



## **Membership Application**

Food & Farm Products: Businesses Buying Directly from  
Producers

FTF Membership Manager contact information:  
[screening@fairtradefederation.org](mailto:screening@fairtradefederation.org)  
302.655.5203

Last updated: January 2022

## Prepare for Screening

*Before spending time on the application, read the [Fair Trade Federation Code of Practice](#) to become familiarized with eligibility and sourcing requirements and the nine fair trade principles.* Applying to the Fair Trade Federation (FTF) is a rigorous self-reporting process during which applicant businesses must demonstrate outstanding work in all nine of the fair trade principles. A high level of transparency and detail is required on the FTF Membership Application. The onus is on applicants to demonstrate due diligence in ensuring fair trade partnerships.

*The FTF Membership Manager acts as liaison to the FTF Screening Committee and guides applicants through the screening process.* The FTF Membership Manager reviews submissions for missing components and information. Applicants will receive follow-up questions to clarify information before an application is reviewed by an FTF Screening Committee. It takes approximately 2 to 4 months from the time all components of the application are submitted to receipt of a final membership decision. However, no amount of time is guaranteed.

*Application materials are confidential.* By submitting application materials, the applicant affirms all information provided is true and presents business practices for review by FTF Screening Committee members and FTF employees. The applicant acquiesces to the FTF Screening Committee's decision about FTF membership. The applicant maintains the right to appeal the decision through established procedures.

## Application Checklist

Submit application materials to [screening@fairtradefederation.org](mailto:screening@fairtradefederation.org). All application components may be submitted separately and at different times, as reasonable. Where possible, please submit documents in pdf file formats.

- Narrative Questions** – Please send this document electronically.
- Financial Statement** - Please submit a profit & loss statement for your business's most recent fiscal year. It may be unaudited, but must show a complete breakdown of gross sales and operating expenses.
- Producer List** - Please include a complete list of your business's producer partners (including both artisan partners and wholesale suppliers as applicable). Include any affiliation a producer partner may have with a fair trade organization (e.g. membership in FTF, World Fair Trade Organization, Fair Trade Forum India, etc). Whenever possible, also include how many people employed by each producer partner and how long your enterprise has worked with them. For all producers/suppliers that are not FTF or World Fair Trade Organization members, please include direct contact information.

**References** - Each individual who agrees to serve as a reference must complete a reference form (download forms [here](#)) then submit it directly to the FTF. Applicants who source directly from any producers are responsible for contacting one producer and two general references and ensuring they submit the completed forms; applicants who only source wholesale must submit at least three general references. General references should not be employed by or currently volunteering for the applicant business. The FTF may contact individuals who submit a reference if additional information is needed.

**\$85 (USD) Screening Fee** - Please mail a check payable to Fair Trade Federation or pay with a credit card [here](#). The screening fee is not refundable.

**Non-discrimination Policy** – Please send this document electronically.

**Supporting Documentation** – Applicants are encouraged to submit documentation illustrating fair trade practices or other information about the business (e.g. cost analyses, contracts, impact assessments, contracts, continued improvement plans, news articles, product tags, annual reports, photos, etc.). *If you use PO's, you are required to upload a copy.* Electronic submission is required. Questions can be directed to the Membership Manager at [screening@fairtradefederation.org](mailto:screening@fairtradefederation.org) or 302-655-5203.

**Thank you for applying; we look forward to learning about your work.**

**PLEASE NOTE: This version is for reference ONLY. All applicants must submit through the online application form for their category, available on the [FTF website](#).**

## Section 1: Business Information

Registered legal name of business:

Public name of business:

Business website:

Contact person for this application:

Name:

Phone:

Email:

Business address:

City:

State/Province:

Postal Code:                      Country:

Mailing address:  same as address above

Mailing address:

City:

State/Province:

Postal Code:                      Country:

Preferred *public* telephone:

Preferred telephone for FTF contact:

Preferred *public* e-mail:

Preferred e-mail for FTF contact:

1. How did your business learn about the Fair Trade Federation?

2. Indicate your *primary* sales channel. *Choose one.*

Wholesale

Retail

Comments:

3. Indicate the goods you carry:

Açai

Chocolate

Coffee

Cotton

Flowers

Fresh or Dried Fruit

Honey

Juices

Maté

Nuts

- Olive Oil
- Rice
- Shea Butter
- Soaps/Lotions
- Spices and Herbs
- Sugar
- Tea
- Vanilla
- Wine

Other (please specify):

4. What is the legal standing of your Canadian/USA business?

- For-profit corporation
- Non-profit corporation
- Sole Proprietorship
- Cooperative

Other (please specify):

5. Does your business report sales to a taxing authority in Canada or the USA?

- Yes
- No

a. If no, explain.

6. Describe the structure and staffing of your business. Include the number of staff/volunteers located in the USA or Canada and their roles and responsibilities.

7. If your business is a trading branch within another business, describe their relationship.

8. If your business is structurally tied to an entity based outside of the USA/Canada (such as a producer group) or shares a name with one, describe the relationship, including information about governance.

9. Does your business pay for products received?

- Yes
- No

a. If yes, what are the terms of payment?

10. How long has your business been in operation? Note: Businesses must be in operation for *at least 365 days and experience a full production and sales cycle* before applying for FTF membership.

11. When is your business's fiscal year?

12. How much did your business earn in gross sales of merchandise (in USD) during the last fiscal year?

13. In which ways does your business wholesale products? Indicate all that apply.

- Trade shows
- Website
- National distributors
- Sales reps
- B2B/Wholesale platforms
- Other (please specify):
- Do not wholesale

14. In which ways does your business retail products or goods? Indicate all that apply.

- Brick & mortar location
- Mobile sales (e.g. fairs, festivals)
- Website
- Direct sales (e.g. home parties, sales ambassadors)
- Cafe
- Other (please specify):
- Do not retail

15. Does your business currently have any certifications or memberships?

If yes, please specify certifications/memberships:

## **Section 2: Self-Assessment**

1. If your business has a mission statement, provide it here.
2. Why does your business choose to operate using fair trade practices?
3. Why does your business want to be a member of the Fair Trade Federation?

4. In which areas related to the fair trade principles does your business excel and why?
5. In which areas related to the fair trade principles is your business most challenged and why?
6. What goals related to continued improvement of fair trade practices would you like your business to achieve in the next five years?

### **Section 3: Vetting Producers**

#### **3.1 Products Sourced Directly from Farmers/Producers**

1. What information does your business gather about farmer/producer groups or individuals before buying products?
2. How does your business decide with which farmers/producers to work? Attach any sample questionnaires/evaluation forms used in this process. Describe the decision-making process *in detail*.
3. Does your business source goods or raw ingredients that are grown/harvested in the Global North, particularly the USA or Canada?  
 Yes       No  
  
If yes:
  - a. What percentage of the wholesale value of your business's inventory do these products represent?
  - b. Describe why your business chooses to source and sell these goods/ingredients.
  - c. Explain how these goods or raw ingredients are sourced according to the fair trade principles.
4. Excluding those mentioned above, does your business purchase any products that are not sourced according to the fair trade principles (see section V. Sourcing Requirements in the Code of Practice)?

Yes       No

- a. If yes, describe why they are purchased.
5. Does your business source goods or ingredients from industrial farms/plantations?  
 Yes       No

If yes:

- a. What percentage of your business inventory--measured by wholesale value--comes from these sources?
- b. Describe why your business chooses to source and sell these goods or raw ingredients.
6. After a harvest, do goods or raw ingredients require processing?  
 Yes       No

If yes:

- a. Where does the processing of goods or raw ingredients take place? Describe in detail the facilities and methods of processing.

### **3.2 Products Sourced From Wholesale Suppliers**

1. Does your business purchase any products from wholesale suppliers (not directly from farmers/producers)?  
 Yes       No

*If no, skip to Section 4.*

2. Does your business purchase any of the following products from wholesale suppliers:  
 educational products (e.g. books, music, maps, etc.)  
 product accessories/supplies (e.g. cups, cozies, brewing supplies, t-shirts, aprons, etc.)  
 any products purchased from businesses that do not follow fair trade principles  
 none of the above

*If none of the above, skip to Section 4.*

3. What percentage of the wholesale value of your business inventory do these products represent?
4. Explain why your business sources these products.

5. How does your business ensure these products do not harm people, the environment, or cultures?

#### **Section 4: Multi-Ingredient Products**

1. Does your business sell multi-ingredient products?  
 Yes       No

*If no, skip to Section 5.*

2. List the multi-ingredient products your business sells. For each product, indicate the percentage of the ingredients – measured by dry weight or volume - are sourced according to the fair trade principles.
3. List the ingredients used in multi-ingredient products that are not sourced according to fair trade principles and describe why you have chosen to source the ingredient.

#### **Section 5: Cultivate New Market Opportunities for Economically and Socially Marginalized Producers**

1. Provide a detailed summary of the communities in which your business's artisan/producer partners live.

Include at least the following:

- average incomes in the currency of that area
- cost of living in the currency of that area
- government-regulated minimum wages in the currency of that area
- adult education levels
- existing options for earning income, and
- general living conditions.

*Use as much detail as possible.* If your business works in several or many varying regions, include this information about *each* community in which producer partners live.

2. What percentage of the farmers'/producers' time is spent on agricultural work for their own farm? If this varies depending on the producer partner, describe for *each*.
3. What percentage of the farmers'/producers' total income is generated by agricultural activity? If this varies depending on the producer partner, describe for *each*.

4. Who owns the land/farm(s) on which your goods/raw ingredients are grown or harvested? If this varies depending on the producer partner, describe for *each*.
5. What is the average size of your farmer/producer partners' land holdings? Provide in hectares or acres. If this varies depending on the producer partner, describe for *each*.
6. Is the farming/harvesting process mechanized or performed manually? If this varies depending on the producer partner, describe for *each*.

## **Section 6: Develop Transparent and Accountable Relationships**

1. How often does your business's staff communicate with farmer/producer partners?
2. What method(s) does your business use to maintain contact with farmer/producer partners?
3. What information about your business is shared with farmer/producer partners? Be specific.
4. How many consecutive harvests has your business purchased from each of the farmer/producer groups with which you work?
5. How many harvests happen in a year?
6. If your business has ever stopped working with a farmer/producer group, describe why.
7. In a hypothetical situation, what would cause your business to stop purchasing from a farmer/producer partner?
8. If your business has ended any purchasing relationships with farmer/producer partners, explain why and how it was handled.

9. How does your business communicate major changes in buying patterns or terms with farmers/producers?

10. Does your business use exclusive contracts with farmer/producer partners?

Yes       No

If yes, explain in detail how they are initiated, by whom, and why you use them.

11. When sales increase, how does your business ensure farmer/producer partners are prepared to meet greater demand?

12. When a product is not selling as well as expected, how does this affect your work with farmer/producer partners?

13. Do the farmers/producers with whom you work have job security?

Yes       No

Why or why not?

## Section 7: Build Capacity

1. Describe in detail goals your business would like to help farmer/producer partners achieve in the next five years. Include how these goals are similar to or differ from the goals farmers/producers have for themselves.

2. How often do staff members from your business visit the farmer/producer partners? If this varies depending on the producer partner, describe for *each*.

3. Does your business document visits to the communities of farmer/producer partners?

Yes       No

a. If yes, what information is recorded?

4. How does your business help farmer/producer groups enhance product quality and improve business skills?

5. How does your business encourage the sharing of best practices and market knowledge among farmers/producers?
  
6. In what way(s) does your business listen and learn from farmer/producer partners?
  
7. Describe ways your business collaborates with other businesses and non-governmental or fair trade organizations in farmer/producer communities.
  
8. Indicate all the following services or assistance to which farmers/producers have access through your business:  

<input type="checkbox"/> Pre-Harvest Financing	<input type="checkbox"/> Grants
<input type="checkbox"/> Bonuses	<input type="checkbox"/> Loans
<input type="checkbox"/> Credit	<input type="checkbox"/> Organizational Development
<input type="checkbox"/> Dividends	<input type="checkbox"/> Product Development
<input type="checkbox"/> Schooling	<input type="checkbox"/> Technical Training
<input type="checkbox"/> Financial Management	<input type="checkbox"/> Other (please specify):
  
9. Provide specific examples of your business's success in implementing one or more of the services indicated above.
  
10. How does your business evaluate the impact of its partnership on the lives of farmers/producers over time? Describe in detail.
  
11. How long has your business worked with its current farmer/producer partners? If this varies depending on the producer partner, describe for *each*.
  
12. When your business begins a buying relationship with artisan/producer partners, how long does the partnership typically last?

## Section 8: Promote Fair Trade

1. How does your business build links between producers and consumers?
2. How does your business share information about the fair trade principles with customers?
3. What information does your business collect about farmer/producer partners and how is it collected? Be specific.
4. How does your business use collected information in communication with customers? Be specific, and submit examples of product hang tags, packaging, literature, or any other relevant materials.
5. Does your business obtain consent from farmer/producers to share collected information before it is shared?  
 Yes       No
  - a. If yes, describe. If not, explain why.
  - b. Does your business explain the different methods and media by which an artisan/producer's information could be shared, and the potential reach it may have, while obtaining consent to share information? If yes, describe. If not, explain why.
  - c. After obtaining consent initially, does your business ever check in with producer groups to ensure their safety and understanding of where any individual images or story elements are being used? Describe.
6. How does your business collaborate with other fair trade businesses and organizations in Canada/USA to promote fair trade and benefit artisan/producer partners?

## Section 9: Pay Promptly and Fairly

### 9.1 Pay Promptly and Fairly: Costing

1. Does your business use a minimum or floor price when purchasing goods?  
 Yes       No

- a. If yes, how is it determined?
  - b. If no, what methods does your business use to determine the price for goods?  
Answer in detail and include how your business partners with farmers/producers to develop this price.
2. Does your business use contracts or agreements with farmer/producer partners?  
 Yes       No
- If yes:
- a. Submit a sample contract/agreement.
  - b. Describe *in detail* the process of building a contract/agreement, including the ways farmers/producers provide input.
3. What is the *government mandated wage*, in the currency of that area and in USD, in the communities in which farmers/producers work, if any? Include the pay period. If this varies depending on the producer partner, describe for *each*.
4. What is the *living wage*, in the currency of that area and in USD, in the communities in which the farmers/producers work? Include the pay period. If this varies depending on the producer partner, describe for *each*.
5. How have pricing methods changed over time? If this varies depending on the producer partner, describe for *each*.
6. Since living wage can vary, explain what your business considers to be the needs a person can meet (regardless of location) when a living wage is attained.
7. How does your business determine the price at which products are sold to customers?
8. Do the artisans/producers who create the products your business buys understand how customer prices are established?  
 Yes       No

- a. If yes, explain what methods your business uses to share that information. If no, explain why.

## 9.2 Pay Promptly and Fairly: Compensation

1. Does your business help farmers/producers obtain pre-harvest financing?
  - Yes       No
  - a. If yes, describe how. If no, explain why.
2. When do farmers/producers receive final payment for products?
3. Do the farmers/producers with whom your business works currently earn a living wage?
  - Yes       No
  - a. If no, explain.
4. Describe in detail *how* compensation is distributed to each individual farmer/producer. If this varies depending on the producer partner, describe for *each*.
5. How does your business ensure *work* is distributed fairly and transparently among individual farmers/producers?
6. How does your business ensure *wage payments* are distributed fairly and promptly to individual farmers/producers?
7. At what rate are individual farmers/producers compensated (e.g. per hour, per pound of harvest, salary)? If this varies depending on the producer partner, describe for *each*.
8. Describe target compensation ranges, in the currency of that area and in USD, from lowest to highest paid farmers/producers. If this varies depending on the producer partner, describe for *each*.
9. How often does your business evaluate compensation to individual farmers/producers with producer partners?

10. Has your business ever encountered a complaint from an individual farmer/producer regarding payment and/or distribution of work?

Yes       No

a. If yes, describe in detail the situation and how it was handled.

11. Has your business ever offered feedback to leadership within producer partners that wages to individual artisans should be adjusted?

Yes       No

a. If yes, describe the feedback and how it was handled.

12. Describe your business's policies for canceling orders.

13. How and when are cancellation policies communicated to farmers/producers?

14. Has your business ever engaged in any disagreements with farmers/producers regarding payments?

Yes       No

a. If yes, explain the situation and how it was resolved.

15. If your business employs support staff in farmer/producer communities,

a. What are they paid in the currency of that area and in USD?

b. How is their compensation determined?

c. By what methods are they paid?

## **Section 10: Support Safe and Empowering Working Conditions**

### **10.1 Support Safe and Empowering Working Conditions Among Farmers/Producers**

1. Describe the structures of leadership and governance among the farmers/producers with whom you work. If this varies depending on the producer partner, describe for *each*.

2. Describe how individual farmers/producers contribute to and participate in decision-making. If this varies depending on the producer partner, describe for *each*.

3. Do staff members of your business communicate directly with *individuals* who grow/harvest goods?  
 Yes       No
4. How does your business create secure ways for *individual* farmers/producers to address concerns or grievances?
5. Does your business incorporate religious activities (prayer, study/discussion of religious themes or texts, participation in any religious services) into operations?  
 Yes       No
  - a. If yes, describe in detail.
  - b. If yes, do these activities take place during the work day?
  - c. If yes to #5, are farmers/producers required to participate in these activities?
  - d. If yes to #5, how is the invitation to participate communicated to individual farmers/producers? Include both the method(s) of communication and the wording used.
6. Does harvesting take place on individuals' farms, a communal farm, or as wild-harvest gathering? Describe all varieties of working conditions among your farmer/producer partners in detail. If this varies depending on the producer partner, describe for *each*.
7. How does your business evaluate for health and safety risks during growing, harvesting, and/or processing? If this varies depending on the producer partner, describe for *each*.
8. What risks have been identified since your business began operating?
9. How has your business addressed any risks?
10. How often does your business reassess production processes for health and safety risks? If this varies depending on the producer partner, describe for *each*.

11. Do farmers/producers hire laborers for harvesting or processing?

- Yes       No

a. If yes, how does your business ensure hired laborers are treated and paid fairly?

## **10.2 Support Safe and Empowering Working Conditions in Canada/USA**

1. Describe how your business's staff (including volunteer staff) participate in decision-making.

2. Describe opportunities for staff advancement and growth.

3. Describe in detail the facility(ies)/location(s) in which any staff work.

4. How does your business ensure a healthy and safe workplace for all staff?

5. Describe your business's established procedures for all staff to securely address concerns and grievances.

6. Does your business have a written non-discrimination policy?

- Yes       No

a. If no, please note this is a requirement per the FTF Code of Practice; please create one and attach a copy with your application.

b. How is this shared with volunteers/staff/employees in your business?

7. If your business works with independent contractors, briefly describe their role(s).

## **Section 11: Ensure the Rights of Children**

### **11.1 Ensure the Rights of Children Among Farmers/Producers**

1. What method(s) does your business use to determine whether and in what ways children under the age of eighteen are involved in production?

2. What are your business's expectations regarding children's involvement in production?

3. If any individuals under the age of eighteen play a role in production, explain why.
4. If any individuals under the age of eighteen play a role in production, how does your organization ensure this does not interfere with educational opportunities or time for play, and that they are not asked to execute tasks that are hazardous for them because of their age?

### **11.2 Ensure the Rights of Children In Canada/USA**

1. Does your business employ anyone under the age of eighteen in Canada/USA?
  - Yes       No
  - a. If yes, explain how your business meets national, state/province, and local laws regarding the rights of children.

## **Section 12: Cultivate Environmental Stewardship**

### **12.1 Cultivate Environmental Stewardship in Production**

1. How does your business impact the health of the natural environment *in farmer/producer communities*?
2. How does your business evaluate production practices for environmental challenges or risks?
3. Describe how your business is addressing any environmental challenges or risks.
4. Does your business incorporate recycled or sustainably-grown materials into products?
  - Yes       No
  - a. If yes, describe. If no, explain.
5. Describe actions your business takes to source any raw materials in an environmentally sustainable manner.
6. How does your business meet existing laws regarding product safety testing?

7. In what way(s) does your business collaborate with farmer/producer groups to identify new opportunities to incorporate sustainable materials and practices into production?

## **12.2 Cultivate Environmental Stewardship in Canada/USA**

1. How does your business impact the health of the natural environment *in your Canadian/US community*?
2. How does your business evaluate its *Canadian/US* operations for environmental challenges or risks?
3. How does your business incorporate sustainability into its facilities and operations?
4. Does your business incorporate recycling, reuse, and post-consumer recycled supplies into its operations?
  - Yes             No
  - a. If yes, describe. If no, explain.

## **Section 13: Respect Cultural, Racial, and Ethnic Identity**

1. In what ways are farmer/producer partners' traditional production techniques incorporated into their work or organizational model?
2. Who decides which farming techniques are used (your business, the farmers/producers, a collaboration)? Describe in detail.
3. Does your business develop mechanisms to learn about and share information on the traditional sustainability practices of farmer/producer partners and any current projects for improvement?
  - Yes             No
  - If yes, describe in detail. If no, explain why.
4. If your business wants to introduce new techniques or methods to farmer/producer partners, how do you go about it?
  - a. After an idea is presented, who makes the final decision on whether to incorporate it?

5. How does your business work to build a strong understanding of and respect for the local traditions and customs of farmer/producer partners?

## **Section 14: Additional Comments**

I, on behalf of my company/business/enterprise, verify that all of the information contained in this application is true, commit to following the Fair Trade Federation principles in all business transactions, and agree to follow these same criteria with any new trading partners.

Signed:            Date: