**Application Form for Reach for Change Green Innovation lab Program 2024:**

**Building Waste and Circular Enterprises in Ethiopia**

Welcome to the Reach for Change application form and congratulations for taking the first step towards being a participant in our Green Innovation lab Program. This project enables green social entrepreneurs to develop their idea, prototyping, establish and build a pioneering green social enterprise that is changing the lives of youth and women in Addis Ababa by creating sustainable and decent jobs.

This program is to continue creating new green enterprises, especially those working within waste management and the circular economy. This project contributes towards creating sustainable livelihoods for youth and women as well as creating a positive impact on the environment. Through the program, participants receive seed funding, training, and capacity building to help them become investment-ready.

The Green Innovation Lab program participants will develop and validate their minimum viable product, and launch their **waste managemen**t and **circular economy enterprise** that has a **potential of revenue generation, job creation and positive impact on the environment**.

**We are looking for solutions that demonstrate green innovativeness, impact with proof of concept, cost-effectiveness, and a potential to sustainably grow**

* **Innovative**- Green social innovations that are unearthing fresh new ways to impact youth, and women; and create sustainable and decent jobs for youth in Addis Ababa and beyond.
* Will have a **big social impact** – a green social innovation solution that can solve youth unemployment in Addis Ababa, and create sustainable livelihoods and resilient communities.
* Are **scalable** – Green social innovations product/service (solution) that have the potential to change the lives of many youths, and women in Addis Ababa, nationally, and beyond.
* Can be **financially sustainable** – Green social innovations that have the potential to develop a business model that enables them to be financially sustainable in the long term.

The program will run from May 2024 – November 2024. During that time you must commit to attending all training sessions and additional support programs, including group training and one-to-one coaching.

To apply, please answer the questions on this form. Please read each question and its help text carefully and make sure to answer all parts of the question. Questions are marked either ‘compulsory’ or ‘optional’; please make sure to answer all compulsory questions within the word limit, and answer all optional questions that are relevant to you.

For any questions, please email [Ethiopia@reachforchange.org](mailto:Ethiopia@reachforchange.org) or call **+251 929107877**

By submitting this application to Reach for Change I acknowledge that I have read and understood the terms and conditions of the competition on [ethiopia.reachforchange.org](http://ethiopia.reachforchange.org) and I am giving permission for Reach for Change to use the personal data I have provided to process my application and contact me during and after the application period. I understand that Reach for Change will not distribute my application, in part or as a whole, beyond a limited group of people with the authority to evaluate my application and I will contact Reach for Change at [Ethiopia@reachforchange.org](mailto:Ethiopia@reachforchange.org) if I do not want to be contacted any longer or want my data to be deleted.

Once you have completed the form, please email it to us at [Ethiopia@reachforchange.org](mailto:Ethiopia@reachforchange.org), or deliver a hard copy to the Reach for Change office in Addis Ababa **Before 16th of May 2024.**

\* Please note, the questions under “Demographic information” are not part of your application, but allow us to gather data on those who apply to better understand our audience and improve our call for applications for next time.

**Contact Information**

**Full name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Residential Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Region:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Woreda:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**House Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Demographics and Statistics**

The following questions are NOT a part of your application. They are only for IKEA Reach for Change’s internal data. We will use this information to evaluate our own work and our campaign.

1. **Gender (female/male) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Age \_\_\_\_\_\_\_\_\_**
3. **Education level** (Please underline the highest level of completed education)
   1. Postgraduate education
   2. University education undergraduate degree
   3. TVET graduate
   4. University/ TVET student
   5. Secondary education
   6. Primary education
   7. Not completed primary education
4. **Which of the following best describes your employment status?**

(Please underline one option below)

* 1. I am currently employed in full-time work
  2. I am currently self-employed
  3. I am currently seeking employment
  4. I am a student
  5. I am a full time “home-maker” / working domestic / house-holding
  6. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **In which sector has your previous work experience primarily been (working or running your own organization)?**

(You can choose more than one answer)

* 1. Business (private) sector
  2. Public (government) sector
  3. Social (non-profit) sector
  4. Social enterprise sector
  5. Informal sector work experience with family, friends, or networks
  6. None, I have no previous work or volunteer experience

1. **Do you have any experience running your own business (es), and if so, how many years of total experience do you have?**
   1. 0 years (I have never run my own NGO or business)
   2. 0-2 years
   3. 2-5 years
   4. More than 5 years
2. **Which area of social and economic development does your idea contribute to?**

For example manufacturing, energy, agriculture, healthcare etc. It could also contribute to more than one sector.

Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How did you learn about the opportunity to apply?** 
   1. Radio
   2. Newspaper Ad
   3. Newspaper article
   4. Information from businesses
   5. Social Media / Internet
   6. From a friend
   7. From someone who works with Reach for Change
   8. Other
2. **If you heard about the opportunity to apply from an individual or organization, including someone who works with Reach for Change, please write the name of the person or organization below.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever participated in or applied for Reach for Change Programs?
   1. Yes
   2. No
2. Have you ever participated in similar programmes run by other organizations?
   1. Yes
   2. No
3. If Yes please specify

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Form**

**1. Basic Eligibility Questions**

Please underline the option for each question that applies to you.

**1.1. Is your green innovative idea tackling a significant problem faced by youth and women in Addis Ababa?**

* + - * 1. Yes
        2. No

In what way? please explain briefly: …………………………………..

**1.2. Are you the originator of the green innovative idea and founder or co-founder of the proposing solution?**

* + - * 1. Yes
        2. No

**1.3. Are you, or will be, the leader of the green business established to deliver this solution?**

* + - * 1. Yes
        2. No

**1.4. If you win this competition do you agree to commit fully to the program, including attending all training sessions during the program (March , 2024 –November 2024)?**

* + - * 1. Yes
        2. No

If ‘No’, why not? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Questions about the problem you have identified**

Each question includes ‘help text’ which provides guidelines on how to answer, as well as a word limit for your answer. Please write your answers in the space provided.

**2.1 Please describe the specific social problem affecting youth, and women in your society and the environment that you have identified and will address through your green innovative idea.**

Compulsory; maximum 100 words / 600 characters

***Help Text:***

*Being focused on a specific, core problem will enable you to create a clear and focused solution and will help you attract others who care about that specific problem, to work with you. Describe here the problem so that even someone who has never met you before can understand immediately the problem you are trying to solve. For example; “Higher electric bills and more blackouts, Food will be more expensive and variety may suffer. ...Water quality could suffer. Declining water supplies, reduced agricultural yields”*

*Only 12% (4% rural and 8% urban) of the population in Ethiopia uses improved sanitation facilities*

**Answer:**

**2.2 Please provide the most relevant statistics and references that prove this is a problem that needs addressing. List what you believe to be the 1-3 most significant causes of the problem and explain why**

Compulsory: 200 words / 1200 characters

***Help Text:***

*Having facts and figures from expert sources regarding the problem you have identified will help you convince other people that this is a problem that needs solving. These could be facts or references you have gathered from things you’ve seen or experienced yourself, from news or articles you’ve read, or from academic or research papers and reports.*

*Understanding the root causes of the problem you want to solve will also help you create an effective solution. It is the first step toward understanding how to create a permanent, sustainable solution. For example, you can help support street children by providing them with food and shelter, but if you understand how and why children end up on the streets to start with, and if you can begin to address those problems, you are more likely to be able to keep children off the street long term.*

**Answer:**

**3. Questions about your green solution to the problem**

* 1. **Describe your innovative green solution to this problem in two sentences.**

Compulsory; 50 words / 300 characters

***Help Text:***

*Being able to describe the core of your solution in a couple of sentences, including what makes it unique, is critical if you want other people to understand what you do. Describe here the core elements of your solution so that someone who has never met you before can understand your idea immediately. For example; “We train women in digital skills like coding and web design. We then connect with them with digital job opportunities so they can provide a sustainable income to support themselves and their families”.*

**Answer:**

* 1. **Describe how your green solution (product or service) will work, showing clearly how it will help you reach your goals.**

Compulsory: 200 words / 1200 characters

***Help Text:***

*It is important that you can explain clearly how your solution works. This means being able to explain how each of your programs or products works, and how each program or product leads to the desired outcome.*

**Answer:**

* 1. **Identify the main target group for your solution. (Also good to describe the characteristics and features of the potential target groups a bit more detail?)**

Compulsory; 100 words / 600 characters

***Help Text:***

*As in the commercial world, every product or service is created to meet a need of a specific target group. Explain which group(s) are the main targets for your product(s) or service(s). Include the estimated number of beneficiaries/customers affected by this problem (market size), plus gender, age, geographic location, and any other important information that helps define your target group(s).*

**Answer:**

* 1. **In what specific ways will your green solution improve the community you are supporting? Give an example of how a youth’s or woman’s life or the environment in your main target group will be directly improved as a result of your work.**

Compulsory; 200 words / 1200 characters

***Help Text:***

*You must be able to explain clearly the expected “outcomes” of your work, or in other words, how your solution will improve the lives of the community and/or individuals you are serving. Think of a person facing the problem you identified earlier. How will their circumstances be changed as a result of using your products or services?*

**Answer:**

* 1. **Reach for Change works with green social entrepreneurs who want to create sustainable financial models around their solutions so that the social impact they create can be delivered sustainably. How do you plan to generate income through your waste management and circularity services/product?**

Compulsory; 200 words / 1200 characters

***Help Text:***

*As a green social entrepreneur, your challenge is to find a sustainable financial model that will support the delivery and growth of your social impact in a sustainable way. It can take some time to find the financial model that is most suitable for your work, and this is something we often work on with the social entrepreneurs we support. How do you already, or how do you intend to generate revenue through your service/product?*

**Answer:**

* 1. **List your key planned activities and budget over the next 12 months.**

Compulsory; 200 words / 1200 characters

***Help Text:***

*“Key” activities are those activities that are critical to your success and survival as an organization. Understanding the difference between “key” activities and “other” activities helps you focus on what’s important and make good decisions about how and where to prioritize resources. Understanding the key activities you need to complete, and the associated costs for each of those activities will enable you to build a good understanding of the minimum amount of revenue you need to generate for the year ahead. The list below your key planned activities & budget for the next 12 months*

**Answer:**

* 1. **Estimate how much of each of the following types of revenue you expect to receive over 12 months:**
* *Earned income (from providing products & services)*
* *Grants & Donations*
* *Investment (debt or equity capital)*
* *Other*

Compulsory 200 words / 1200 characters

***Help Text:***

*The total listed revenues should be the same as or exceed the planned total budget for the same period that you gave in the previous question.*

**Answer:**

**4. Questions about you, the green social entrepreneur**

**4.1 Describe yourself, your current professional position, experience, and personal skills that show that you can build and lead an organization that will make a difference in the world.**

Compulsory; 200 words / 1200 characters

***Help Text:***

*Tell us about your work experiences and what you have done in the past to show that you have the experiences and skills needed to implement this idea and run this organization. Do you have experience of working in this field before? Have you run an organization before?*

**Answer:**

**4.2 When and how did you come up with this idea? If you worked with someone to come up with the idea, please list those people and the roles they played.**

Compulsory; 200 words / 1200 characters

***Help Text:***

*What inspired you to come up with this idea? Where were you? When was it? We want to get an understanding of your original inspiration for this idea.*

**Answer:**

* 1. **Green social entrepreneurs set out to change the world for the better. What qualities do you have that make you believe you can achieve this goal? List your strengths and your weaknesses.**

Compulsory; 200 words / 1200 characters

***Help Text:***

*We want to understand what it is about you that makes you believe you have the potential to be a successful social entrepreneur. Give us one or two examples of things you have done in the past that demonstrate you have what it takes to become a great social entrepreneur. What are the 3 most important personal strengths you believe you possess?* *Understanding your weaknesses is as important as understanding your strengths. We want to know what your 2 most significant personal weaknesses are, and how you plan to overcome them.*

**Answer:**

* 1. **What steps have you already taken to begin implementing your green solution?**

Compulsory; 200 words / 1200 characters

***Help Text:***

*We want to understand what actions you have already taken toward making your vision a reality. If you’ve already begun implementing your solution, what are the key steps you have already taken? If you haven’t begun implementing your solution, it’s likely that you’ve still already taken some steps such as doing research, speaking to people who may want to support you, etc.*

**Answer:**

**4.5 Have you already established the organization that will deliver the green solution?**

Compulsory; Yes / No

***Help Text:***

*We work with start-up and early-stage social entrepreneurs. Some entrepreneurs have already established their organizations before they apply to us. Others establish their organizations a little later on. You don’t have to have an established organization to apply.*

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.1 If already formally registered, what is the name of your organization?**

Optional; 50 words / 300 characters (leave blank if you have not already established your organization)

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.2 Are you a founder or co-founder of this organization?**

Optional; Yes / No

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.3 What year was the organization founded?**

Optional; Year of registration

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.4 Is the organization officially registered with the government?**

Optional; Yes / No

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.5 What is your organization’s registration number?**

Optional; Write the number if you have one

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.6 Current number of employees and volunteers respectively**

Compulsory; Write the number

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.7 Total revenues (earned, donated & credit) for the past financial year**

Optional; 50 characters / 300 characters

***Help Text:***

*We want to understand the current scale of your operations. Please provide here the total revenues you received for the past financial year. If you have not been operating for a full financial year yet, please provide the total revenue until now. Include all donations, sales & loans received to create your total. If you haven’t received any revenues yet, please enter “0”.*

**Answer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**4.5.8 Your organization’s platforms:**

Optional; please provide links to any of the below if you have them for your organization

**Website**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facebook page**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Twitter**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Linkedin**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. Interest in Reach for Change**

* 1. **Explain in a few sentences why you would like to win this competition**

Compulsory; 50 words / 300 characters

**Answer:**

**6. References**

Please provide contact information for 2 references. Your references should be two people who know you professionally. They must not be your family members or close friends. They can know you or have supervised you for example in a work, educational, or volunteering setting. Please provide contact information of each reference and describe your relationship with them, e.g. former boss, co-worker:

**6.1 Your first reference:**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Profession: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Workplace: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Nature of your relationship: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**6.2 Your second reference:**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Profession: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Workplace: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone number: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Email address: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Nature of your relationship: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**