5th TRIALOG Partnership Fair

Vienna, Kardinal König Haus

4th – 6th May, 2015

**APPLICATION FORM – Deadline 17th of April**

1. **General information**

Please complete all fields of this application form.

**Note that we cannot guarantee that you will find a partner or a donor during the Fair!**

**IMPORTANT INFORMATION REGARDING FINANCIAL ASSISTANCE AND REIMBURSEMENTS:**

**Financial Assistance for travel and accommodation in the Partnership Fair is available to successful applicants from EU13 countries (countries that joined the EU since 2004) and Western Balkans only. Those applicants needing financial assistance should also fill in the Application Form for Participation in an Event (http://www.trialog.or.at/images/doku/application\_for\_events.doc).**

1. **Deadline**

Applications will be processed on a rolling basis. Applicants will receive an answer to their request within 10 days of submission. Applications should be sent directly to office@trialog.or.at and i.socea@trialog.or.at. The last day for receiving applications is the **17th of April** Please note that places are limited and applications are accepted on a rolling basis, so **apply early**! Late applications also stand less chance of reimbursement. Please write in the subject of the e-mail: **Application Partnership Fair**

1. **Information on the Applicant**

First Name:

Surname:

Sex (m/f):

Country of Residence:

1. **Identification of your Organisation**

(please note that all correspondence will be sent to this address)

Organisation’s name:

Organisation’s acronym:

Address:

Telephone:

Fax:

E-mail:

Website:

Your function or role within the organisation:

4.1. Which of the work areas bellow is your organisation active in?

[ ] Children and Youth

[ ] Global/Development Education

[ ] Reproductive Health

[ ] Gender and LGBT

[ ] Fair Trade

[ ] Banking and Financial Services

[ ] Water Supply and Sanitation

[ ] Health and Social Services

[ ] Disaster Risk Reduction

[ ] Emergency

[ ] Government and Civil Society

[ ] Development Policy

[ ] Environment and Climate Change

[ ] Agriculture

[ ] Food Security

[ ] Migration

[ ] Support to NGOs

[ ] Cultural Cooperation

[ ] Democracy

[ ] Human Rights and Social Inclusion

[ ] Peacebuilding

[ ] Other, please add:

4.2. Which regions/countries is your organisation active in?

4.3. What other projects (past and ongoing) was your organisation involved in, as lead applicant or as partner, addressing issues connected to development cooperation? Please list 3-6 projects and add a one-line description for each.

4.4. Has your organisation received/is currently receiving funding from any of the foundations/institutions listed in the “Partnership Fair 2015\_Funding Opportunities” accompanying this application form? Please indicate which one(s).

4.5. Would you like to draw the fellow Partnership Fair participants’ attention to an additional funding opportunity that is not listed in the “Partnership Fair 2015\_Funding Opportunities” document?

4.6. For EU15 applicants only: Would your organisation be interested in partnering with an EU13 NGO for future in-country calls for proposals where project activities take place in a developing country (such as EC or other funding opportunities)?

4.7. Is your organisation registered in PADOR?

Yes [ ]  No [ ]

1. **The project you would like to propose**

**Please, describe briefly the project you would like to propose during the Partnership Fair**

1. 1) Based on the categories listed under question 4.1 of this application, which theme does your proposed project idea fall under?

**or**

2) If you don’t have a concrete project idea, which are the areas you are most interested in developing a future project. Please list max 5 areas of interest.

1. The problem you want to address (max 100 words)
2. The objectives of the project (max 100 words)
3. The target groups (max 50 words)
4. Geographical focus (max 50 words)
5. What kind of activities would be included in this project? (Example: capacity building, awareness raising, networking, research, exchange etc.) (max 100 words)
6. Do you want to be lead organisation in the project?
7. What do you expect from the partners you are looking for (max 100 words)
8. Which of the foundations/funding lines included in the donors list would most likely fund this project idea?
9. Are there any additional donors (EC, foundations, national governments etc.) that might be interested in funding a similar project? If yes, please list below.
10. **Practical information**

|  |  |
| --- | --- |
| a. **Dietary** needs  | b. Do you require **wheelchair** accessibility? |
| [ ]  No special needs | [ ]  Yes [ ]  No |
| [ ]  Vegetarian |  |

c. TRIALOG madesingle/double room reservations in middle class hotels at special rates. Do you want us to make a **booking for you?**

[ ] Yes, single room

[ ] Yes, I want to share a double room

[ ] No, I will make my own arrangements

d. For our hotel booking: In case of approval of your application, you will most probably **arrive** on March **,… ,** and **depart** on March,…

Other needs or comments:

Date: