December 2016

Membership Application Form

Thank you for your interest in becoming a member of IFEX. Before completing this form, it is important that you read the ['Joining IFEX'](http://www.ifex.org/joining_ifex/) section on our website. Please review IFEX's [Eligibility Criteria and Guidelines](http://www.ifex.org/2016/02/05/ifex%20membership%20eligibility%20guidelines%202016.pdf) and IFEX [Governance Articles](http://www.ifex.org/2016/12/05/ifex-by-law-no1-march-2016-approved.pdf) (also enclosed) thoroughly before completing your application.

If after following these preliminary steps you deem your organisation eligible for membership in IFEX, please complete the application form below and email it to IFEX at [membership@ifex.org](mailto:membership@ifex.org), addressed to the IFEX Convenor, Omar Rábago Vital. All applications, including reference letters and other required enclosures, must be received by **23 January 2017**. If the application is not complete it will not move forward for review.

Completed applications are first considered by an independent reviewer who then makes recommendations for membership to the IFEX Council. Following, the IFEX Council’s review, the recommendations are sent to the general membership for their comments and input. Council reviews and approves the final recommendations for interim membership.

Applicants will be notified about the status of their membership application in early **May 2017** and final voting to admit new members as general IFEX members will take place face-to-face at the 2017 General Meeting in Montreal, Canada the week of 12 June.

If you have any questions or concerns as you complete the membership application form and compile related documents, you can contact us at [membership@ifex.org](mailto:membership@ifex.org) for support.

Best regards,

IFEX

Application Checklist

Please enclose the following checklist with your application to ensure you have included all the necessary documents:

* Completed Application Form (no blank sections please)
* Proof of Organisation’s Legal Status
* Most recent Audited Financial Statements and any management letter received in 2015
* Reference Letters - at least 3 unique statements of support for your membership in IFEX using the accompanying Reference Letter format. Your submitted references must include at least **one reference from a donor** and **one reference from an IFEX member**.

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| IFEX MEMBERSHIP Application Form | | | | | | | | | | | | |
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| your organisation’s contact details | | | | | | | | | | | | |
| **A:** Name of organisation (Please list all official language versions of your name, as well as the English translation): | | | | | | | | | | | | |
| Street address and Postal address: | | | | | | | | | | | | |
| City: | | Country: | | | | | | | | | Postal Code (if applicable): | |
| Telephone: | | Email address: | | | | | | | | | Website: | |
| Skype: | | Facebook: | | | | | | | | | Twitter: | |
| **B:** Please identify the person at your organisation with whom IFEX should liaise regarding your membership application: | | | | | | | | | | | | |
| Name: | | | | | | | | | | | | |
| Position: | | | | | | | | | | | | |
| Email: | | | | | | | | | | | Phone: | |
| Skype: | | Social Media: | | | | | | | | |  | |
| Your organisation’s status | | | | | | | | | | | | |
| **A:** Please provide a brief description of your organisation and its activities. | | | | | | | | | | | | |
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| **B:** Please indicate the formal (legal) status of your organisation, including whether or not it is legally an independent, non-profit organisation and/or non-governmental organisation (NGO). **Please provide evidence of your organisation's status enclosed with your application.** | | | | | | | | | | | | |
| * Registered/incorporated non-profit/NGO * Non-registered/non-incorporated non-profit/NGO * Charitable trust * Union * Other, please describe: | | | | | | | | | | | | |
| **C:** If your organisation is **not legally incorporated as an NGO**, please explain why below and provide evidence to demonstrate how it operates as a non-profit/NGO. | | | | | | | | | | | | |
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| **D:** Your organisation was registered/incorporated/founded in: | | | | | | | | | | | | |
| City: | | Country: | | | | | | | | | Date: DD/MM/YY | |
| Your Organisation’s independence | | | | | | | | | | | | |
| **A:** Does your organisation have a governing body? | | | | | | | | | | | | |
| * Yes * No | | | | | | | | | | | | |
| If YES, please describe the governance structure below (e.g., executive board, management committee, or board of trustees, etc.) and how it is formed (e.g., by appointment, elected by the members) | | | | | | | | | | | | |
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| **B:** Describe the role of your governing body and how it relates to the daily operations of management and staff. | | | | | | | | | | | | |
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| **C:** For the members of your governing body, please provide a list of the names, their role on the governing body and the formal positions or employment that they hold outside of the organisation. (e.g., journalist at X newspaper). | | | | | | | | | | | | |
| **Name** | | | **Position on governing body** | | | | | | **Employment outside of organization** | | | |
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| **D:** Please provide contact details for the Chair/Head of the organisation's governing body, who may be contacted as part of the application process: | | | | | | | | | | | | |
| Name: | | Email: | | | | | | | | | Phone: | |
| Skype | | Social Media: | | | | | | | | |  | |
| **E:** Describe the policies and practices you have in place at your organisation to ensure that your board members remain independent and are not influenced by their affiliations outside of the organisation. | | | | | | | | | | | | |
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| **F:** Provide at least two examples that demonstrate that your board members’ affiliations do not influence the activities of the organisation. | | | | | | | | | | | | |
| **Example 1:** | | | | | | | | | | | | |
| **Example 2:** | | | | | | | | | | | | |
| **G:** For **at least two** of the following three categories, provide one concrete example from the last two years that demonstrate that your organization is independent: | | | | | | | | | | | | |
| **From government:** | | | | | | | | | | | | |
| **From any vested political interests, including opposition parties:** | | | | | | | | | | | | |
| **From other special interest, including corporations and religious groups:** | | | | | | | | | | | | |
| **YOUR ORGANISATION'S FINANCES** | | | | | | | | | | | | |
| **A:** Using the table below, please provide your revenue sources for the last three years in **$USD**. Add rows as needed and include names of donor organisations, and other sources of revenue.  If you have any questions, please do not hesitate to contact IFEX ([membership@ifex.org](mailto:membership@ifex.org)) for more information. | | | | | | | | | | | | |
|  | **2015 (Actuals)** | | | | | **2016 (Actuals)** | | | | | | **2017 (Estimated Revenue)** |
| Donor Source 1 |  | | | | |  | | | | | |  |
| Donor Source 2 |  | | | | |  | | | | | |  |
| Donor Source 3 |  | | | | |  | | | | | |  |
| Donor Source 4 |  | | | | |  | | | | | |  |
| Donor Source 5 etc. |  | | | | |  | | | | | |  |
| Other sources of revenue, e.g. Membership Fees or donations from the public |  | | | | |  | | | | | |  |
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| **B:** A **copy of our most recent audited financial statements and any related management letter** is enclosed with the application form. | | | | | | | | | | | | |
| * Yes * No (please explain using the space below) | | | | | | | | | | | | |
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| YOUR ORGANISATION'S PROMOTION OF FREEDOM OF EXPRESSION | | | | | | | | | | | | |
| **A:** What is the formal mandate/objective(s) of the organisation related to freedom of expression? | | | | | | | | | | | | |
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| **B:** What proportion of your organisation's work is dedicated to freedom of expression (percentage or ratio)? | | | | | | | | | | | | |
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| **C:** Please describe your organisation's structure – including staff, volunteers and the areas they work in.  **For example** - Management: 1 full time staff person; Campaigns: 2 full time staff; Research: 1 part-time staff; Website maintenance: 1 volunteer. | | | | | | | | | | | | |
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| **D:** Please specify the number of staff members/volunteers and the proportion of their time (full or part-time) that is dedicated to working on FoE issues. | | | | | | | | | | | | |
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| **E:** Do you work at the following levels?: (Please mark all that apply.) | | | | | | | | | | | | |
| * National * Regional * International | | | | | | | | | | | | |
| **National Organisations:** | | | | | | | | | | | | |
| i. Please indicate whether or not there are other groups working at the national level promoting freedom of expression and the names of such organisations. | | | | | | | | | | | | |
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| ii. If there are other groups working at the national level promoting freedom of expression, please describe the differences and relationship between these organisations and your organisation. | | | | | | | | | | | | |
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| **F.** Please provide an overview of your organisation's main freedom of expression work undertaken during the last two years, for example: awareness-raising, violations monitoring, campaigns, skills building workshops, etc. Present this summary, organised according to each main activity area, using this chart: | | | | | | | | | | | | |
| Programme/Activity Area 1: | | | | | | | | | | | | |
| **Description:** | |  | | | | | | | | | | |
| **Budget**  (Specify the total budget for this work): | |  | | | | | | | | | | |
| **Significant achievements:**  (Describe at least two): | | Achievement 1: | | | | | | | | | | |
| Achievement 2: | | | | | | | | | | |
| **Challenges:**  (Describe at least two – provide details about any capacity challenges such as lack of knowledge and skills, lack of staff members, insufficient transport or communication systems, etc., and provide examples that illustrate your point) | | Challenge 1: | | | | | | | | | | |
| Challenge 2 | | | | | | | | | | |
| Programme/Activity Area 2: | | | | | | | | | | | | |
| **Description:** | |  | | | | | | | | | | |
| **Budget**  (Specify the total budget for this work): | |  | | | | | | | | | | |
| **Significant achievements:**  (Describe at least two): | | Achievement 1: | | | | | | | | | | |
| Achievement 2: | | | | | | | | | | |
| **Challenges:**  (Describe at least two – provide details about any capacity challenges such as lack of knowledge and skills, lack of staff members, insufficient transport or communication systems, etc., and provide examples that illustrate your point) | | Challenge 1: | | | | | | | | | | |
| Challenge 2: | | | | | | | | | | |
| YOUR ORGANISATION'S CAPACITY TO ENGAGE AND/OR PARTICIPATE IN IFEX | | | | | | | | | | | | |
| **A:** Why does your organisation want to be a member of IFEX? | | | | | | | | | | | | |
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| **B:** Does your organisation have a relationship with IFEX? If so, please describe the history and nature of the relationship. | | | | | | | | | | | | |
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| **C:** Does your organisation have a working relationship with any IFEX member(s)? If so, please describe. | | | | | | | | | | | | |
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| **D:** Has your organization managed programs or projects in the last 2 years in collaboration with other partner organizations? | | | | | | | | | | | | |
| * Yes * No | | | | | | | | | | | | |
| **E:** If **YES**, please list the name of the project and partner(s) and describe the nature of the collaboration. | | | | | | | | | | | | |
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| **F:** Please provide contact details for at least 2 people at your organisation that may engage with IFEX (not including yourself). Please include the following for each: | | | | | | | | | | | | |
|  | | **Contact 1** | | | | | | | | | **Contact 2** | |
| Name: | |  | | | | | | | | |  | |
| Position: | |  | | | | | | | | |  | |
| Direct E-mail: | |  | | | | | | | | |  | |
| Direct Telephone: | |  | | | | | | | | |  | |
| Skype address: | |  | | | | | | | | |  | |
| Social Media: | |  | | | | | | | | |  | |
| **G:** How does your organisation intend to participate in IFEX activities such as: providing original and factual freedom of expression information about a country, region or issue; participating in IFEX campaigning and advocacy activities – e.g., the campaign to end impunity; sharing skills and knowledge with other IFEX member, etc.? | | | | | | | | | | | | |
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| **H:** What do you anticipate might be the greatest challenge to your participation in the IFEX network (internal and/or external)? | | | | | | | | | | | | |
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| **I:** To be a member in good standing an organisation is required to pay a yearly membership fee. Please review the following table and select the appropriate membership fee for your organisation based on your organisation's annual budget/expenses for free expression work. | | | | | | | | | | | | |
| **Organisational Budget for Free Expression Work** | | | | | | | | **Membership Fee** | | | | |
| Up to US $10,000 | | | | | | | | US $50 | | | | |
| US $10,000 to $50,000 | | | | | | | | US $100 | | | | |
| US $50,000 to $100,000 | | | | | | | | US $500 | | | | |
| US $100,000 to $250,000 | | | | | | | | US $1,000 | | | | |
| US $250,000 to $500,000 | | | | | | | | US $1,700 | | | | |
| US $500,000 to $1 Million | | | | | | | | US $2,100 | | | | |
| Over US $1 Million | | | | | | | | US $2,500 | | | | |
| i. Please indicate which IFEX annual membership fee you would pay: | | | | | | | | | | | | |
| * US $50 * US $100 * US $500 * US $1,000 * US $1,700 * US $2,100 * US $2,500 | | | | | | | | | | | | |
| ii. If your membership fee level is lower than your annual budget for freedom of expression, please explain why. | | | | | | | | | | | | |
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| References | | | | | | | | | | | | |
| IFEX requests **at least three reference letters** from non-governmental organisations, networks or donors from the freedom of expression community who know your organisation, its work, and support your application. *At least one IFEX member and one donor must be included among your references. (If a donor is not available a second IFEX member is required.)* Please ask your references to *use the attached guidelines* provided in preparing their letter for your organisation. **Please contact your references as soon as possible**, giving them sufficient time to respond, *as you must enclose the reference letters with your completed application form.* | | | | | | | | | | | | |
| **Reference 1 – IFEX Member** | | | | | | | | | | | | |
| Name of Organisation: | | | | | | | | | | | | |
| Address: | | | | | | | | | | | | |
| City: | | Country: | | | | | | | | | Postal Code (if applicable): | |
| Phone | | Email: | | | | | | | | | Website: | |
| Name of Contact: | | | | | | | | | | | | |
| Relationship to Organisation: | | | | | | | | | | | | |
| * Letter from Reference 1 enclosed | | | | | | | | | | | | |
| **Reference 2 – Donor** | | | | | | | | | | | | |
| Name of Organisation: | | | | | | | | | | | | |
| Address | | | | | | | | | | | | |
| City: | | | | | Country: | | | | | Postal Code (if applicable): | | |
| Phone | | | | | Email: | | | | | Website: | | |
| Name of Contact: | | | | | | | | | | | | |
| Relationship to Organisation: | | | | | | | | | | | | |
| * Letter from Reference 2 enclosed | | | | | | | | | | | | |
| **Reference 3 – Other partner organisation** | | | | | | | | | | | | |
| Name of Organisation: | | | | | | | | | | | | |
| Address | | | | | | | | | | | | |
| City: | | | | Country: | | | | | | Postal Code (if applicable): | | |
| Phone | | | | Email: | | | | | | Website: | | |
| Name of Contact: | | | | | | | | | | | | |
| Relationship to Organisation: | | | | | | | | | | | | |
| * Letter from Reference 3 enclosed | | | | | | | | | | | | |
| SUBMISSION OF APPLICATION | | | | | | | | | | | | |
| * I have read the IFEX Bylaws in their entirety and understand that these would apply to my organisation if it were successful in its application for membership. | | | | | | | | | | | | |
| Name | | | | | | | Position: | | | | | |
| Acting on behalf of **(insert name of organisation),** which has given me authority to pursue IFEX membership, having read and fully understood the conditions of membership, do formally apply for membership in the IFEX network. | | | | | | | | | | | | |
| Signature of applicant: | | | | | | | Date: | | | | | |