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| International Fund for Cultural DiversityInvesting in creativity. Transforming societies **Application Form for Preparatory Assistance Requests for Parties**  The International Fund for Cultural Diversity (IFCD) provides preparatory assistance to support *developing countries that are Parties to the UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2005 Convention)*[[1]](#footnote-1)in preparing their requests for IFCD funding. Preparatory assistance activities may include, for example, engaging in stakeholder consultations, undertaking a mapping exercise, research study and/or situational analysis. It **should result in a comprehensive project proposal** to be submitted to the IFCD in a subsequent cycle. Special attention is given to requests aiming at capacity building for cultural policies, understood as those policies relating to culture, whether at the local, national, regional or international level that are either focused on culture as such or are designed to have a direct effect on cultural expressions of individuals, groups, societies, including on the creation, production, dissemination, distribution of and access to cultural activities, goods and services.  The maximum amount that can be requested from the IFCD for preparatory assistance is USD10,000.  **Applicants are to consult their National Commissions for UNESCO**  **for the submission deadline at the national level.**  **Each National Commission for UNESCO will select four proposals**  **to be submitted to the UNESCO Secretariat in Paris.**  **Deadline for submission by National Commissions for UNESCO**  **to the UNESCO Secretariat: 30 JUNE 2013, midnight CET.**  Consult the accompanying 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> | |

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| **1. BASIC INFORMATION** | | |
| **Title of the preparatory assistance request** |  | |
| **Amount requested from IFCD** | **USD** | |
| **Name of applicant**[[2]](#footnote-2) |  | |
| **Country** |  | |
| **Contact person**[[3]](#footnote-3) | **Title:**  **Mr**  **Ms** | |
| **Family name:** | **Given name:** |
| **Position:** | |
| **Address:** | **Postcode:** |
| **Town:** | **Telephone:** |
| **E-mail:** | |
| **Website:** | |

**NOTICE**

**APPLICATION PROCEDURE:**

Parties shall submit applications both in signed hard copy and in digital form (in .rtf, or .doc format) to their country’s National Commission for UNESCO or an alternative official channel designated by the Party. The National Commissions will review the applications and submit up to four shortlisted ones (two from Parties and two from NGOs) to the UNESCO Secretariat. Following a technical examination by the UNESCO Secretariat to ensure that applications are eligible, National Commissions will inform applicants whether the application has been retained for evaluation by the Panel of Experts or it has been deemed non-eligible.

**APPLICATION** **DEADLINES:**

Applicants are to consult their National Commissions for UNESCO[[4]](#footnote-4) for the deadline for receipt of applications at the national level.

**The deadline for the UNESCO Secretariat to receive funding applications from National Commissions for UNESCO is 30 June 2013, midnight CET.** Applications received after this deadline will not be eligible for evaluation.

**EVALUATION GRID:**

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| **Evaluation criteria** | **Score (number of points)** |
| Relevance/appropriateness of the project to the fields of activity of the IFCD | from 0 to 4 |
| Feasibility of the proposed project | from 0 to 4 |
| Expected results | from 0 to 4 |
| Potential impact and sustainability | from 0 to 4 |
| Financial management | from 0 to 4 |

**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

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

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

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| **4. ABOUT THE PROJECT** | |
| **4.1.** | **Length of the project:**  *Please note that the implementation of all* ***preparatory assistance requests will begin in March 2014*** *at the earliest. UNESCO cannot issue contracts for approved requests prior to this date*.  Beginning date:            End date**:** |
| **4.2.** | **Brief summary of the project:**  *Please provide a brief summary description of the preparatory assistance request. (150 to 250 words)* |
| **4.3.** | **Country context and complementarity of the preparatory assistance request with other regional, national and local policies/ measures/ programmes/ projects:** |
| *Please identify and explain the* ***specific needs, priorities and challenges*** *(economic, political and social aspects) faced by your community/ city/ country/ region (depending on the scope of your preparatory assistance request) in the field of culture, and indicate how this preparatory assistance request is designed to respond to them in a targeted and direct manner. (Max. 400 words)* |
| *Please provide information about* ***policies/ measures/ programmes/ projects*** *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 preparatory assistance request, and what value your funding request adds to the work that is already being carried out in your field. Add more if necessary.* |
| **4.4.** | **Objectives:**  *Please describe**the specific measurable objectives of the preparatory assistance request (and not of the applicant).* *These should be in accordance with the main objectives and priorities of the IFCD (see Explanatory Note) and must have structural impact leading to the emergence of a dynamic cultural sector through activities facilitating the introduction of new cultural policies and/or cultural industries, or strengthening existing ones.* |
| **Short-term objectives of the project:** |
| **Long-term objectives of the project:** |
| *Please indicate how these objectives contribute to the promotion of gender equality and/or youth in the fields of activity of the IFCD:* |
| **4.5.** | **Sustainability** |
| *What measures/ steps will you put in place to ensure that your preparatory assistance request 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.* |
| *What measures/ steps will you take to follow up with the beneficiaries of the preparatory assistance request after its completion?* |

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| **5. MAIN ACTIVITIES AND EXPECTED RESULTS** |
| *Please list the* ***expected results*** *of the preparatory assistance request. The expected results should be concrete and measurable and will serve as a basis for the evaluation of the request 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, interaction 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:**  *Please list the direct and indirect beneficiary(ies) of this activity(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:**  *Please list the direct and indirect beneficiary(ies) of this activity(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:**  *Please list the direct and indirect beneficiary(ies) of this activity(ies).* |

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| **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,* ***activities cannot start earlier than March 2014****. 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** |
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| **7. BUDGET** | | |
| **7.1.** | **Budget summary** | |
| Total funding requested from the IFDC *(not exceeding USD 10,000)*: | **USD** |
| Total co/self-funding income: | **USD** |
| Total request cost: | **USD** |

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| **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 preparatory assistance request and adapt them as necessary.*  *If the funds requested from the IFCD are meant only to cover a portion of a larger request, please specify the amount that will be IFCD and self/co-funded.*  *Please note that at the end of the preparatory assistance, all original invoices and supporting documents must be sent to UNESCO. A pro forma invoice for equipment will be required.*  *As a guide, it is advised that overhead costs should not exceed 7% 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** |
| **1. Salaries / fees** | |  |  |  |  | |  | |  |
| 1.1 Project staff | |  | % of staff time spent per month |  |  | |  | |  |
| 1.2 Contractor / subcontractor / consultant / expert | |  | Per day/week |  |  | |  | |  |
| 1.3 Administrative / support staff | |  | % of staff time spent per month |  |  | |  | |  |
| ***Subtotal salaries / fees*** | |  |  |  |  | |  | |  |
| **2. Travel and per diem** | |  |  |  |  | |  | |  |
| 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 |  |  | |  | |  |
| ***Subtotal travel and per diem*** | |  |  |  |  | |  | |  |
| **3. Equipment and supplies** | |  |  |  |  | |  | |  |
| 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) | |  |  |  |  | |  | |  |
| ***Subtotal equipment and supplies*** | |  |  |  |  | |  | |  |
| **4. Communication** | |  |  |  |  | |  | |  |
| 4.1 Publications (editing, design, printing, etc.) | |  |  |  |  | |  | |  |
| 4.2 Press conferences | |  |  |  |  | |  | |  |
| 4.3 Other promotional activities, events, advertisements, etc. (please specify) | |  |  |  |  | |  | |  |
| ***Subtotal communication*** | |  |  |  |  | |  | |  |
| **5. Other costs, services** | |  |  |  |  | |  | |  |
| 5.1 Studies, surveys (purchase of data) | |  |  |  |  | |  | |  |
| 5.2 Evaluation | |  |  |  |  | |  | |  |
| 5.3 Translation, interpreters | |  |  |  |  | |  | |  |
| 5.4 Rent of conference / seminar rooms | |  |  |  |  | |  | |  |
| ***Subtotal other costs, services*** | |  |  |  |  | |  | |  |
| **6. Overhead** | |  |  |  |  | |  | |  |
| 6.1 Rent of office space | |  |  |  |  | |  | |  |
| 6.2 Postage, office supplies, etc. (please specify) | |  |  |  |  | |  | |  |
| 6.3 Other (please specify) | |  |  |  |  | |  | |  |
| ***Subtotal overhead*** | |  |  |  |  | |  | |  |
| *Please note that the overhead costs should not make up more than 7% of total costs of the request.* | | | | | | | | | |
| **Total** | | | | | | **USD** | | **USD** | |
| **Grand Total** | | | | | | **USD** | | | |

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| **7.3.** | **Co-funding**  *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.* |
| 1. Source: |
| Amount: **USD** |
| Status of funding:  available  to become available  confirmed |
| 1. Source: |
| Amount: **USD** |
| Status of funding:  available  to become available  confirmed |
| 1. Source: |
| Amount: **USD** |
| Status of funding:  available  to become available  confirmed |
| **7.4.** | **Non-financial contribution**  *If any, please indicate the kind and the source. Add more if necessary.* |
| 1. Source: |
| Kind: |
| 1. Source: |
| Kind: |
| 1. Source: |
| Kind: |

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| **8. FUNDING FROM UNESCO** | |
| **8.1.** | **Previous funding from IFCD** |
| Title of the project: |
| Period: |
| Amount of funding: |
| **8.2.** | **Previous funding from UNESCO for similar or related activities** *(either from UNESCO Headquarters, a Field Office or an Institute) to implement activity(ies) similar to or related to the project that you are currently proposing. Add more if necessary.* |
| 1. Title of the project: |
| Period: |
| Amount of funding: |
| 1. Title of project: |
| Period: |
| Amount of funding: |
| 1. Title of project: |
| Period: |
|  | Amount of funding: |
| **8.3** | **Current applications**  *Are you currently applying for other UNESCO funds?*  Yes  No  *If yes, please provide details.* |

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| **9. COMMITMENT TO SUBMIT A REPORT ON THE EXECUTION OF THE PREPARATORY ASSISTANCE REQUEST** |
| As stated in paragraph 18 of the Guidelines on the use of the Fund: “The applicants shall submit a mandatory descriptive, analytical and financial report on the execution of the activities and the realization of expected results. No financial contributions for new projects will be allocated to applicants who have not submitted this report.”  The full text of Article 18 is available at: http://www.unesco.org/culture/culturaldiversity/article18\_en.pdf  I commit to respect the provisions of paragraph 18 of the Guidelines.  I certify that all information contained in this application is truthful.   *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.

|  |  |  |
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| **General** | |  |
| 1 | **Original signature** of the person empowered to sign it on behalf of the applicant. |  |
| 2 | **Legal Status**: Official document (if needed translated into English or French) demonstrating that your organization is a public institution from a developing country that is a Party to the UNESCO 2005 Convention. |  |
| 3 | Application prepared in English and/or French (requests in other languages will not be retained). |  |
| 4 | All sections of the application form are filled in, respecting word counts indicated in each section. |  |
| 5 | Detailed budget breakdown is provided in USD and by type of expenditure. |  |
| 6 | Application and document proving your status as Party to be sent both electronically and by post to the National Commission. |  |

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

1. List of developing countries that are Parties to the 2005 Convention: <http://www.unesco.org/new/fileadmin/MULTIMEDIA/HQ/CLT/pdf/Conv2005_IFCD_Elegible_Parties_EN.pdf> [↑](#footnote-ref-1)
2. This entity will be responsible for implementing the preparatory assistance request, 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 request is approved. [↑](#footnote-ref-2)
3. Representative of the applicant holding financial and administrative responsibility for implementation of the preparatory assistance request. [↑](#footnote-ref-3)
4. Contact information of National Commissions for UNESCO: <http://www.unesco.org/ncp/index.php?lc=E&region=1&module=national_commissions&showall=1> [↑](#footnote-ref-4)