



Based on 2014 IFEX Membership Application Form<sup>1</sup>

# Sample IFEX 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](#)' section on our website. Please review IFEX's Eligibility Criteria and Guidelines and IFEX [Governance Articles](#) thoroughly before completing your application.

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

- Completed Application Form
- Proof of Organisation Status
- Financial Statements: 2012, 2013 and budget for 2014 (using required chart format)
- Most recent Audited Financial Statements
- Reference Letters - at least 3 unique statements of support for your membership in IFEX using the accompanying Reference Letter format.

## 1. 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:

Telephone:

Fax:

Email address:

Website:

Skype address:

Social media:

B) Please identify the person at your organisation with whom IFEX should liaise regarding your membership application

Name:

Position:

Direct E-mail:

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<sup>1</sup> Please note: IFEX reviews and updates the IFEX Membership Application form annually. Before applying, please confirm with [membership@ifex.org](mailto:membership@ifex.org) that you have the latest application form.

Direct Telephone:

Skype address:

## 2. YOUR ORGANISATION'S STATUS AND INDEPENDENCE

A) 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
- Other, please describe:

If your organisation is not legally incorporated as an NGO, please explain why and provide evidence to demonstrate how it operates as a non-profit/NGO.

B) Your organisation was registered/incorporated/founded in  
City, Country: \_\_\_\_\_ on (Date): \_\_\_\_\_

C) Does your organisation have a governing body? If so, please describe the governance structure (e.g., executive board, management committee, or board of trustees, etc.), and how it is formed (e.g., by appointment, elected by the members).

D) For the members of your governing body, please provide a list of the names and the formal positions or employment that they hold outside of the organisation. (e.g., journalist at X newspaper). Please also 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, Telephone, Skype.

E) Provide at least two examples that demonstrate that your board members' affiliations do not influence the activities of the organisation:

F) Provide at least one example from the last two years for each of the following criteria that demonstrate that your organization is independent:

- from government
- from any vested political, economic and/or other special interests
- from your donors

G) Using the following chart, please provide complete financial information for the last two years and budget for the current year - in \$USD. Also please enclose a copy of your most recent audited financial statements with the application form.

Please add rows as needed and include names of donor organisations. For the 2014 budget, please note with an asterisk the revenue you already have confirmed. If you have any questions, please do not hesitate to contact IFEX (membership@ifex.org) for more information.

USD	2012 (Actuals)	2013 (Actuals)	2014 (Budget)
REVENUE			
Donor Source 1			
Donor Source 2			
Etc.			
Membership Fees			
TOTAL REVENUE			
EXPENSES			
Expense line 1			
Expense line 2			
Expense line 3			
Etc.			
TOTAL EXPENSES			

### 3. YOUR ORGANISATION'S PROMOTION OF FREEDOM OF EXPRESSION

- A) What is the formal mandate/objective(s) of the organisation related to freedom of expression?
- B) What proportion of your organisation's work is dedicated to freedom of expression?
- C) Beyond freedom of expression work, what additional activities, if any, does your organisation engage in? Please describe them briefly.
- D) Do you work at the following levels?: (Please mark all that apply.)
- national
  - regional
  - international

If the organisation is a national organisation, please indicate whether or not there are other groups working at the national level promoting freedom of expression and the names of such organisations.

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.

- E) What is your organisation's yearly budget for freedom of expression work?
- 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):	
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):	

**PROGRAMME/ACTIVITY AREA 2:**

Description:	
Budget:	
Significant achievements (at least two):	
Challenges (at least two):	

[Please copy format and add Programme/Activity Areas as necessary]

**4. YOUR ORGANISATION'S CAPACITY TO ENGAGE AND/OR PARTICIPATE IN IFEX**

- A) Why does your organisation want to be a member of IFEX?
- B) Does your organisation have a relationship with IFEX? If so, please describe the history and nature of the relationship.
- C) Does your organisation have a working relationship with any IFEX member(s)? If so, please describe.
- D) 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.
- E) Please provide contact details for at least 2 people at your organisation that may engage with IFEX. Please include the following for each:

	<b>Contact 1</b>	<b>Contact 2</b>
Name		
Position		
Direct E-mail		
Direct Telephone		

Skype address		
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F) 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., International Day to End Impunity; sharing skills and knowledge with other IFEX member; volunteering to be part of the governance structure, working groups or periodic task forces?

G) 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

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

## 5. 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 active IFEX member in good standing and one donor (if a donor is not available a second IFEX member) must be included among your references.* 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.*

Please summarise your references here:

### REFERENCE 1

- Name Of organisation:
- Address:
- Telephone:
- Email Address:
- Contact person:
- Relationship to Organisation:  
 Letter from Reference 1 enclosed

### REFERENCE 2

- Name Of organisation:
- Address:
- Telephone:
- Email Address:
- Contact person:
- Relationship to Organisation:  
 Letter from Reference 2 enclosed

### REFERENCE 3

- Name Of organisation:
- Address:
- Telephone:
- Email Address:
- Contact person:
- Relationship to Organisation:  
 Letter from Reference 3 enclosed

## 6. SUBMISSION OF APPLICATION

- I have read the IFEX Governance Articles in their entirety and understand that these would apply to my organisation if it is successful in its application for membership.

I, the undersigned (full name) \_\_\_\_\_

Holding the position of \_\_\_\_\_

Acting on behalf of (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.

Signed:

Date: