



## **Membership Application**

Handmade Products: 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 which product categories your business carries:

Food/Drink

Clothing

Jewelry

Accessories (e.g. bags, hats, scarves)

Bath/Spa

Housewares (e.g. tableware, linens, baskets, décor)

Furniture/Rugs

Paper Products (e.g. cards, stationary, labels)

Children's Items

Musical Instruments

- Do-It-Yourself Items (e.g. craft kits, fabric, loose beads, yarn)
  - Religious Items
  - Drop Shipping
  - Private Label
- 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
  - Sales reps
  - B2B/Wholesale platforms (ie. Faire, MarketTime, etc.)
  - Other (please specify):
  - Do not wholesale
14. In which ways does your business retail products? Indicate all that apply.
- Brick & mortar location
  - Mobile sales (e.g. fairs, festivals)
  - Website
  - Direct sales (e.g. home parties, sales ambassadors)
  - Other (please specify):
  - Do not retail

## **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 Suppliers/Artisans/Producers

1. What information does your business gather about supplier/artisan/producer groups or individuals before buying products?
2. How does your business decide with which suppliers/artisans/producers to work? Attach any sample questionnaires/evaluation forms used in this process. Describe the decision-making process *in detail*.
3. Does your business purchase items produced in Europe, 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. Explain how the above products 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 sell used items or antiques? This includes antique items and any product made with used/antique components or raw materials.  
 Yes       No

If yes:

- a. Describe how they are sourced.
- b. How does your business ensure any used or antique components do not violate international cultural heritage laws?

### 3.2 Products Sourced From Wholesale Suppliers

1. Does your business purchase any products from wholesale suppliers?  
 Yes       No

*If no, skip to Section 4.*

2. Are at least 75% of retailed products - *as measured by wholesale value of inventory* - sourced according to fair trade principles? Note: This may include Fair Trade Federation or World Fair Trade Organization (WFTO) member products *and* any other products that *your business has vetted* for the fair trade principles.
  - Yes             No
  - a. What percentage of products is purchased from FTF or WFTO member businesses (measured by wholesale value of inventory)?
  - b. What percentage of products is purchased from non-member fair trade businesses (measured by wholesale value of inventory)?
  
3. Does your business purchase any of the following products from wholesale suppliers:
  - educational products (e.g. books, music, maps, etc.)
  - products from local or small-scale producers in the USA, Canada, or Europe
  - environmentally friendly products
  - any other products purchased from businesses that do not follow fair trade principles
  - none of the above

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

- a. What percentage of the wholesale value of your business inventory do these products represent?
- b. Explain why your business sources these products.
- c. How does your business ensure these products do not harm people, the environment, or cultures?

## **Section 4: Cultivate New Market Opportunities for Economically and Socially Marginalized Producers**

1. Provide a detailed summary of the communities in which your business's supplier/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.

## **Section 5: Develop Transparent and Accountable Relationships**

1. Describe in detail the process by which your business plans and makes purchases from supplier/artisan/producer partners.
  - a. If using purchase orders, submit a copy.
  
2. How do suppliers/artisans/producers provide input for the design and ordering processes? If this varies depending on the producer partner, describe for *each*.
  
3. How often does your business's staff communicate with supplier/artisan/producer partners? If this varies depending on the producer partner, describe for *each*.
  
4. What method(s) does your business use to maintain contact with suppliers/artisans/producers? If this varies depending on the producer partner, describe for *each*.
  
5. What information about your business is shared with supplier/artisan/producer partners? Be specific.
  
6. Does your business buy products on consignment?
 

Yes       No

If yes:

  - a. Explain why items are purchased on consignment.
  
  - b. What percentage measured by the wholesale value of inventory is purchased on consignment?

7. When sales increase, how does your business ensure supplier/artisan/producer partners are prepared to meet greater demand?
8. When a product is not selling as well as expected, how does this affect your work with supplier/artisan/producer partners?
9. Do the suppliers/artisans/producers with whom you work have job security?  
 Yes       No

Why or why not?

## **Section 6: Build Capacity**

1. Describe in detail the goals your business would like to help supplier/artisan/producer partners achieve in the next five years. Include how these goals are similar to or differ from the goals artisans/suppliers/producers have for themselves.
2. Describe ways your business collaborates with other businesses and non-governmental or fair trade organizations in artisan/producer communities.
3. How often do staff members from your business visit the supplier/artisan/producer partners? If this varies depending on the producer partner, describe for *each*.
4. How long has your business worked with its current supplier/artisan/producer partners? If this varies depending on the producer partner, describe for *each*.
5. When your business begins a buying relationship with supplier/artisan/producer partners, how long does the partnership typically last?
6. In a hypothetical situation, what would cause your business to stop purchasing from a supplier/artisan/producer partner?

7. If your business has ended any purchasing relationships with supplier/artisan/producer partners, explain in detail the reason(s) why and how it was handled.
  
8. Indicate all the following services or assistance to which suppliers/artisans/producers have access through your business:

- Advance Payment
  - Bonuses
  - Credit
  - Dividends
  - Schooling
  - Financial Management
  - Grants
  - Loans
  - Business Development
  - Product Design
  - Product Development
  - Technical Training
- Other (please specify):

9. Provide specific examples of your business's experience 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 suppliers/artisans/producers over time? Describe in detail.

## **Section 7: 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 supplier/artisan/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 suppliers/artisans/producers to share collected information before it is shared?
  - Yes       No
  - a. If yes, describe how consent is obtained. If not, explain why.
  - b. Does your business explain the different methods and media by which a supplier/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 supplier/artisan/producer partners?

## **Section 8: Pay Promptly and Fairly**

### **8.1 Pay Promptly and Fairly: Costing**

1. Provide a cost breakdown in USD for one of your popular products showing costs in numbers for the entire supply chain from raw materials to customer price. A full breakdown should include (but is not limited to): raw materials, cost of labor, packaging, shipping, wholesale price, and retail price.
2. If suppliers/artisans/producers set their own prices, explain *in detail* their methods for determining fair prices for their work. If this varies depending on the producer partner, describe for *each*.
3. If your business and suppliers/artisans/producers work together to determine prices, describe the process *in detail*. Attach any worksheets or other tools used to show how

product prices are determined (e.g. cost analysis worksheets). If this varies depending on the producer partner, describe for *each*.

4. How often does your business re-evaluate pricing with each producer partner? 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. What is the living wage in the communities, in the currency of that area and in USD, in which the suppliers/artisans/producers work? Include the pay period. If this varies depending on the producer partner, describe for *each*.
7. 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.
8. What is the government mandated wage, in the currency of that area and in USD, in the communities in which suppliers/artisans/producers work, if any? Include the pay period. If this varies depending on the producer partner, describe for *each*.
9. How does your business determine the price at which products are sold to customers?
10. Do the suppliers/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.

## **8.2 Pay Promptly and Fairly: Compensation**

1. Does your business have an advance payment policy?
  - Yes       No
  - a. If yes, describe the policy. If no, explain why.
2. When do suppliers/artisans/producers receive final payment for products?

3. Who purchases and gathers raw materials? If this varies depending on the producer partner, describe for *each*.
4. Does your business ever offer payment in goods, services, or other non-cash forms?  
 Yes       No  
  
If yes:
  - a. Who determines whether cash or non-cash payments will be used?
  - b. How is the market value of non-cash-payments determined?
  - c. How do the market values of non-cash-payments meet or exceed a living wage?
5. At what rate are individual suppliers/artisans/producers compensated (e.g. per hour, per piece, salary)? If this varies depending on the producer partner, describe for *each*.
6. Describe target compensation ranges, in the currency of that area and in USD, from lowest to highest paid suppliers/artisans/producers. If this varies depending on the producer partner, describe for *each*.
7. How often does your business evaluate compensation to individual suppliers/artisans/producers with producer partners?
8. Do the suppliers/artisans/producers with whom your business works currently receive a living wage?  
 Yes       No
  - a. If no, explain.
9. Describe the methods used to distribute wages to each individual supplier/artisan/producer. If this varies depending on the producer partner, describe for *each*.
10. How does your business ensure *work* is distributed fairly and transparently among individual suppliers/artisans/producers?

11. How does your business ensure *wage payments* are distributed fairly and promptly to individual suppliers/artisans/producers?
12. Has your business ever encountered a complaint from an individual supplier/artisan/producer regarding payment and/or distribution of work?  
 Yes       No
- a. If yes, describe in detail the situation and how it was handled.
13. 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.
14. Describe your business's policies for canceling orders.
15. Has your business ever engaged in any disagreements with suppliers/artisans/producers regarding payments?  
 Yes       No
- a. If yes, explain the situation and how it was resolved.
16. Does your business employ support staff in supplier/artisan/producer communities?  
 Yes       No
- 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 9: Support Safe and Empowering Working Conditions**

### **9.1 Support Safe and Empowering Working Conditions Among Suppliers/Artisans/Producers**

1. Describe the structures of leadership and governance among the suppliers/artisans/producers with whom you work. If this varies depending on the producer partner, describe for *each*.
2. Describe how individual suppliers/artisans/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 make products?  
 Yes       No
4. How does your business create secure ways for *individual* suppliers/artisans/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 to #5, do these activities take place during the work day?
  - c. If yes to #5, are suppliers/artisans/producers required to participate in these activities?
  - d. If yes to #5, how is the invitation to participate communicated to individual suppliers/artisans/producers? Include both the method(s) of communication and the wording used.
6. Describe in detail the facility(ies)/location(s) at which suppliers/artisans/producers work. If your enterprise sources directly from more than one producer partner, describe the facilities and locations for *each*.
7. How does your business evaluate production processes for health and safety risks? If your enterprise sources directly from more than one producer partner, describe the evaluation process 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*.

## **9.2 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 10: Ensure the Rights of Children**

### **10.1 Ensure the Rights of Children Among Suppliers/Artisans/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 as well as play?

## **10.2 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 11: Cultivate Environmental Stewardship**

### **11.1 Cultivate Environmental Stewardship in Production**

1. How does your business impact the health of the natural environment *in supplier/artisan/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 suppliers/artisans/producer groups to identify new opportunities to incorporate sustainable materials and practices into production?

### **11.2 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 12: Respect Cultural, Racial, and Ethnic Identity**

1. How does your business work with suppliers/artisans/producer groups to facilitate and support efforts to preserve traditional techniques and/or elements of cultural heritage?
2. In what ways are artisan/producer partners' traditional production techniques incorporated into product development?
3. Does your business collaborate with suppliers/artisans/producers on the creation and design of products?  
 Yes       No
 

If yes, describe in detail. If no, explain why.
4. How does your business keep products marketable without diminishing traditional/cultural techniques or identities?

5. How does your business address any possibilities of cultural appropriation in the creation and design of products?
  
6. Does your business sell any items of spiritual or cultural significance and/or incorporate culturally significant items/designs into the products you sell?  
 Yes       No
  - a. If yes, describe in detail the process in deciding to use these products.
  - b. If yes, describe the extent to which suppliers/artisans/producers are included in that process.
  - c. If yes, how do you ensure that sourcing these items will not result in the objectification or appropriation of a community or culture?

### **Section 13: 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: