

## Application Form for International Non-governmental Organizations (INGOs)

NB: Parties and national NGOs must fill out a separate form

The International Fund for Cultural Diversity (IFCD) provides support for projects undertaken by applicants from *developing countries that are Parties to the UNESCO 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions*<sup>1</sup>. The IFCD invests in projects that lead to structural change through the introduction and/or elaboration of policies and strategies that have a direct effect on the creation, production, distribution of and access to a diversity of cultural expressions, including cultural goods, services and activities, as well as through the reinforcement of institutional infrastructures, including professional capacities and organizational structures, deemed necessary to support viable local and regional cultural industries and markets.

**Deadline for submission to the UNESCO Secretariat: 15 MAY 2014, midnight CET**

Consult the **IFCD Annotated Guide** to help you prepare a successful application:

[http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005\\_IFCD\\_Annotated\\_Guide\\_EN.pdf](http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005_IFCD_Annotated_Guide_EN.pdf)

1. BASIC INFORMATION	
Title of the project	
Amount requested from IFCD	USD
Name of applicant <sup>2</sup>	
Country	
Contact person <sup>3</sup>	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms
	Family name: _____ Given name: _____
	Position: _____
	Address: _____ Postcode: _____
	Town: _____ Telephone: _____
	E-mail: _____
	Website: _____

<sup>1</sup> List of developing countries that are Parties to the 2005 Convention:

[http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005\\_IFCD\\_Eligible\\_Parties\\_EN.pdf](http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005_IFCD_Eligible_Parties_EN.pdf)

<sup>2</sup> This entity will be responsible for implementing the project, including its financial management. Please note that the applicant will need to have a bank account registered in the name of the organization if the project is approved.

<sup>3</sup> Representative of the applicant holding financial and administrative responsibility for implementation of the project.

## NOTICE

### APPLICATION PROCEDURE:

**Step 1:** INGOs may submit a maximum of two applications that present projects with a demonstrated impact at the sub-regional, regional or inter-regional level. In the context of the IFCD funding process, *regional* refers to a group or cluster of countries, not a territory within a single country.

Application forms should be accompanied by **letters of support from governmental authorities from each of the beneficiary countries** in the targeted sub-region/region(s).

Furthermore, INGOs shall submit the following elements that demonstrate the **international character of the organization**:

- Statutes that specify that the NGO is international;
- Document demonstrating that membership (both institutional and individual) is international;
- Document proving that recent activities have been carried out in several countries around the world.

All supporting documents shall be submitted with their translation into English or French, if needed.

**Step 2:** INGOs shall submit a maximum of two applications, along with the supporting documents, to the UNESCO Secretariat at: [ifcd.convention2005@unesco.org](mailto:ifcd.convention2005@unesco.org) by **15 May 2014, midnight CET**. If scanning facilities are unavailable, signed original versions of the application and supporting documents should be sent to: International Fund for Cultural Diversity / Section of the Diversity of Cultural Expressions, UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP France.

**Step 3:** Following a technical assessment by the UNESCO Secretariat to ensure that applications are eligible, applicants shall be informed whether the application has been retained for evaluation by the IFCD Panel of Experts or it has been deemed non-eligible.

**Step 4:** Eligible applications are evaluated by an international panel of experts representing UNESCO's six regions. The IFCD Panel of Experts shall recommend a list of applications to the Intergovernmental Committee for their examination. All documents pertaining to each project shall be made available on the IFCD website ([www.unesco.org/ifcd](http://www.unesco.org/ifcd)).

**Step 5:** The Intergovernmental Committee shall make the final funding decisions during its eighth ordinary session at UNESCO Headquarters in Paris from 9 to 11 December 2014.

**Step 6:** The UNESCO Secretariat shall inform the beneficiaries of the approved projects. Project implementation shall start from March 2015.

### EVALUATION GRID:

Evaluation criteria	Score <sup>4</sup> (number of points)
Relevance/appropriateness of the project to the objectives and areas of intervention of the IFCD, including the promotion of gender equality, youth, South-South and North-South-South cooperation, as well as the participation of various social groups	from 0 to 4
Feasibility of the project, as well as the relevance and effectiveness of its modalities of execution	from 0 to 4
Financial management and accountability	from 0 to 4
Impact and expected results, including potential for structural change	from 0 to 4
Sustainability, reflecting the level of ownership demonstrated by the beneficiaries and plans for longer-term expected results that go beyond the output level	from 0 to 4

<sup>4</sup> Scores: **4:** meets entirely the criteria established by the Conference of Parties and the Intergovernmental Committee; **3:** addresses the majority of the criteria; **2:** addresses half of the criteria; **1:** addresses less than half of the criteria; **0:** does not address the criteria at all.

2. ABOUT THE APPLICANT	
2.1.	<b>Date and place</b> of establishment of entity/organization:
	Main <b>mission of applicant</b> , showing its direct relevance to the objectives of the 2005 Convention:
	Main <b>activities of applicant</b> , showing its direct relevance to the objectives of the 2005 Convention:
2.2.	<b>Key staff members:</b> <i>Please list all key staff members working on the proposed project, directly employed by the applicant. Add more if necessary.</i>
	1. Name:
	Responsibility in the activities of the project:
	Skills/attributes/background:
	2. Name:
	Responsibility in the activities of the project:
	Skills/attributes/background:
	3. Name:
	Responsibility in the activities of the project:
Skills/attributes/background:	

3. CONTRACTORS AND PARTNERSHIPS	
3.1	<i>Please list all <b>paid contractors, subcontractors, consultants and/or experts</b> who will participate in the implementation of the activities proposed who are not employed by your organization. Add more if necessary.</i>
	1. Name, professional affiliation and nationality:
	Responsibility in the activities of the project:
	2. Name, professional affiliation and nationality:
	Responsibility in the activities of the project:
	3. Name, professional affiliation and nationality:
Responsibility in the activities of the project:	
3.2	<i>Please list all <b>non-paid partners</b> involved in project's implementation. Please indicate whether the partner is a public authority/ institution, NGO or a private company. Add more if necessary.</i>
	1. Partner and type:
	Role in the project:
	2. Partner and type:
	Role in the project:
	3. Partner and type:
Role in the project:	

4. ABOUT THE PROJECT	
4.1.	<b>Length of the project:</b> <i>Please note that the <b>project implementation period should be between 12 and 24 months</b> and that all <b>projects will begin in March 2015</b> at the earliest. UNESCO cannot issue contracts</i>

	<p>for approved projects prior to this date.</p> <p>Beginning date:                      End date:</p>
<b>4.2.</b>	<p><b>Brief summary of the project:</b>  <i>Please provide a brief summary description of the project. (150 to 250 words)</i></p>
<b>4.3.</b>	<p><b>Local context and complementarity of the project with regional, national and local policies/ measures/ programmes/ projects:</b>  <i>Please identify and explain the <b>specific needs, priorities and challenges</b> (economic, political and social aspects) faced by your sub-region / regions (depending on the scope of your project) in the field of culture, and indicate how your project is designed to respond to them in a targeted and direct manner. (Max. 400 words)</i></p> <p><i>Please provide information about <b>policies/ measures/ programmes/ projects</b> already started at the national and/or local level responding to the specific needs, priorities and challenges previously described. Indicate whether and how these policies/ measures/ programmes/ projects will be associated with your project, and what value your funding request adds to the work that is already being carried out in your field.</i></p>
<b>4.4.</b>	<p><b>Objectives:</b>  <i>Please describe the specific measurable objectives of the project (and not of the applicant). These should be in accordance with the main objective of the IFCD, which is to invest in projects that lead to structural change through the introduction and/or elaboration of policies and strategies that have a direct effect on the creation, production, distribution of and access to a diversity of cultural expressions, including cultural goods, services and activities, as well as through the reinforcement of institutional infrastructures<sup>5</sup>, including professional capacities and organizational structures, deemed necessary to support viable local and regional cultural industries and markets.</i></p> <p><b>Short-term objectives of the project:</b></p> <p><b>Long-term objectives of the project:</b></p> <p><i>Please indicate how these objectives contribute to the promotion of gender equality, youth, South-South/North-South-South cooperation<sup>6</sup> and/or the participation of various social groups in the areas of intervention of the IFCD:</i></p>
<b>4.5.</b>	<p><b>Sustainability</b>  <i>What measures/ steps will you put in place to ensure that your project long-term objectives can be met? Examples of these measures / steps include expanding partnerships, mobilizing additional resources, engaging government counterparts to influence policy and strategy development.</i></p> <p><i>What measures/ steps will you take to follow up with the beneficiaries of the project after its completion?</i></p>

<sup>5</sup> Institutional infrastructure is to be understood as any public, collective and professional organizational structures (excluding working space and equipment, physical construction or restoration of buildings), capacities, as well as legislative (legal) and administrative provisions deemed necessary for the implementation of policies.

<sup>6</sup> **South-South cooperation** is a broad framework for collaboration among public authorities/institutions or NGOs from two or more countries located in the global South. **North-South-South cooperation** involves authorities/institutions or NGOs from two or more countries in the global South in collaboration with a third party, typically a public authority/institution or NGO from the global North, contributing to the exchanges with its own knowledge and resources.

**5. MAIN ACTIVITIES AND EXPECTED RESULTS**

Please list the **expected results** of the project. The expected results should be concrete and measurable and will serve as a basis for the evaluation of the project after its completion. Moreover, expected results should be correlated with the objectives, activities and budget.

Below each expected result, please indicate **main activities** to be carried out to achieve these results, the location(s) where they will be held and the direct and indirect beneficiaries. Activities (research, workshops, publications, consultations) may be grouped into distinct categories such as, but not limited to: capacity-building, mapping, promoting exchange and networking and awareness raising and visibility.

Add more if necessary.

**EXPECTED RESULT 1:****MAIN ACTIVITY(IES) TO ACHIEVE EXPECTED RESULT 1:**

**What indicator(s) are to be used to measure the achievement of the expected result?**

**What are the means of verification of these indicator(s)?**

**Location(s):**

**Beneficiaries of this activity(ies):**

*Please include quantitative and qualitative information.*

Direct beneficiary(ies): #

Indirect beneficiary(ies): #

**EXPECTED RESULT 2:****MAIN ACTIVITY(IES) TO ACHIEVE EXPECTED RESULT 2:**

**What indicator(s) are to be used to measure the achievement of the expected result?**

**What are the means of verification of these indicator(s)?**

**Location(s):**

**Beneficiaries of this activity(ies):**

*Please include quantitative and qualitative information.*

Direct beneficiary(ies): #

Indirect beneficiary(ies): #

**EXPECTED RESULT 3:****MAIN ACTIVITY(IES) TO ACHIEVE EXPECTED RESULT 3:**

**What indicator(s) are to be used to measure the achievement of the expected result?**

**What are the means of verification of these indicator(s)?**

**Location(s):**

**Beneficiaries of this activity(ies):**

*Please include quantitative and qualitative information.*

Direct beneficiary(ies): #

Indirect beneficiary(ies): #

#### 6. ACTIVITIES IMPLEMENTATION SCHEDULE:

Please provide an implementation schedule for your activities in the table below, making sure to note the start and end dates of all activities.

NB: As stated in section 4, the **project implementation period should be between 12 and 24 months** and **projects cannot start earlier than March 2015**. Please note that, if approved for IFCD funding, you will most probably receive 50% of the total amount approved in the beginning of the project, another 30% mid-way through the project and the remaining 20% once all activities have been completed and the final reports are submitted.

Activity	Start date	End date

#### 7. BUDGET

##### 7.1. Budget summary

Total funding requested from the IFCD ( <i>not exceeding USD 100,000</i> ):	USD
Total co/self-funding income:	USD
Total project cost:	USD

##### 7.2. Budget breakdown

Please fill in the table below with information on all foreseen expenditure items and their cost in USD. Please note that you should only use the sections relevant to your project and adapt them as necessary.

If the funds requested from the IFCD are meant only to cover a portion of a larger project, please specify the amount that will be IFCD and self/co-funded.

Please note that at the end of the project, all original invoices and supporting documents must be sent to UNESCO. A pro forma invoice for equipment will be required.

**Overhead costs should not exceed 30% of the total budget.** Expenditures such as the purchase of a vehicle or construction / renovation of a building are not eligible for IFCD funding.

Expenditure	Activity Number	Unit	# of units	Cost (in USD)	Amount funded by IFCD	Amount co/self-funded
<b>1. Salaries / fees</b>						
1.1 Project staff		Per person (% of staff time spent per month)				
1.2 Contractor / subcontractor / consultant / expert		Per day/week				
1.3 Administrative / support staff		Per person (% of staff time spent per month)				
<b>Subtotal salaries / fees</b>						
<b>2. Travel and per diem</b>						
2.1 Air transportation		Per flight				

2.2 Land transportation		Per day/week				
2.3 Visa fees		Per person				
2.4 Per diem for international missions / trips		Per day				
2.5 Per diem for domestic missions / trips		Per day				
2.6 Per diem for seminar / conference participants		Per day				
<b>Subtotal travel and per diem</b>						
<b>3. Equipment and supplies</b>						
3.1 Rent of vehicle(s)		Per vehicle				
3.2 Equipment (total based on pro forma invoice enclosed with the application)						
3.3 Other (please specify)						
<b>Subtotal equipment and supplies</b>						
<b>4. Communication</b>						
4.1 Publications (editing, design, printing, etc.)						
4.2 Press conferences						
4.3 Other promotional activities, events, advertisements, etc. (please specify)						
<b>Subtotal communication</b>						
<b>5. Other costs, services</b>						
5.1 Studies, surveys (purchase of data)						
5.2 Evaluation						
5.3 Translation, interpreters						
5.4 Rent of conference / seminar rooms						
<b>Subtotal other costs, services</b>						
<b>6. Overhead</b>						
6.1 Rent of office space						
6.2 Postage, office supplies, etc. (please specify)						
6.3 Other (please specify)						
<b>Subtotal overhead</b>						
<i>Please note that the overhead costs should not make up more than 30% of total costs of the project.</i>						
				<b>Total</b>	<b>USD</b>	<b>USD</b>
				<b>Grand Total</b>	<b>USD</b>	

<b>7.3. Co-funding</b>	<i>If any, please list all sources of co-funding. Please indicate whether or not additional resources are already available or when they are likely to become available. Written confirmation of co-financing may be requested. Add more sources if necessary.</i>
	1. Source:
	Amount: <b>USD</b>
	Status of funding: <input type="checkbox"/> available <input type="checkbox"/> to become available <input type="checkbox"/> confirmed
2. Source:	

	Amount: <b>USD</b>
	Status of funding: <input type="checkbox"/> available <input type="checkbox"/> to become available <input type="checkbox"/> confirmed
	3. Source:
	Amount: <b>USD</b>
	Status of funding: <input type="checkbox"/> available <input type="checkbox"/> to become available <input type="checkbox"/> confirmed
<b>7.4.</b>	<b>Non-financial contribution</b> <i>If any, please indicate the kind and the source. Add more if necessary.</i>
	1. Source:
	Kind:
	2. Source:
	Kind:
	3. Source:
	Kind:

<b>7.5.</b>	<b>Financial management</b> <i>If any, please indicate what actions have been foreseen to ensure financial accountability (e.g. involvement of a financial officer).</i>
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<b>8. FUNDING FROM UNESCO</b>	
<b>8.1.</b>	<b>Previous funding from the IFCD</b>
	Title of the project:
	Period:
	Amount of funding:
<b>8.2.</b>	<b>Previous funding from UNESCO for similar or related projects</b> <i>(either from UNESCO Headquarters, a Field Office or an Institute) to implement project(s) similar to or related to the project that you are currently proposing. Add more if necessary.</i>
	1. Title of the project:
	Period:
	Amount of funding:
	2. Title of project:
	Period:
	Amount of funding:
	3. Title of project:
	Period:
	Amount of funding:
<b>8.3</b>	<b>Current applications</b> <i>Are you currently applying for other UNESCO funds?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide details.</i>

<b>9. COMMITMENT TO SUBMIT A REPORT ON THE EXECUTION OF THE PROJECT</b>	
<p>As stated in paragraph 25 of the Guidelines on the Use of the Resources of the International Fund for Cultural Diversity: "The beneficiaries shall submit a mandatory descriptive, analytical and financial report on the execution of the project and the realization of expected results to the Secretariat. The report must be presented using the reporting forms provided by the Secretariat in order for the beneficiary to receive its final payment. No financial contributions for new projects will be allocated to beneficiaries who have not received their final payment."</p> <p>The full text of the Guidelines is available at:  <a href="http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Guidelines_IFCD_EN.pdf">http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Guidelines_IFCD_EN.pdf</a></p> <p><input type="checkbox"/> I commit to respect the provisions of paragraph 25 of the Guidelines.  <input type="checkbox"/> I certify that all information contained in this application is truthful.</p>	



Date \_\_\_\_\_

\_\_\_\_\_  
Name and title

\_\_\_\_\_  
Stamp and signature of the applicant

**NB: This application is not valid and cannot be accepted by the UNESCO Secretariat unless it is signed.**

### CHECKLIST

Please go through the checklist below prior to submitting the Application Form.

1	<b>Original signature</b> of the person empowered to sign the application form on behalf of the applicant.	<input type="checkbox"/>
2	<b>Letters of support</b> from governmental authorities (if needed translated into English or French) from each of the beneficiary countries in the targeted sub-region/region(s).	<input type="checkbox"/>
3	<b>Legal Status:</b> Official documents (if needed translated into English or French) demonstrating the international nature of your NGO: . a copy of your Statutes; . a list of members / countries; . a list of recent activities that have been carried out in different countries around the world.	<input type="checkbox"/>
4	Application prepared in <b>English or French</b> (requests in other languages will not be retained).	<input type="checkbox"/>
5	<b>All sections</b> of the application form are filled in, respecting word counts indicated in each section.	<input type="checkbox"/>
6	<b>Detailed budget</b> breakdown is provided in USD and by type of expenditure.	<input type="checkbox"/>
7	<b>Application form, supporting documents and their translation if needed</b> are to be sent electronically to the UNESCO Secretariat. If scanning facilities are unavailable, applications must be sent by post mail.	<input type="checkbox"/>

**Applications that do not have all these documents will be considered incomplete and therefore not eligible.**

**For further information, please consult:**

[www.unesco.org/ifcd](http://www.unesco.org/ifcd)

ifcd.convention2005@unesco.org