

# FAIRTRADE INNOVATION FUND

To apply for funding please email your completed application to:-

Australia: [info@fairtrade.com.au](mailto:info@fairtrade.com.au)

New Zealand: [info@fairtrade.org.nz](mailto:info@fairtrade.org.nz)

## GUIDELINES

### Purpose and Scope

The purpose of the Fairtrade Innovation Fund is to support innovative activities that contribute to mobilising thousands of conscious consumers and Fairtrade advocates in communities across Australia and New Zealand.

Specifically, the Fund will provide financial assistance to organisations or registered groups that, through the delivery of their activities, can demonstrate they will:

1. Educate and create greater awareness in the Australian/New Zealand community of the benefits of Fairtrade
2. Encourage Australian/New Zealand consumers to choose Fairtrade Certified products as well as encourage their peers to do likewise.

### Fund Framework

Funding is provided in the form of a grant to successful applicants.

The current round of grants by the Fairtrade Innovation Fund will be available for allocation to selected candidates until 30 August, 2017. Applications can be submitted at any time during this period.

To apply for a grant, please email your completed application to [info@fairtrade.com.au](mailto:info@fairtrade.com.au) in Australia or [info@fairtrade.org.nz](mailto:info@fairtrade.org.nz) in New Zealand. Applicants will be informed of the outcome in writing within eight weeks following their submission.

*Incomplete submissions cannot be processed* so please ensure the requested information is provided in its entirety. This document provides some guidance and if you need further clarification on any of the requirements please email your questions and contact details to [info@fairtrade.com.au](mailto:info@fairtrade.com.au) (Australia) or [info@fairtrade.org.nz](mailto:info@fairtrade.org.nz) (New Zealand)

### Terms & Conditions

To be receive funding the activity must involve:

- An educational component to create greater awareness in the Australian/New Zealand community of the issues that Fairtrade works to address.
- Promotion of the Fairtrade Mark and Fairtrade Certified products

## **Eligibility criteria**

### Who can apply for a grant through the Fairtrade Innovation Fund?

- An organisation or registered group whose values and mission are congruent with those of Fairtrade ANZ.

### What will the Fairtrade Innovation Fund not finance?

- Projects and activities operated by for-profit businesses or government organisations will not be funded.
- Projects and activities that do not align with the purpose for which the Fairtrade Innovation Fund was created cannot be funded.

### Are there specifications relating to the duration of activities and use of grant funds?

- Applications should be for activities, or parts therein, that will take no longer than 12 months to complete.
- Grant funds must be used within 12 months of notification by Fairtrade ANZ of the success of the application.
- If the activity is not initiated within 12 months of notification of the success of the application, funds must be returned to Fairtrade ANZ in their entirety. The organisation or registered group will then be required to reapply for further funding.
- An organisation or registered group can apply to have the 12 month funding period extended by providing a thorough and reasonable explanation for the delay. This request must be submitted a minimum of 6 weeks in advance of the funding expiry date.

### How many times can an organisation registered group apply for a grant through the Fairtrade Innovation Fund?

- There is no limit to the number of times an organisation or registered group may apply for a grant through the Fairtrade Innovation Fund.

### How much funding can an organisation or registered groups apply for?

- There is no minimum amount for funding.
- The maximum amount that can be applied for is AUD/NZD \$2,000.
- The funding amount granted will be assessed on a case by case basis taking into consideration the determined impact of the activity. The availability of grant funds in any given funding period may also influence the outcome.

## HOW TO APPLY

### Application process

Applications must be submitted by using the Fairtrade Innovation Fund Application Form.

Please note: Incomplete applications or those submitted in an alternative format will not be considered. Please ensure the requested information is provided in its entirety.

### Evaluation of applications

The Fairtrade Innovation Fund Committee will evaluate each application and the activity for which funding is being sought to determine:

- The potential impact of the activity and strength of the idea being presented in terms of innovation.
- The activity's alignment with the purpose and scope of the Fairtrade Innovation Fund.

### Application outcomes

Applicants will be notified of the outcome within 8 weeks of the submission date. Depending on the strength of the information provided and the availability of grant funds in any given funding period, applications may be accepted, deferred or rejected.

There is no appeals process. However, unsuccessful applicants are encouraged to develop their application further, taking into account feedback provided by Fairtrade ANZ, and to resubmit the application.

### Disbursement of funds to successful applicants

Before grant funds are released, successful applicants will be required to sign a Terms and Conditions document.

Upon receipt of the signed Terms and Conditions document, grant funds will be payable directly to the organisation or registered group. The organisation or registered group may elect to receive funds in full prior to activity commencement, or alternatively, in instalments at pre-determined intervals throughout the duration of the activity.

The organisation or registered group is required to retain a physical file with all related documentation including:

- The Fairtrade Innovation Fund Application form
- The application outcome notification letter/email
- A signed copy of the Terms and Conditions
- The activity plan and budget for the funded activity
- Budget tracker recording how grant funds have been spent against forecasted budget

- Invoices/receipts for all expenses associated with grant expenditure
- A complete list of activity participants and attendees at events
- A copy of the Activity and Impact Assessment Report of the funded activity

### **Activity report and impact assessment**

The organisation or registered group will be asked to complete an Activity and Impact Assessment Report at the conclusion of the funded activity and may also be required to participate in an interview to further assess impact. ***The report does not have to be extensive, just thorough.*** The information and tables completed in the Application form should assist with this requirement.

The Activity and Impact Assessment Report must include:

- A brief summary of whether or not the activity met its objectives and how/why.
- A brief summary of the overall impact of the activity.
- A brief summary of how the activity was able to support the purpose of the Fairtrade Innovation Fund specifically in relation to:
  1. Educating and creating greater awareness in the Australian/New Zealand community of the issues that Fairtrade works to address.
  2. Encouraging Australian/New Zealand consumers to choose Fairtrade products and encouraging their peers to do likewise.
- A report on the outputs of the activity and targets based on the indicators described in the Application - whether the targets were met. The Outputs and Evaluation tables from the Application form should be used as the basis for this.
- A brief summary of challenges and learnings.
- A brief list of recommendations for the future based on the successes and challenges presented in the course of delivering the activity.
- A budget acquittal showing how funds were spent against the forecast budget provided in the Application, the total funds used/remaining and notes about any existing variance. The format for this can be based on the budget template provided in the Application form although top-line descriptions will suffice in this context.

### **Exceptional circumstances**

Fairtrade ANZ reserves the right to make exceptions to the requirements above in order to best suit the needs of an organisation or registered group in furthering their Fairtrade-related goals, in alignment with the purpose of the Fairtrade Innovation Fund.