# ANNE FRANSEN FUND APPLICATION FORM 2025

To be submitted to [members@consint.org](mailto:members@consint.org) by February 1, 2025

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 organisation, country of applicant, name project and period.**

Name organisation: ……………………….

Country: ……………………….

Name project: ……………………….

**Planned project START date: ………………………………….**

**Planned project END date (max 12 months): ………………………………….**

***Note:***money transfer for AFF grantees will take place no later than July 1st, if the AFF has received the correct bank details in time*.*

**Name of the contact person for this project: ………………………………………..**

Phone number: ……………………….

Email address: ……………………….

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

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).*

………

1. **Key Performance Indicators (KPI’s)  
   *Note*:** Using a KPI you measure an important value in your process or a quantifiable measure used to evaluate success.

**Some examples:**

a. *number of consumers informed about a certain issue/topic*

*b. number of consumer issues resolved*

*c.* *number of participants in the workshop*

*d.* *number of consumers reached with social media. 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. Can you explain (briefly) your measuring method?*

|  |  |  |  |
| --- | --- | --- | --- |
| Performance indicators | Unit of measure | Target value | Sources of verification |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

……………………….

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

*……………………..…*

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

List the start and end of the planned activities 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** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** | **Implementing body** | **Further explanation of activity** |
| 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. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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 16,7% and it is external. A full time external project manager is external 100%.

|  |  |  |  |
| --- | --- | --- | --- |
| Person | Role | Internal or External | Full Time Equivalent (FTE) % of time |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |

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

Please specify what materials (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, it development) etc.  
We would like to indicate here that the grant from AFF is primarily intended for external costs.

Please find an example budget template below:

|  |  |  |
| --- | --- | --- |
|  |  | **Budget** |
| **Ref** | **Description** | **Please specify each item** |
|  |  |  |
| 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(broken down by role) | 0 |
| 5.1 |  |  |
| 5.2 |  |  |
| 6 | Staff costs – new staff (broken down 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** |

1. **Stakeholders**

Which (external) stakeholders (persons and/or organisations) will be involved in this project?

***Note***: External stakeholders are parties that are involved in the project and can provide assistance with the project, but are not part of your organisation.

Some examples:

* Advisors
* Press and media
* (Local) government
* Interest groups
* Universities
* Schools
* Suppliers
* Associations
* Partners

Why have they been chosen?

How important do you expect they will be?

Please use the rating 1 to 7.

(1 = minor important, 7 = most important).

What results do you expect from this co-operation?

If possible, please mention the names of the persons involved.

|  |  |  |  |
| --- | --- | --- | --- |
| Stakeholder (Person (with name) / Organisation | Importance rating 1-7 | Reason why | Expected results |
| 1. …. |  |  |  |
| 1. …. |  |  |  |
| 1. …. |  |  |  |
| 1. …. |  |  |  |
| 1. …. |  |  |  |
| 1. …. |  |  |  |

**Why do you think they are willing to offer help, support or otherwise?**

……………………….

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?*

*…………*

1. **Organisation profile**

|  |  |
| --- | --- |
| Name Organisation: |  |
| Country: |  |
| Full Address: |  |
| Website: |  |
| E-mail Address: |  |
| Founding Year: |  |
| Name CEO: |  |
| Number Of Employees: |  |
| Number Of FTE: |  |
| Number Of Volunteers: |  |
| Revenues From Contributions: |  |
| Other Revenues: |  |
| Turnover 2022 Euro: |  |
| Turnover 2023 (LE) Euro: |  |
| Main Working Area National?: | National / Regional |
| - Regional Areas or Provinces: |  |
| Most Important Achievements or Activities in 2023: | 1.  2.  3. |
| Active on Social Media |  |
| -Facebook - Example (with Link) |  |
| -X (Twitter) - Example (with Link) |  |
| -Instagram – Example (with Link) |  |
| -You Tube – Example (with Link) |  |
| -TikTok – Example (with Link) |  |