

## Application form for material or financial support to an external project

### For whom?

Departing from its mission and values, the Alpro Social Fund, which is managed by the King Baudouin Foundation, supports initiatives of societies/associations without purpose of gain in which Alpro employees and/or members of their family or retired former Alpro employees (Alpro being their last employer), are themselves directly and actively involved or in which the local Alpro company is directly and actively involved. These are preferably societies/associations without purpose of gain that are active within the direct vicinity of ALPRO establishments.

### Which support?

More in particular, it concerns material or **financial support** amounting to **maximum 5000 Euro** per case file for the **realisation of a project** of that society/association without purpose of gain insofar as the case file meets the *Internal Conditions and Procedure for applying for support to external projects*.

### How to apply?

By using the enclosed form (preferably completed directly using the mini-website of the Alpro Social Fund to which all Alpro employees have access), we will obtain a concise and clearly presented case file with complete information, which will help us to process applications more swiftly and to evaluate them better. This way, we can submit the applications that meet the Internal Conditions & Procedure for selection to the Alpro employees on the one hand (except if confidential, for instance when it concerns a personal case) and to the external jury and Executive Committee on the other hand.

The final decision which case files will receive support will be made by the Alpro employees and by an external jury in consultation with the Executive Committee of the Fund.

We therefore ask to **use section A of the enclosed form, preferably completed and sent to the King Baudouin Foundation using the mini-website of the Alpro Social Fund**, if needed with the help of or through the **HR Officer** of the establishment in which you as employee are employed. When having doubts, you can first send an e-mail to [alprosocialfund@alpro.com](mailto:alprosocialfund@alpro.com) in which you give a short presentation of the project. We will then let you know as soon as possible whether or not your project qualifies and help you to complete the form.

Please consider that all information requested below section A must be completed in order for the project to qualify. The information under section B may be completed later once the project has been selected. If you don't use the website for submitting the form, please send it by e-mail to the Secretariat of the Fund using the following e-mail address: [carbonez.e@kbs-frb.be](mailto:carbonez.e@kbs-frb.be) .

If you do not have e-mail available, the file can also be sent by post to:

King Baudouin Foundation  
Secretariat of the Alpro Social Fund  
Attn. Attn. Edith Carbonez



c/o KING BAUDOUIN FOUNDATION – non-profit organisation

BREDERODESTRAAT 21 B-1000 BRUSSEL

TEL +32-2-511 18 40 FAX +32-2-511 52 21

WWW.KBS-FRB.BE INFO@KBS-FRB.BE

BANK VAN DE POST IBAN: BE10 0000 0000 0404 BIC: BPOTBEB1, mentioning "121090 Alpro Social Fund"



Brederodestraat 21  
1000 Brussels

The Executive Committee will convene at least twice a year to discuss and approve of the applications and selection and to take the final decisions.

For more information you can always establish contact with Edith Carbonez (phone no. +32 (0)2 549 61 86) or Alpro's VP Human Resources Marc De Boom (+32 (0)9 260 22 00) and the HR Officers of the establishment in which you are employed.

**A. Information to be completed when submitting the application**

**Date of application:**

**PERSONAL DATA OF ALPRO EMPLOYEE**

**Identity**

Name:

First name:

Sex:

Nationality:

Private address:

Street ..... no. + box .....

Postal code ..... Municipality .....

Country:

Phone number/mobile phone number:

e-mail address:

Status:

ALPRO employee

Retired ALPRO employee (ALPRO being his/her last employer)

ALPRO employee for his/her family member

Alpro establishment in which you are/were (date of retirement) employed:

Alpro Department in which you are/were (date of retirement) employed:



If the active volunteer is another member of the family, please give his/her name and indicate if husband/wife/child:

**PRESENTATION OF THE SOCIETY/ASSOCIATION WITHOUT PURPOSE OF GAIN FOR WHICH YOU ARE REQUESTING SUPPORT**

Official name:

Which are the main activities of your society:

**Registered address:**

Street ..... no. + box .....

Postal code ..... Municipality .....

Country:

General phone number:

General e-mail address:

Website:

**INVOLVEMENT IN THE SOCIETY/ASSOCIATION WITHOUT PURPOSE OF GAIN AND IN THE REALISATION OF THE PROJECT/ACTION, IF APPLICABLE**

Which is your position within the society/association without purpose of gain?

Since when are you active in the society/association without purpose of gain?

Which task/tasks do you assume personally with regard to the realisation of the project/the action for which you ask support?

**PRESENTATION OF THE PROJECT/ACTION FOR WHICH THE SOCIETY/ASSOCIATION WITHOUT PURPOSE OF GAIN NEEDS FINANCIAL SUPPORT**

**Title of project/action**

This title will be used in our communication (jury, website).

**Confidential / not Confidential** (if confidential, only an external jury and the Executive Committee will assess the application without notification to or voting by Alpro employees)

Give a description of the project/action

How much will the realisation of the project/action cost?

How much financial support do you wish to receive from the ALPRO SOCIAL FUND?

## **B. INFORMATION TO BE COMPLETED AFTER THE SELECTION OF THE PROJECT**

<b>PRESENTATION OF THE SOCIETY/ASSOCIATION WITHOUT PURPOSE OF GAIN</b>
--

Legal status:

Date of incorporation:

Recognised and subsidised as (only mention the most recent recognition/subsidy):

National number (enter 0 if your society does not have a national number):

What is the purpose of your society:

### **Financial information:**

Name of bank:

IBAN code:

BIC code (Swift):

Name of account holder:

### **Responsible person**

Practical data of the RESPONSIBLE PERSON who, if this case file is selected, is authorised to sign the agreement with the ALPRO SOCIAL FUND, recognised by the King Baudouin Foundation:

Name:

First name:

Position within the society:

State register number or ...

Personal phone number:

Personal e-mail address:

**PRESENTATION OF THE PROJECT/ACTION FOR WHICH THE SOCIETY/ASSOCIATION WITHOUT PURPOSE OF GAIN NEEDS FINANCIAL SUPPORT**

When will the project/action start or was it started?

What is the anticipated final date of the project/action?

For which expenditures would you use the support from the ALPRO SOCIAL FUND?

Annexes to be added to this case file:

0 Copy of the articles of association

0 A document showing that you/your family member is actively involved in the society/association without purpose of gain as a volunteer

**Submit your case file** with the annexes prior to the indicated deadline. For this call, the deadline is set at **24 August 2016, at the latest**. Personal case files for support to an Alpro employee or his/her family can be submitted at any moment using the mini-website or corresponding form for internal projects within the scope of the Alpro Social Fund.

Working together for a better society!

The Executive Committee of the Alpro Social Fund

Annex: List of HR Officers

**Annex – List of HR Officers**

For more information you can always establish contact with Edith Carbonez (phone no. +32 (0)2 549 61 86) or Alpro's VP Human Resources Marc De Boom (+32 (0)9 260 22 00) and the following HR Officers of the establishment in which you are employed.

Belgium:	Marc De Boom (+32 9 260 22 00) Bart Noppe (+32 56 432 350) Kelly Van de Steene (+32 56 432 110) Ellen Coutigny (+32 56 432 114)
France:	Mireille Puzzuoli (+ 33 389 745 376)
Germany:	Raymond Schlechtriem (+31 455 697 942)
Netherlands:	Raymond Schlechtriem (+31 455 697 942)
United Kingdom:	Clare Potter (+44 1536 720 626)