# Application form

**GRI Certified Training Partner Program**

## Instructions

* Download and save a copy of the CTP Application form.
* Complete the form below.
* Pay the one-time application fee of €500.
  + Click [here](https://sowl.co/t1bq9) to pay the application fee via PayPal.
  + If PayPal is not available or is restricted in your country due to financial regulations, click [**here**](#_Appendix_I) for details of alternative payment methods in Appendix I.
* Submit your application for review by sending the **completed form** and a copy of the **payment confirmation** to [TrainingandCoaching@globalreporting.org](mailto:TrainingandCoaching@globalreporting.org)

Note:

* The application should be submitted as an MS Word document and should be no more than 20 pages in length.
* The GRI Training & Coaching Programs team will start reviewing your application upon the receipt of both the application fee and the completed form.
* Once we receive these, we will send you a confirmation email. The review of the application will take a maximum of 30 days from the date of the confirmation.
* For details of the Certified Training Program Pricing Policy, see GRI’s [website](https://www.globalreporting.org/services/preparation/certified-training-partners/certified-training-program/Pages/default.aspx).

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| **1. Organization details** | |
| Full name of the organization:  Click here to enter text.  Type of organization:i  Choose an item.  Address of main office:  Click here to enter text.  Number of employees:  Choose an item.  Annual turnover:  Choose an item.  GRI Community member:ii  Yes  / No | Contact person:   * Name: Click here to enter text. * Position: Click here to enter text. * E-mail address: Click here to enter text. * Telephone number: Click here to enter text. * Website: Click here to enter text.   Application Fee paid:iii  Yes  / No |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  i “**Corporate**”: Companies that have an annual turnover of 10 million Euro or more. “**SME**”: Companies that have an annual turnover of less than 10 million Euro. “**Not-for-profit**”: Organizations that do not distribute their surplus funds to owners or shareholders now and/or in future, but instead use them to help pursue their goals.  ii For more information about the GRI Community, please see the [GRI website.](https://www.globalreporting.org/reporting-support/gri-community/)  iii Your application will be reviewed only upon receipt of the Application Fee payment. | |
| **Billing information:**   * Address line 1: Click here to enter text. * Address line 2: Click here to enter text. * Postal Code: Click here to enter text. * City: Click here to enter text. * Country: Click here to enter text. * Internal purchase order number:iii Click here to enter text. * VAT number:ii Click here to enter text. * Certificate of Residence:iv Yes  / No   **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  iii If applicable.  iv Only when required by your local Tax Authorities. | |
| **2. Background information** | |
| **a) History** | |
| *Please provide a brief summary of the organization’s history (max. 100 words)*  Ollllllik0 | |
| **b) Mission** | |
| *Please provide a brief summary of the organization’s mission (max. 100 words)*  Click here to enter text. | |
| **c) Values** | |
| *Please provide a list of the values your organization upholds (max. 100 words)*  Click here to enter text. | |
| **d) Priorities for the next year** | |
| *Please provide a brief summary of the organization’s priorities*  Click here to enter text. | |
| **3. Country in which certification is applied for:[[1]](#footnote-1),[[2]](#footnote-2)** | |
| Click here to enter text. | |
| Click here to enter text. | |
| Click here to enter text. | |
| **4. What is your motivation to become a Certified Training Partner?**  How does GRI’s [vision and mission](https://www.globalreporting.org/information/about-gri/Pages/default.aspx) align with your organization’s vision and mission? How will the CTP Program align with your current business operations? | |
| Click here to enter text. | |
| **5. Description of the organization’s training or educational activities and experience.**  Please provide an overview of the trainings the organization has conducted over the last two years, including information on topics covered, audience, number of participants and duration of the trainings. | |
| Click here to enter text. | |
| **6. Description of the organization’s sustainability reporting activities and experience.**  Please provide information on your experience in developing sustainability reports in the last two years. How many sustainability reports has your organization developed or been involved in developing? What was your role in the development process? Please provide links to three recent sustainability reports you have developed or were involved in developing. | |
| Click here to enter text. | |
| **7. Description of the organization’s sustainability management activities and experience (if any).**  Please provide information on your experience in implementing and practicing sustainability management in the last two years. If applicable, please provide references from clients that you have worked with. | |
| Click here to enter text. | |
| **8. Who is your target audience for GRI Certified training courses?**  Please provide reasoning for your choices and describe how you will target them. | |
| Click here to enter text. | |
| **9. Describe your expectations for the size of the market in your country.**  Please include estimates of numbers; how many trainings you expect to do in the first and subsequent years? How much do you expect to charge to participants? Will any trainings or training participants be subsidized or in-kind (for example for students)? | |
| Click here to enter text. | |
| **10. Summary of your organization’s own sustainability performance, reporting practices and plans for reporting.**  **Include here to what extent your organization is currently reporting on its sustainability impacts and specifically if the GRI Standards are used in this process. If your organization is not currently reporting about sustainability, please detail your plans for doing so in the near future. Please note that GRI will follow up on Training Partners’ plans for sustainability reporting.** | |
| Click here to enter text. | |

## Appendix I

Please note that the financial regulations in some countries do not allow for PayPal payments. If this is the case for you, we can offer to process your application fee payment via bank transfer. Please note that processing via this method may take up to five working days due to internal approvals.

Should you wish to proceed with paying via bank transfer please email us at [TrainingandCoaching@globalreporting.org](mailto:TrainingandCoaching@globalreporting.org) and provide your billing details as listed below:

**Company name (if applicable):**

**VAT nr (if applicable):**

**Contact person (if applicable):**

**Job title:**

**Street address:**

**Postal code:**

**City:**

**Country:**

Once we have received the payment or the proof thereof, we will contact you with the next steps of the process.

1. The organization should either be based in the country in question or should have a significant client base in the countries chosen for application. In cases where the organization is not based in the country in question, GRI will request information on the work the organization does in the country in question. This work needs to be related to sustainability reporting, CSR, accountability, transparency, ethics or a related subject. [↑](#footnote-ref-1)
2. An organization can apply for certification in multiple countries. However, for each country, all Application-, Certification-, and Annual License fees apply. [↑](#footnote-ref-2)