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Application Form

WCC Award of Excellence for Handicrafts - 2014 Asia Pacific Region Programme

If space is insufficient, please attach additional pages.

Date of submission:

1. Name of the handicraft product:

2. Product designed by:

3. Product manufactured by:

4. Brief and attractive description of the product:

A. General information about the applicant

Contact Information

If your product receives the Award of Excellence, it will be posted in the project partners' websites to allow interested persons to contact you. Please ensure the information in this section is sufficient and accurate. In case we cannot reach you, the product will be removed from our database.

A1. Submitted by: _____

Name of the applicant: Mr. Ms. _____

Name of the workshop/organization _____

Address (street, city, postcode, country):

Phone number: _____

E-mail: _____

Mobile number: _____

Fax number: _____

Website: _____

(Please also underline your preferred means of communication. E.g., Fax: XXXXX)

A2. Nature of the business

- Individual or family workshop/ateliers
- Cooperatives / Village / community groups
- Craft organizations and NGOs
- Others – *please specify*

- Designers
- Wholesalers, traders, distributors
- Retail business

Marketing, sales and export (if applicable)

A3. Name of the contact person(s) in charge of export sales:

A4. Can your sale staff handle orders in:

- English
- Other language (please specify)

A5. Where do you sell your products?

- Domestic market
- International markets. Please specify the countries.
 - Asia
 - Countries:
 - Europe:
 - Countries:
 - Northern America
 - Countries:
 - Other countries
 - Countries:

A6. What are your usual sales channels? (Can tick more than one.)

- | | |
|---|---|
| <input type="checkbox"/> Direct sales in your own shop / Workshop / factory | <input type="checkbox"/> Entrepreneurs and middlemen |
| <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Importers' and Exporters' Associations |
| <input type="checkbox"/> Trade fairs and exhibitions | <input type="checkbox"/> Mail-order companies |
| <input type="checkbox"/> Internet marketing and e-commerce | <input type="checkbox"/> Museum and art gallery shops |
| <input type="checkbox"/> Cooperatives and NGOs | <input type="checkbox"/> Department stores, shopping malls |
| <input type="checkbox"/> International fair trade organizations | <input type="checkbox"/> Gift, discount, and specialty shops |
| <input type="checkbox"/> Retailers | <input type="checkbox"/> Other: |

Production capacity

A7. How many employees are there in your enterprise/cooperative/workshop?

- 1 (yourself)
- 2-5
- 6-20
- more than 20

A8. How many years of experience do you have in making this type of crafts?

A9. Does your enterprise offer apprenticeship or training opportunities?

- No
 - Yes
- If yes, please provide information

Copyrights

A10. Can you ensure that the products are not violating any copyright, patent, or trademark?

- No
 - Yes
- If yes, please provide information

A11. Have you copyrighted your products?

- No
 - Yes, patent number: _____
- If yes, please provide the patent number and attach a copy of the supporting documents.

Social Responsibility

A12. (a) In case you (the applicant) are not the artisan(s) who manufactured the product, specify the relationship between the concerned artisan(s) and you.

- | | |
|--|---|
| <input type="checkbox"/> Employer / employee | <input type="checkbox"/> Family members |
| <input type="checkbox"/> Master / Apprentice | <input type="checkbox"/> Designer |
| <input type="checkbox"/> Master / Student | <input type="checkbox"/> Distributor |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Others – (please specify: _____) |

(b) In case you are not the artisan(s), please indicate the specific input you made in producing the submitted product.

A13. (a) Are you a distributor for the product?

- No Yes

(b) If yes-, please provide the name and contact information of the artisans.

(c) Do you have a written agreement with the artisans who produced the handicraft?

- No Yes If yes, and attach a copy of the agreement.

B. Information about the submitted product

Provide photos of the finished product and of the major production steps

B1. Category of product (you can tick one or several):

- | | |
|--|--|
| <input type="checkbox"/> Household Items | <input type="checkbox"/> Clothing and Scarves |
| <input type="checkbox"/> Interior Decoration | <input type="checkbox"/> Fashion Accessories (bags, purses, etc) |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Stationery |
| <input type="checkbox"/> Toys and Games | <input type="checkbox"/> Other; please specify: |
| <input type="checkbox"/> Musical Instruments | |

Material

B2. List **ALL materials** used in the production of the handicraft product and their origin. Indicate also if non-natural, modern materials such as glue or fire retardants etc. are used:

Materials	Origin /Supplier (e.g., country, private company, self-produced, gathered, etc.)	Is the use of this material traditional or modern?	Is this material safe and harmless?	Is this material recycled?
<i>Example: Rattan</i>	<i>Gathered from the forest of Kalimantan, Malaysia</i>	<input type="checkbox"/> Traditional <input checked="" type="checkbox"/> Modern	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input checked="" type="checkbox"/> Not recycled
1.		<input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input type="checkbox"/> Not recycled
2.		<input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input type="checkbox"/> Not recycled
3.		<input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input type="checkbox"/> Not recycled
4.		<input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input type="checkbox"/> Not recycled
5.		<input type="checkbox"/> Traditional <input type="checkbox"/> Modern <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Recycled <input type="checkbox"/> Not recycled

Production process (if space is not sufficient, please provide information on a separate sheet)

B3. Briefly describe the steps in the production process. Specify if each step is made **by hand** or with the **help of tools/machine** (ref.: definition of handicrafts):

- 1.
- 2.
- 3.
- 4.
- 5.

Authenticity (if space is not sufficient, please provide information on a separate sheet)

B4. How does the product reflect the craft tradition of your area?

- Materials
- Production process
- Design (shape, colour, pattern, size, packaging)?
- Source of inspiration
- Function
- Others:

Please provide details:

B5. Tell us a story or a legend about this craft or some of the patterns you used, or provide any information you may find relevant for the evaluation of the product

Innovation (if space is not sufficient, please provide information on a separate sheet)

B6. Explain what is new or original about the submitted product?

- Materials
- Production process
- Design (shape, colour, pattern, size, packaging)?
- Source of inspiration
- Function
- Others:

Please provide details:

Marketability of the submitted product

B7. Number of product(s) that can be produced:

Per week /per month /per year

B8. Recommended price (EXW price, not including any transport cost)

Wholesale price per piece per set : US\$ Local Currency

Retail price per piece per set US\$ Local Currency

B9. Weight and measurements

Weight (per piece – in kg):

Dimensions (per piece – in cm) – *length x width x height:*

B10. Where do you sell the submitted products?

- Domestic market
- International markets. Please specify the countries.
 - Asia - Countries:
 - Australia, New Zealand, Pacific - Countries:
 - Europe: - Countries:
 - North America - Countries:
 - Latin America & Carribeans - Countries:
 - Africa - Countries:
 - Other countries - Countries:

B11. What are your usual sales channels? (You can tick more than one.)

Direct sales:

- In your own shop / workshop / factory
- Trade fairs and exhibitions
- Your own website or other internet sources

Wholesalers

- Importers' and Exporters' Associations
- Entrepreneurs and middleperson
- Mail-order companies
- Internet marketing and e-commerce

Retailers

- Museum and art gallery shops
- Department stores, shopping malls
- Gift, discount, and specialty shops
- Designers' shops
- Internet marketing and e-commerce

Others:

- International fair trade organizations
- Cooperatives and NGOs
- _____

Respect for environment

B12. Explain any specific attention given for the environment protection:

- Sustainable use of recycled or natural materials
- Production process
- Waste management
- Other

Please provide details:

C. Declaration

In submitting this product for the **WORLD CRAFTS COUNCIL** "Award of Excellence for Handicrafts", the undersigned affirms (please tick):

- That the manufacturing and distribution process of this craft does not violate any labour laws, does not exploit craftsmen, does not violate environmental laws, does not involve the use of materials derived from endangered / protected species.
- That WCC Asia Pacific Region may keep submitted sample of awarded product, without compensation, and use it for the purposes described in the programme regulations and guidelines. For non-awarded products, please refer to part D. below.
- The "Award of Excellence" will be valid for 4 years (renewable at no cost pending conditions described in the regulations) for the submitted product/product line only. Any changes (in design, raw material, quality standard, production process) will lead to a new and therefore a non-awarded product.
- That all information provided on and with this application is true and accurate, and that any wrong or incomplete information will lead to the cancellation of the award.

Signature:

Date:

Note: Applications with incomplete declaration or no signature will not be processed.

D. Request for the return of the submitted product (for non-awarded products only)

Non-awarded products can be returned to the applicants upon request. Applicants have to arrange their own transportation and bear any cost incurred. Please fill in this section if you wish to take back the submitted product after judging through national or sub-regional partners or national commission depending on the local organizational structure.

- I would like to have my submitted product returned to me after evaluation.

Please notify me when the product is ready to be picked up through:

- Telephone / mobile: _____
- Email: _____

Contact person: _____

Note: The product must be picked up within two months after notification, if the product can't be picked up from the time limit, then the product will be considered as granted to the Indonesian National Crafts Council and will become ownership of "Gallery of Dekranas"