**APPLICATION FORM**

**TITLE OF THE PROJECT**:

*(Write a clear and meaningful title for your project)*

1. **INFORMATION ABOUT THE APPLICANT**

*(Fill in the table below)*

|  |  |  |
| --- | --- | --- |
| **No.** | **Information requested** |  |
| 1 | Full name of the business |  |
| 2 | NIPT / Registration number |  |
| 3 | Legal form |  |
| 4 | Name of the legal owner or administrator |  |
| 5 | Gender |  |
| 6 | Physical address (business location) |  |
| 7 | Contacts: e-mail, website, Telephone number |  |
| 8 | Year of establishment |  |
| 9 | Current number of employees |  |
| 10 | Main business activity |  |
| 11 | Revenue/turnover for the last 3 years |  |
| 12 | Location(s) where the project is implemented |  |
| 13 | Total project budget |  |
| 14 | Co-financing (%) |  |

**II. DESCRIPTION OF THE CURRENT SITUATION**

|  |  |  |
| --- | --- | --- |
| **No.** | **Questions** |  |
| 1 | Description of the applicant’s business model. Provide a brief description of the field and background of your current business  (max 250 words) |  |
| 2 | Describe how SUPs are currently used in your business and why you are specifically using them for this function instead of reusable packaging, cutlery, cups, etc.  (Max 200 words) |  |
| 3 | Identify the main problems related to the usage and management of plastic in your line of business, specifically for the environment |  |

**III. PROPOSED NEW ACTIVITY**

|  |  |  |
| --- | --- | --- |
| **No.** | **Questions** |  |
| 4 | Explain your main business idea for the SUP2Loop Challenge and its innovative potential in Albania. What materials and alternative solutions will you introduce?  (Max 700 words) |  |
| 5 | How will this project impact your business and the local environment? (Max 700 words) |  |
| 6 | Have you previously implemented environmental projects or received similar grants? List any funding from other donors, public and/or private, in the past 3 years. Briefly describe the supported project, donor, amount of funding received, and implementation period.  (Max 200 words). |  |
| 7 | Are there any potential risks associated with the implementation of your business idea? If yes, please identify and briefly describe each risk. Additionally, explain how each risk could impact your proposed solution and any measures you plan to take to mitigate them.  (Max 200 words) |  |

**IV. MAIN ACTIVITIES**

*(max 1 page)*

Define and describe the key activities to be carried out during your business proposal implementation period. Add as many rows as needed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity no** | **Activity title** | **Description of the activity** | **Time table** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**V. INDICATORS AND RESULTS**

*(max 1 page)*

* What concrete changes do you expect to achieve?
* How will you measure success? (for example: kilograms of plastic reduced, number of customers made aware, etc.)
* List 2–3 specific and realistic indicators that you would like to achieve in the next 6-7 months of the implementation *(for example: reduction of SUPs by 80% in 6 months)*

**VI. BENEFITS FOR ENVIRONMENT AND COMMUNITY**

*(max 1/2 page)*

* How will the project contribute to reducing plastic pollution that ends up in the sea?
* Will there be long-term benefits for the surrounding area?

**VII. STAFF AND STAKEHOLDER ENGAGEMENT**

*(max. 1/2 page)*

* How will you involve employees in the implementation of the project?
* What actions will you take to raise awareness among customers?
* Which actors do you need to involve to implement your proposal? (*Business partners, municipalities, the wider public, etc.)*

**VIII. BUDGET OF THE ACTION**

*(To be attached as a table, but provide a summary here)*

* Total amount requested:

Briefly explain the categories of expenses (purchases, training, promotion, etc.)

* If your project has a higher total value than the grant, specify the amount of your co-financing.

**IX. SUSTAINABILITY OF THE ACTION**

*(max 1/2 page)*

* What makes your idea sustainable long-term?
* How will the project’s impact continue after the funding ends?
* Do you plan to scale up or replicate the project in the future?