



# **Application form**

## **GRI Certified Training Partner Program**

# Instructions

1. Download and save a copy of the CTP Application form.
2. Complete the form below by answering all the questions.
3. Submit your application for review by sending the **completed form** to [TrainingPartners@globalreporting.org](mailto:TrainingPartners@globalreporting.org)

Note:

- The application should be completed in its entirety and be no more than 20 pages in length.
- The GRI Training Partners team will start reviewing your application upon receipt of the completed application form.
- Once we receive your application, 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 on the Certified Training Program Pricing Policy, please see the pricing document.

# 1. Organization details

Full name of the organization:

Address of main office:

Number of employees:

Annual revenue <sup>i</sup> (Euro;  
m=million; bn=billion):

Are you a GRI Community  
member? <sup>ii</sup>

Yes      No

Contact person:

- Name:
- Position:
- E-mail address:
- Telephone number:
- Website:

<sup>i</sup> "**Not-for-profit**": Organizations that do not distribute their surplus funds to owners or shareholders now and/or in the future, but instead use them to help pursue their goals.

<sup>ii</sup> For more information about the GRI Community, please see the [GRI website](#).

## Billing information:

- Address line 1:
- Address line 2:
- Postal Code:
- City:
- Country:
- Internal purchase order number:<sup>iii</sup>
- VAT number:<sup>ii</sup>
- Certificate of Residence:<sup>iv</sup> Yes  / No

<sup>iii</sup> If applicable.

<sup>iv</sup> 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)*

### b) Vision & Mission

*Please provide a brief summary of the organization's vision & mission(max. 100 words)*

### c) Priorities for the next year

*Please provide a brief summary of the organization's priorities*

### d) Organization's financial status

*Please provide a hyperlink to an annual report, articles of incorporation, SEC registration, or another official document demonstrating your annual revenue or non-profit status as applicable and as indicated in Section 1: Organizational details.*

### e) How did you find out about the GRI CTP program?

*Please provide a brief summary of how you found out about the GRI CTP program*

### 3. Are you applying for a global license?<sup>1</sup>

### 4. What is your motivation to become a Certified Training Partner?

How do GRI's [vision and mission](#) align with your organization's vision and mission?  
How will the CTP Program align with your current business operations?

### 5. Description of the organization's training or educational activities and experience.

Please provide an overview of the training the organization has conducted over the last two years, including information on topics covered, audience, number of participants, and duration of the training sessions. The nominated trainer(s) who would be delivering the courses must have training experience, please list below.

### 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?

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<sup>1</sup> With the default regional license, you will be allowed to deliver the training in all the countries of your region. Refer to [Appendix I](#) for the list of counties per region. If you want to deliver the training beyond your region, you will need a global license. 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.

Please provide links to three recent sustainability reports you have developed or were involved in developing.

## **7. Who is your target audience for GRI Certified training courses?**

Please provide reasoning for your choices and describe how you will target them.

## **8. Describe your expectations for the size of the market in your region.**

All CTPs are required to deliver at least two training sessions in the first license period. Please include estimates of numbers; how many trainings do you expect to do in the first and subsequent years? How much do you expect to charge participants?

## **9. 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.

# Appendix I

## List of countries per CTP license region

### Regional Classification

- Africa
- Asia & Pacific
- Europe
- Middle East & Arab States
- North America
- South/Latin America
- Global

### Africa

- Angola
- Burkina Faso
- Burundi
- Benin
- Botswana
- Congo, The Democratic Republic of the
- Central African Republic
- Congo
- Côte D'Ivoire
- Cameroon
- Cape Verde
- Western Sahara
- Eritrea
- Ethiopia
- Gabon
- Ghana
- Gambia
- Guinea
- Equatorial Guinea
- Guinea-Bissau
- Kenya
- Liberia
- Lesotho
- Madagascar
- Mali
- Mauritius
- Malawi
- Mozambique
- Namibia
- Niger
- Nigeria
- Rwanda
- Seychelles
- South Sudan
- Saint Helena
- Sierra Leone
- Senegal
- Sao Tome and Principe
- Swaziland
- Chad
- Togo
- Tanzania, United Republic of
- Uganda
- Mayotte
- South Africa
- Zambia
- Zimbabwe

## **Asia and Pacific**

- Afghanistan
- American Samoa
- Antarctica
- Australia
- Azerbaijan
- Bangladesh
- Bhutan
- British Indian Ocean Territory
- Brunei Darussalam
- Cambodia
- Christmas Island
- Cocos (Keeling) Islands
- Cook Islands
- Fiji
- French Polynesia
- French Southern Territories
- Guam
- Heard Island and McDonald Islands
- Hong Kong
- India
- Indonesia
- Japan
- Kazakhstan
- Kiribati
- Korea, Democratic People's Republic of
- Korea, Republic of
- Kyrgyzstan
- Lao People's Democratic Republic
- Macau
- Mainland China
- Malaysia
- Maldives
- Marshall Islands
- Micronesia, Federated States of
- Mongolia
- Myanmar
- Nauru
- Nepal
- New Caledonia
- New Zealand
- Niue
- Norfolk Island
- Northern Mariana Islands
- Pakistan
- Palau
- Papua New Guinea
- Philippines
- Pitcairn Islands
- Reunion
- Samoa
- Singapore
- Solomon Islands
- Sri Lanka
- Syrian Arab Republic
- Taiwan
- Tajikistan
- Thailand
- Timor-Leste
- Tokelau
- Tonga
- Turkmenistan
- Tuvalu
- United States Minor Outlying Islands
- Uzbekistan
- Vanuatu
- Vietnam
- Wallis and Futuna

## **Europe**

- Andorra
- Albania
- Armenia
- Austria
- Bosnia and Herzegovina
- Belgium
- Bulgaria
- Belarus
- Switzerland
- Cyprus
- Czech Republic
- Germany
- Denmark
- Estonia
- Spain
- Finland
- Faroe Islands
- France
- France, Metropolitan
- United Kingdom
- Georgia
- Gibraltar
- Greenland
- Greece
- Croatia
- Hungary
- Ireland
- Israel
- Iceland
- Italy
- Liechtenstein
- Lithuania
- Luxembourg
- Latvia
- Monaco
- Moldova, Republic of
- Macedonia
- Malta
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Russian Federation
- Sweden
- Slovenia
- Svalbard and Jan Mayen
- Slovakia
- San Marino
- Turkey
- Ukraine
- Holy See (Vatican City State)
- Serbia
- Montenegro
- Aland Islands
- Guernsey
- Isle of Man
- Jersey

## **Middle East & Arab States**

- Algeria
- Bahrain
- Comoros
- Djibouti
- Egypt
- Iran, Islamic Republic of
- Iraq
- Jordan
- Kuwait
- Lebanon
- Libya
- Mauritania
- Morocco
- Oman
- Palestinian Territory
- Qatar
- Saudi Arabia
- Somalia
- Sudan
- Tunisia
- United Arab Emirates
- Yemen

## **North America**

- Canada
- Saint Pierre and Miquelon
- United States

## **South/Latin America**

- Antigua and Barbuda
- Anguilla
- Netherlands Antilles
- Argentina
- Aruba
- Barbados
- Bermuda
- Bolivia
- Brazil
- Bahamas
- Bouvet Island
- Belize
- Chile
- Colombia
- Costa Rica
- Cuba
- Dominica
- Dominican Republic
- Ecuador
- Falkland Islands (Malvinas)
- Grenada
- French Guiana
- Guadeloupe
- South Georgia and the South Sandwich Islands
- Guatemala
- Guyana
- Honduras
- Haiti
- Jamaica
- Saint Kitts and Nevis
- Cayman Islands
- Saint Lucia
- Martinique
- Montserrat
- Mexico
- Nicaragua
- Panama
- Peru
- Puerto Rico
- Paraguay
- Suriname
- El Salvador
- Turks and Caicos Islands
- Trinidad and Tobago
- Uruguay
- Saint Vincent and the Grenadines
- Venezuela
- Virgin Islands, British
- Virgin Islands, U.S.
- Saint Barthelemy
- Saint Martin

**Global** – covers all countries of the world.

For the avoidance of doubt, the training license is non-transferable and applies to a single administrative entity. One world license does not allow Partner's other offices to offer training across the globe.