**NGO Leadership Workshop**

27-31 May, 2019 |Warsaw (Poland)

**APPLICATION FORM – Deadline 18th February 2019**

# Applicant’s Details

|  |  |
| --- | --- |
| First Name: *Enter your first name.* | Surname: *Enter your surname.* |
| E-mail: *Please enter your e-mail address for direct contact.* |
| Phone number: *Please enter your phone no. for direct contact.* |
| Sex (m/f): *Choose M for male or F for Female.*  | (for purposes of accommodation arrangement) |
| Country of Residence: *Enter your country name.* |
| Name of the sending organization: *Enter the name of your organization.* |
| Applicant’s role within the organization: *Enter the name of your position in the organization.* |

* 1. Describe your current responsibilities at your organization. Indicate whether or not you work for the position full-time:

Click here to enter text. Please use maximum 200 words.

* 1. Describe your educational background - schools you graduated from, diplomas you hold:

Click here to enter text. Please use maximum 200 words.

* 1. Describe your level of English proficiency - list any English language certificate you have, programs completed and/or your background in English language study:

Click here to enter text. Please use maximum 200 words.

* 1. Which events, similar to this NGO Leadership Workshop, did you attend in the past?

Click here to enter text. Please use maximum 200 words.

# Details of the Sending Organization

|  |
| --- |
| Name: *Enter the name of your organization.* |
| Address: *Enter detailed address for correspondence: street no., town, zip code, country.* |
| Website: *Organization’s website address.* |
| E-mail: *Official e-mail address of the organization/office.* |
| Date of establishment: *When was the organization established/registered.* |
| Area of work (please select): | [ ]  human rights [ ]  environment and natural resources[ ]  minorities and marginalized groups [ ]  civil society [ ]  other: *please indicate* |

1. Description of the organization:

Click here to enter text. Please use maximum 200 words.

1. What is the geographical or regional focus of your organization?

Click here to enter text. Please use maximum 50 words.

1. What are the biggest challenges facing your organization?

Click here to enter text. Please use maximum 200 words.

1. What do you hope to achieve by attending this program?

Click here to enter text. Please use maximum 200 words.

1. Please name other organizations within your country with which your NGO cooperates.

Click here to enter text.

1. Discuss a business initiative or project you have launched or managed that has been a success. Give some background about the initiative and what you personally contributed to it to make it successful. (250 - 500 words)

Click here to enter text. Please use between 250-500 words.

# Logistics information

Some of the countries, from which participants can apply, have a visa-free regime with the European Union, some don’t. We need to know whether you will be applying for visa. Please note, that it is just a logistics information for us. Having a valid Schengen visa is not an asset to your application.

Please describe your visa situation, by checking one of the boxes below:

[ ]  I’ll have to apply for a visa.

[ ]  I already have Schengen visa, valid till: Click here to enter the date.

[ ]  I don’t need a visa.

Additional comments: Use this field to describe any peculiarities of the visa situation you want to share, i.e. that you will be soon applying for Schengen visa for the purposes of other programs and you might need to add an invitation from us to previously opened procedure.

## Data Privacy

During the process of application selection personal data is gathered and processed according to General Data Protection Regulation (**GDPR**) of the European Union (Art. 6 par. 1 b). The data controller is The Education for Democracy Foundation (FED), registered in Warsaw (Poland), Nowolipie str. 9/11.

FED is fully committed to protecting all applicants’ privacy. Information collected will be only used for the purpose of processing the applications, communicating with selected participants, for logistics purposes and travel costs reimbursement (if selected for the workshop). All the information will be treated in confidence and will only be disclosed to the William Davidson Institute at the University of Michigan (WDI), the Weiser Center for Europe and Eurasia (WCEE), and workshop trainers for purposes of participant selection, communication with participants regarding the online webinar, training content customization and financial reporting. Hence, the data will be transferred abroad – to the United States of America. The FED, the WDI and the WCEE pledge not to pass on the collected information to any other party. The parties will adopt appropriate technical and organizational security measures. In case you have any queries regarding this data privacy policy, please contact odo@fed.org.pl.

**Sharing your personal data is obligatory to effectively apply for the program. Your data will be processed until the end of the application process (March 8th,2019) or by the end of the reporting period (November 30th, 2019 – applies to selected participants).**

WDI and WCEE will wish to stay in contact with you in the future for communication purposes (informing you about further trainings) – you can give your consent for that below, but it is not obligatory to apply for the training.

## [ ]  I give the consent for using my contact data (e-mail address) by WDI and WCEE for future communication purposes. *[optional]*

**I understand that my data will be disclosed to WDI and WCEE for purposes of participant selection, communication with participants regarding the online webinar, and financial reporting.**

**By submitting this application I agree with the above privacy policy statement.**

**I understand that this program will be held in Warsaw from the 27th-31st May, 2019. If accepted into this program, I agree to attend the entire training program by signing a contract with FED.**

Please note that the organizer will only reimburse the agreed costs in case you participate in the entire event from the beginning until the end.

Date: *choose the date*



(Signature)