# ANNE FRANSEN FUND APPLICATION FORM 2021

To be submitted to: members@consint.org by 8th February 2021

Applicants are advised to **read the separate AFF Application Instructions** before completing this form.

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

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

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

1. **Name and country of applicant**

Name: …

Country: …

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1. **Objectives**

*The proposal must be focused on one of the following AFF objectives.*

*Please tick one of the boxes*

Financial services

Food

Digital

Consumer Justice and Protection

Drugs and Health

*The proposal must be clearly linked to* ***one or more*** *of the eight Consumer Rights:*

*Please tick one or two of the boxes*

Right to safety

Right to be informed

Right to choose

Right to be heard

Right to satisfaction of basic needs

Right to redress

Right to education

Right to healthy environment

*What are the* ***specific objectives*** *for your project?*

*Please formulate no more than three main objectives*

1. …
2. …
3. …

*Please explain the choices you have made and why these choices are the right ones for your organisation (no more than 200 words).*

………

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1. **Key Performance Indicators (KPI’s -** A quantifiable measure used to evaluate success**) (no more than 200 words, maximum 5 KPI’s)**

*What are the KPI’s for the next 12 months? Please formulate no more than 5 KPI’s and quantify your KPI’s as much as possible. A KPI could be: number of consumers informed about a certain issue/topic, number of consumer issues resolved etc.*

1. …
2. …
3. …
4. …
5. …

*What will success look like? How will you know when you have achieved it? (No more than 100 words)*

………

*How will you monitor the KPI’s over the 12 month period of the project? (No more than 100 words)*

*………*

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1. **Activities and timeline (listed in chronological order, no more than 1,000 words)**

List the start and end of each planned activity in a calendar.

Provide, if necessary, further explanation for each activity (no more than 200 words).

Please find an example calendar below:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 12 month project | | | | | | | | | | | | | |  |
| Activity | Month 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | Implementing body | Further explanation of activity |
| 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. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

………

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1. **Team (no more than 300 words)**

Give an overview of the team working on this project and how their combined skill set meets the needs of the project.

In addition, use the table to list:

* the different roles
* the amount of staff time per role (i.e. Full Time Equivalent %)
* whether the team member is already on your staff or if you are hiring them especially for this project.

For example, if your Chief Financial Officer spends half a day per week on this project, then it is internal, 10% FTE. If you hire someone externally for only 2 of the 12 months, then it is external and 16,7%. A full time external project manager is external 100%.

………

|  |  |  |
| --- | --- | --- |
| Team overview | | |
| Role | Internal or Extenal | Full time equivalent (FTE) % of time |
|  |  |  |
|  |  |  |
|  |  |  |

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1. **Budget (in Euro, maximum 10.000 Euro)**

Please specify what materials (e.g. promotion, equipment etc.) you will need to purchase for this project including, travel expenses, rental costs for venues, catering, staff costs by position (differentiate between the existing staff who will work on the project and new staff), outsourced work to other companies (e.g. promotion, I.T. development) etc.

Please find an example budget template below:

|  |  |  |
| --- | --- | --- |
| Example |  | **Budget** |
| **Ref** | **Description** | **Period** |
|  |  |  |
| 1 | Materials | 0 |
| 1.1 |  |  |
| 1.2 |  |  |
| 2 | Travel | 0 |
| 2.1 |  |  |
| 2.2 |  |  |
| 3 | Rental Costs for Venues | 0 |
| 3.1 |  |  |
| 3.2 |  |  |
| 4 | Catering | 0 |
| 4.1 |  |  |
| 4.2 |  |  |
| 5 | Staff project costs – existing staff (list by role) | 0 |
| 5.1 |  |  |
| 5.2 |  |  |
| 6 | Staff costs – new staff (list by role) | 0 |
| 6.1 |  |  |
| 6.2 |  |  |
| 7 | Outsourced work to other companies | 0 |
| 7.1 |  |  |
| 7.2 |  |  |
| 7.3 |  |  |
| 8 | Other | 0 |
| 8.1 |  |  |
| 8.2 |  |  |
|  | **Total costs** | **0** |

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1. **Stakeholders**

Which stakeholders will be involved in this project? Why have they been chosen? What results do you expect from involving them?

*…………*

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1. **Sustainability (no more than 300 words)**

*What will happen after the project is finished? What will continue, what may stop?*

*…………*

*What will you do to enhance the impact of the project beyond the 12 month period of the project?*

*…………*

*What possible positive ripple effect may be expected?*

*…………*

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