**TFO Canada’s Responsive Facility (2014-18) - Application Form**

**Submit completed form and 1-2 page description to** **RTDF@tfocanada.ca** Date Submitted:

**1) Information about the Sponsoring Organisation:**

Name of the Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Organisation: [ ]  Embassy or trade office (in Canada) [ ]  Bilateral Chamber of Commerce (in Canada)

 [ ]  Private Chamber of Commerce [ ]  Export Promotion Agency or Ministry of Trade

[ ]  Exporters Association [ ]  Not-for-profit/NGO

[ ]  Business association/co-operative [ ]  Marketing & promotion/Event Management Company

 [ ]  Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What year was the Organisation founded:       Number of full-time staff:       How many members in the organisation (if applicable):

**2) Information about the Proposed Activity:**

***Please provide a one to two page (maximum) overview of the proposed activity*** *that includes (1) a description of the proposed trade development activity, (2) why it is needed/recommended, (3) how it will be implemented and what other organisations that will be involved (and who will do what). Describe also (4) previous experience and results that your organisation has had with similar activities.*

Date of proposed activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Is there any flexibility in this date? [ ]  No [ ]  Yes (if yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Type of activity: [ ]  Seminar on Exporting to Canada [ ]  Exporter Trade mission to Canada [ ]  Trade mission of Canadian buyers abroad

[ ]  Participation in a Canadian Trade Fair (please name the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) [ ]  Other

Sector(s) of Focus for this activity (**maximum two**):

 [ ]  Fresh Produce [ ]  Processed/Manufactured Foods [ ]  Seafood [ ]  Beverages

 [ ]  Clothing [ ]  Footwear [ ]  Jewellery [ ]  Other Fashion Accessories

 [ ]  Furniture [ ]  Home textiles [ ]  Other Home Décor [ ]  Cosmetics

[ ]  Other (please describe): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe the specific product(s)/service(s) of focus (on offer by the exporters) for the above chosen sectors:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of exporters from your country expected to participate in the activity:

*If an exporter mission or trade fair activity,* ***attach a list and brief description of the companies confirmed or likely to participate*** *including their size (# of employees – indicating number of men and women employed), products and approximate annual export revenues (worldwide and to Canada). If that list is not currently available please indicate when that list will be ready*

# of Canadian importers expected to participate (if applicable):       Number of buyer-seller meetings expected/desired:

**3) Results and Impact**

*What results (outcomes) do you expect this activity will generate (within 10 months or less from the completion date of the activity). Be as specific as possible:*

Number of exporters having improved their ability to export to Canada:       (e.g. have adapted products, pricing, prepared market entry strategies, contacted buyers)

Number of exporters having established linkages with Canadian buyers likely to lead to new export sales:

Number of exporters with new export sales:       Number of exporters with repeat/expanded export sales:

Value of new export sales generated (**CDN$**):

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, describe how this activity will help address gender equality:

If applicable, describe how this activity will help address environmental issues and promote environmental sustainability:

Describe how else this activity will contribute to poverty reduction in your country and how any marginalized or disadvantaged or groups may benefit:

**4) Support Requested from TFO Canada:**

Describe the technical assistance requested (e.g. match-making support, delivery of seminar, recruitment of buyers, advisory support for companies, etc.):

**Note: The value of the technical and financial assistance provided by TFO Canada can not exceed 40% of the total approved activity costs 5) Applicant’s Financial Contribution**

*Please describe and provide an approximate* ***CDN$*** *value of the resources that your organisation directly or indirectly (i.e. from other sources or organizations) is able to invest into this project:*

|  |  |  |
| --- | --- | --- |
| Type of Expense | Description (explain how value determined) | $Value |
| **International travel** (specify number of participants, amount per flight, routing): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Accommodation** (specify number of participants, number of days and amount per day) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Meals** (specify number of participants, number of days, and amount per day) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Local travel** (specify number of participants, amount per person and nature of expense) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Visa fees** (specify number of participants, amount per person and nature of expense) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Exhibition fees** (space/venue costs; provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Exhibition stand decoration** (provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Marketing and promotion** (advertising, publicity; provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Room and equipment rental** (e.g. for seminars/ workshops, B2B meetings; provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Translation/interpretation** (provide details, rates) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Printing/Digital Media** (provide details, quantities) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Other costs** (please describe in detail) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Staff time organizing and accompanying activity/mission** (specify number of staff, daily rates used, and number of days of effort required) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Contribution to buyer travel costs** (indicate amount and whether for accommodation or airfare or both; **only applicable to Buyers Missions**) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |

**Describe the source of funding for these expenses:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6) Financial Contribution of Participating Enterprises**

*Please describe and provide an approximate* ***CDN$*** *value of the resources that the participating enterprises (i.e. exporters or of Canadian buyers, in the case of an importers’ mission) are expected to invest into this project:*

|  |  |  |
| --- | --- | --- |
| Type of Expense | Description (explain how value determined) | $Value |
| **International travel** (specify number of participants, amount per flight, routing): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Accommodation** (specify number of participants, number of days and amount per day) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Meals** (specify number of participants, number of days, and amount per day) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Local travel** (specify number of participants, amount per person and nature of expense) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Visa fees** (specify number of participants, amount per person and nature of expense) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Exhibition fees** (space/venue costs; provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Exhibition stand decoration** (provide details) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
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| **Translation/interpretation** (provide details, rates) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Printing/Digital Media** (provide details, quantities) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |
| **Other costs** (please describe in detail) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 0 |

**7) Other Information Comments**

*Please provide any other information, comments or observations you may have or leave this space empty*

***This project is undertaken with the financial support of the Government of Canada provided through the Foreign Affairs, Trade and Development Canada (DFATD)***