde 1981, la Fundación ha invertido más de 1.000.000 euros. Como la Anne Fransen Fund no tiene gastos de base ni costos de personal, todos los fondos – más de 60.000 euros por año, son destinados directamente a los proyectos seleccionados.

Consumers International apoyará la administración de la Fundación. La Directiva de la AFF tiene la responsabilidad de la gestión de los fondos y toma la decisión final respecto de los proyectos ya seleccionados y del monto de los fondos a ser destinados a cada uno de éstos. La Directiva de la AFF se reúne una vez cada año para revisar y aprobar propuestas de proyectos.

**French**

Le fonds Anne Fransen (AFF) fût crée en 1988 par un ex directeur de Consumentenbond, l’association de consommateurs néerlandaise. Le fonds AFF s’est donné pour mission d’étayer et de renforcer la position des consommateurs dans les pays en voie de développement et dans les économies en transition, à travers la mise en oeuvre de projets renforçant les capacités institutionnelles et promouvant les campagnes des organisations consuméristes. Le Fonds est constitué des contributions versées par les adhérents de Consumentenbond. Depuis 1981, plus de 1.000.000 Euros ont été investis par l’AFF. Parce que l’AFF n’a pas de frais de fonctionnement ou de personnel, la totalité des fonds disponibles, environ 60.000 € par an, sont utilisés en faveur des projets sélectionnés.

Consumers International s’occupe en partie de la gestion administrative de l’AFF. Le Conseil de direction de l‘AFF est entièrement responsable de la gestion du Fonds et décide de la sélection des projets ainsi que de leur niveau de financement. Le Conseil se réunit une fois par an pour délibérer et choisir les projets présentés.

# DEFINITIONS

**Objectives**

Expresses a particular effect that the program is expected to achieve if completed successfully according to plan.

**Results**

Describable or measurable change in a given state that is derived from a cause-and-effect relationship.

**Outputs**

The specific, tangible deliverables from the project such as reports, surveys, radio spots, press releases, pamphlets, articles etc.

**Impact/Sustainability**

The ultimate planned and unplanned consequences of a program; an expression of the changes actually produced as a result of the program, typically several years after the program has stabilised or been completed.

**Monitoring**

An ongoing process to verify systematically that planned activities or processes take place as expected or that progress is being made in achieving planned outputs.

**Assessment**

Often used as a synonym for evaluation; sometimes recommended for approaches that report measurement without making judgments on the measurements.

**Assumptions**

The external factors, influences, situations or conditions that are necessary for project success. Assumptions are external factors that are quite likely but not certain to occur and which are important for the success of the project or program, but which are largely or completely beyond the control of project management.

**Stakeholders**

Any group within or outside an organisation that has a stake in the organisation’s performance. Creditors, suppliers, employees and owners are all stakeholders.

1. Being the following rights: right to safety; the right to be informed; the right to choose; the right to be heard; the right to satisfaction of basic needs; the right to redress; the right to education and the right to a healthy environment. [↑](#footnote-ref-1)