# 

# PART I

## **GENERAL** INFORMATION

|  |  |
| --- | --- |
| Full name of the applicant (company/organisation) |  |
| Acronym |  |
| Type of organisation (category) |  |
| Contact person (and job title) |  |
| E-mail of contact 1 |  |
| E-mail of contact 2 |  |
| Address |  |
| Additional address details (if applicable) |  |
| Postcode |  |
| Town |  |
| Country |  |
| Telephone 1 |  |
| Telephone 2 |  |
| Year of creation |  |
| Website (if applicable) |  |
| Legal status and registration number  (Limited Liability Company/Cooperative, etc.) | *(attach an official copy of the act of incorporation of the organisation (or equivalent))* |

# PART II

## **DETAILED** INFORMATION

### Information about the company

|  |  |
| --- | --- |
| **Names of Company Managers** | **Job titles** |
|  |  |

*\*Add lines if necessary*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employees** | **Number of women** | Variation compared with the previous year (e.g. 3 more = +3; 5 less =-5) | **Number of men** | Variation compared with the previous year (e.g. 3 more = +3; 5 less =-5) |
| Full time technical personnel / employees |  |  |  |  |
| Full time administrative personnel / employees |  |  |  |  |
| Part time technical personnel / employees |  |  |  |  |
| Part time administrative personnel / employees |  |  |  |  |
| Consultants under contract |  |  |  |  |

***Please provide CVs for the main operational staff (consultants, trainers)***

### 2. Information on the services offered

*The aim of this section is to provide COLEACP with details about your organisation, and the services it offers to its customers. Providing comprehensive and accurate information here will help us to make a better analysis of your needs, and ensure that any future COLEACP support is relevant and has an appropriate and detailed action plan for its implementation.*

**Sectors in which the company is active***:*

Horticulture? YES - NO

Agriculture? YES - NO

Other? : YES – NO If yes, which one(s)?

**Subject /areas where the company offers services/has specialised skills** *(e.g. food safety, crop protection, environment, labour standards, business skills…)*

1. …
2. …
3. …

**Services offered**  *(e.g. training, technical assistance, advice, auditing)*

1. …
2. …
3. …

**Main client categories** *(e.g. export companies, processing companies, extension workers, producers.)*

1. …
2. …
3. …

**Geographical scope** *(main areas where the company is active)*

1. …
2. …
3. …

**List your main clients/customers and the type(s) of services provided to them** *(Please give examples of recent or current projects/contracts)*

|  |  |
| --- | --- |
| **Name of client** | **Projects /Contracts and Services Provided** |
|  |  |
|  |  |
|  |  |

*\*Add lines if necessary*

### 3. Other information:

**Has your company, or any of your employees or consultants, already received support from COLEACP (e.g. training, information, advice)? If yes, please give details:**

|  |  |
| --- | --- |
| **Company** | **Support received by COLEACP** |
|  |  |
|  |  |

*\*Add lines if necessary*

|  |  |  |
| --- | --- | --- |
| **Name** | **Position within the company** | **Support received by COLEACP** |
|  |  |  |
|  |  |  |

*\*Add lines if necessary*

**Over the past 5 years, have you had connections with any other development (donor) programmes** *(e.g. support for your services, training, service contract, etc.)***? YES/NO**

If yes, please give the name of the programme, the nature of any support received, or the nature of any services provided under contract to the programme**:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the Programme/donor** | **Year** | **Technical / Financial Support received** | **Service(s) Provided** |
|  |  |  |  |
|  |  |  |  |

*\*Add lines if necessary*

# PART III

## **APPLICATION** FOR SUPPORT

**Concrete problems experienced by the applicant** that this support will help to address:

1. …
2. …
3. …

**Support requested by the applicant from COLEACP :** *For each item of support requested, indicate the different types of expenditure likely to be involved (e.g. trainers fees, logistics)*

1. …
2. …
3. …

**Counterpart: contributions from the applicant**

*The applicant’s contribution may consist of improvements to infrastructure, capital items, equipment, human resources, logistical costs, etc.*

1. …
2. …
3. …

**Adhere to the COLEACP Sustainability charter within the framework of the FFM programme**

I have read the COLEACP Sustainability Charter and adhere to its principles; which means that I am willing to commit to sustainability in 7 areas

1. Laws and regulations

2. Corporate practices

3. Business practices

4. Labour conditions

5. Environment

6. Product quality

7. Good agricultural practices

**Collaboration in monitoring the results of COLEACP in the context of FFM programme implementation.**

I undertake to provide the necessary information to measure changes in the economic, social and environmental performance of my organization at least once a year.  The aim of this exercise is to contribute to the continuous improvement and impact measurement of actions carried out by COLEACP for its’ beneficiaries.

This information may be collected through surveys, forms or via the COLEACP self-assessment tool.