

# Membership Application Form

## 1 - STATUS AND CONTACTS

Legal name of the organisation/institution applying for ALDA membership:

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Type of organisation or institution (mark the box):

- Municipality  Non-for-profit  
 County  Other: -----  
 Region

Name of the legal representative of the organisation:

Name and surname: -----

Role/Position: -----

Address (of the organization): -----

Postal Code: ----- City: ----- Country: -----

Tel.: ----- E-mail: -----

- I consent to receive the ALDA monthly newsletter and be included in ALDA mailing list for members.

Contact person of the organisation:

Name and surname: -----

Role/Position: -----

Address (of the organization): -----

Postal Code: ----- City: ----- Country: -----

Website & social media: -----

Tel.: ----- Fax: ----- E-mail: -----

- I consent to receive the ALDA monthly newsletter and be included in ALDA mailing list for members.

## 2 - INTEREST IN ALDA THEMATIC HUBS

If you would like to be part of one of ALDA's thematic hubs, please tick the box corresponding to your interest:

- Environment & Climate  
 Gender, Inclusion & Human Rights  
 Digitalisation & Innovation  
 Migration  
 Youth Empowerment and Education  
 Local Territorial Development



### 3 - FEES

To calculate the due amount of your membership fee, please check the tables in the **Annex B and Annex C** and fill-in the table below with the requested information. We remind you that the membership fee is calculated on the basis of your Association/Organisation/Municipality's latest approved budget.

TYPE OF MEMBERSHIP	BUDGET CALCULATION	ANNUAL MEMBERSHIP FEE
<b>A. Membership for Local Authorities</b>	last approved budget up to ..... EUR	..... EUR
<b>B. Membership for NGOs, Universities, and other institutions</b>	last approved budget up to ..... EUR	..... EUR

\* For municipalities hosting a Local Democracy Agency (LDA), only half of the fees are requested.

\*\* Members supporting a LDA pay to ALDA both the membership fee and the financial contribution for the LDA. The latter is calculated according to the budget of the LDA (approved by the partners' meeting) and amounts to a minimum of 2,000 EUR and up to 5,000 EUR.

### 4 - APPLICATION DOCUMENTS

To become a member of ALDA, please send via email ([membership@aldaintranet.org](mailto:membership@aldaintranet.org)) this **completed application** form and the following documents:

- A short **presentation of the applicant**, its activities and motivation for becoming a member of ALDA;
- A short description of your experiences in **participative democracy and citizens engagement at the local level** with best practices and programmes;
- Your **last approved budget**;
- The **Gender Equality and Anti-Discrimination Policy** (Annex A) **filled and signed**.

### 5 - INFORMATION ABOUT THE ADHESION PROCESS

Memberships are approved on a rolling basis, typically **every two months**, by **ALDA's Governing Board**. Applicants are invited to present their application during an **online meeting**, after which the Board decides on the membership. Once approved, the applicant becomes a full member, gains access to ALDA's services, and voting rights at the General Assembly. Payment instructions will be provided upon approval.

I acknowledge that I have read and understood the [Child Protection Policy Statement](#) and [ALDA's Value Charter](#);

By signing this form, I hereby authorise the use of my personal data in accordance with the French Act No. 2018-493 of 20 June 2018 which incorporated the GDPR 679/16 (European regulation on the protection of personal data).

Place and date \_\_\_\_\_

Signature \_\_\_\_\_

**Annex A**

**STATEMENT FOR MEMBERS**

**OBJECT: Gender Equality and Anti-Discrimination Policy**

I, \_\_\_\_\_[INSERT NAME HERE], representing \_\_\_\_\_[NAME OF THE ORGANISATION] hereby declare that I share the values of ALDA's Gender Equality and Anti-Discrimination Policy and as MEMBER of the organisation I agree to:

- ❖ Actively avoid and prevent any form of discrimination in activities, programmes and decisions;
- ❖ Promote and encourage a safe and equal environment;
- ❖ Support the self-expression and self-actualization of everyone involved in or affected by the actions of the organisation;
- ❖ Engage in programmes and initiatives aimed at reducing gender inequality and every form of discrimination.

By signing this document, I also accept that:

In case of violation of the policy and/or in the case of discriminatory behaviour, conduct or discourse that is physical or verbal in nature my membership will be reviewed by the Governing Board.

**Date and time** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Annex B**

**MEMBERSHIP GRID FOR LOCAL AUTHORITIES (LAs)**

LAs with budget up to 1.000.000 €	300,00 €
LAs with budget up to 5.000.000 €	550,00 €
LAs with budget up to 10.000.000 €	750,00 €
LAs with budget up to 50.000.000 €	950,00 €
LAs with budget up to 100.000.000 €	1.200,00 €
LAs with budget up to 500.000.000 €	1.700,00€
LAs with budget up to 1 billion €	2.400,00 €
LAs with budget between 1 billion and 5 billion €	3.200,00 €
LAs with budget between 5 billion and 10 billion €	5.000,00 €
LAs with budget over 10 billion €	7.000,00 €

## MEMBERSHIP GRID FOR NGOs AND CIVIL SOCIETY ORGANISATIONS (CSOs)

NGOS and CSOs budget bearing	FEES		Total	% of in-kind
	Amount in €	In-kind		
NGOs and CSOs with a budget up to 50.000 €	0€	200€	200€	100%
NGOs and CSOs with a budget up to 150.000 €	100€	100€	200 €	50%
NGOs and CSOs with a budget up to 250.000 €	150€	150€	300 €	50%
NGOs and CSOs with a budget up to 500.000 €	200€	200€	400 €	50%
NGOs and CSOs with a budget up to 1.000.000 €	300€	200€	500 €	40%
NGOs and CSOs with a budget up to 2.500.000 €	450€	250€	700 €	36%
NGOs and CSOs with a budget up to 5.000.000 €	600€	300€	900 €	33%
NGOs and CSOs with a budget up to 10.000.000 €	900€	300€	1.200 €	25%
NGOs and CSOs with a budget more than 10.000.000 €	1200€	300€	1.500 €	20%

## IN NATURE SERVICES

Document translation (ENG, FR, ES, POR, Wolof, Swahili) - max. 10 pages	50€
Thematic Hub Webinar organisation	100€
Expert mobilisation (1 day working from home)	100€
Thematic Hub Capacity Building Session (2h)	150€
Expert mobilisation (1 day on site)	200€
Other services to be agreed	

*The In-Nature services must be agreed in advance with ALDA (the Membership officer and the Coordinator of the ASWAT Department, as well as the relevant Project Manager), upon presentation of a detailed proposal.*

*The members can benefit from a 50% discount if they are members of a Local Democracy Agency, preferably discounting the € part.*