



LEARNING EXCHANGE APPLICATION FORM

Please complete the form according to the instructions provided. If you have questions or concerns, you may send an e-mail to petersenc@sanbi.org and we will do all that we can to assist.

Thank you for your interest in the Learning Exchanges, run by SANBI's Fynbos Programme for the C.A.P.E. partnership, and funded by the Critical Ecosystem Partnership Fund. We look forward to your proposal.

Part 1: Applicant Organisation Information	
Organisation Legal Name <input type="text"/>	
Lead Contact Provide the name and contact information for the person responsible for the exchange. <input type="text"/>	
Postal Address <input type="text"/>	
Telephone and Fax Tel: <input type="text"/> Fax: <input type="text"/>	
E-mail Address and, if applicable, organisation's website Email: <input type="text"/> Web: <input type="text"/>	
Number of years that your organisation has been in operation <input type="text"/>	

History and Mission Statement – Provide a brief description of your organisation’s history and mission.

Part 2: Partner Organisation Information

Organisation Legal Name

Lead Contact – Provide the name and contact information for the person with whom you have been liaising about the exchange.

Postal Address

Telephone and Fax

Tel:	Fax:
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E-mail Address and, if applicable, organisation’s website

Email:	Web:
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Number of years that the partner organisation has been in operation

History and Mission Statement – Provide a brief description of the partner organisation’s history and mission.

Part 3: Learning Exchange Request

Name of proposed learning exchange

Request Amount – Enter the exact amount of funding that you and your learning exchange partners would need to complete both sides of the exchange (in South African Rands).

Duration – Enter the estimated start and completion dates of the exchange, including preparation, two visits and follow up.

Learning Objectives - What do the two organisations / groups of people involved have in common and what do they hope to learn from each other through the learning exchange?

Biodiversity Content - What learning will be achieved around biodiversity conservation specifically?

Proposed itinerary / agenda – Outline the proposed agenda for the visit / two visits in detail, indicating what learning is intended to take place at each stage and how.

For Visit 1

For Visit 2

How will the learning be captured in writing and how will it be applied in both organisations after the exchange is over?

Part 4: Budget and Time Framework

Project Budget – Provide a clear and detailed budget, with specific budget lines. A separate budget spreadsheet could be provided as an alternative.

Include travel, accommodation, food, equipment, resource materials

Project Timeframe – Provide a breakdown of your actions over the timeframe needed to prepare for, host and follow up on the two visits.