

ANNEX I

FORM FOR SUBMISSION OF A REQUEST UNDER THE
2018-2019 PARTICIPATION PROGRAMME

to be filled in by January 31 2018 at the latest

The applicant should ensure that all of the information required below is accurately entered

1. Request submitted by:

Name of country: _____

Name of NGO in official partnership with UNESCO (full name and acronym)

2. Title of project and place of implementation:

Title of project: _____

Place of implementation: _____

Commencement date: _____

Termination date: _____

Priority number (from 1 to 7) **(Not to be filled by applicant)**

Please take account of the fact that the first approvals will not be granted before May 2018.

3. Type of assistance requested:

Financial contribution (implementation by the beneficiary)

Implementation by UNESCO field offices

Type of assistance (Breakdown of expenditure) <i>Indicate only the financial contribution requested by UNESCO</i>	In US \$
Conferences, meetings, translation and interpretation services, participants' travel costs consultants' services and any other services deemed necessary by common accord (not including those of UNESCO staff members)	
Seminars and training courses	
Supplies and equipment	
Study grants and fellowships	
Specialists and consultants – not including staff costs	
Publications, periodicals, documentation, translation, reproduction	
	Total

4. (a) Describe the project in detail indicating clearly the objectives and expected (minimum of 1 to 2 pages)
- (b) Provide also the following elements of information

Conferences/ meetings: _____

Place (selection criteria): _____

Duration: _____

Conference agenda: _____

For Agenda, include proposed topics, proposed roundtables and speakers

Proposed topics: _____

Proposed round tables: _____

Working language(s): _____

Number of participants:

Participants' travelcost:

Participants' daily subsistence allowance:

For participants, Include the number of participants, the participants' travel costs and DSA

Hospitality:

For Hospitality, amount should not exceed 10% from the total amount of the request

Speakers (enclose curriculum vitae if available)

Intended audience (men, women, young girls/boys, students, outstanding personalities, others)

Expected results: _____

(continue on a separate page, if necessary)

Seminars and training courses:

Proposed workshops: _____

Number of beneficiaries:

Intended audience (men, women, young girls/boys, students, outstanding personalities, others)

Proposed work plan: _____

Purpose of the seminars/training: _____

Moderators (selection criteria): _____

Expected results:

(continue on a separate page, if necessary)

Hospitality:

For Hospitality, amount should not exceed 10% from the total amount of the request

Supplies and equipment:

Please refer particularly to the list of benchmarks annexed to the Participation Programme Circular Letter of the Director-General)

Description of the material: _____

Name of the supplier or manufacturer: _____

For Material, please enclose without fail at least (3) three competitive (proforma) invoices for the purchase of professional goods and services for an amount equal to or greater than US \$5,000

Pro forma invoice 1

Pro forma invoice 2

Pro forma invoice 3

Study grants and fellowships:

Discipline taught/offered: _____

Date and duration: _____

Number of beneficiaries:

Selection criteria of the fellows (women, men, girls/boys, students): _____

Study plan: _____

Name(s) of the selected candidates: _____

Specialists and consultants:

Tasks and assignments of the specialists or consultants

Name (enclose curriculum vitae without fail): _____

Specialists/consultants selection criteria: _____

Duration of the mission: _____

Honorarium (honorarium should not exceed 30% from the total amount requested from UNESCO):

Publications:

Nature of publication and/or reproduction: _____

Estimated cost of the reproduction or translation: _____

Quantity, number of copies to be printed: _____

Name of the publisher, as well as the date foreseen for translation and /or publication: _____

(continue on a separate page, if necessary)

5. Detailed description of estimated budget: the budget must be drawn up in US\$ and clearly indicated in the main breakdown of expenditures (paragraph 3)

(continue on a separate page, if necessary)

NB: Administrative costs are not financed under the Participation Programme and should by no means be included in the estimated budget.

6.

39 C/5* paragraph No.	
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7. Contribution from the Member State or NGO in US\$: _____

8 Geographical coverage of the project (tick the appropriate box):

National (up to US \$26,000)	
Subregional project (maximum US \$28,000) Project must be supported by at least two other Member States. Please attach <u>two support letters</u> (link to the model of support in annex II)	
Inter-regional project (up to US \$28,000) Project must be supported by at least two other Member States. Please attach <u>two support letters</u> (link to the model letter of support in annex II)	
Regional project (up to US \$35,000) Project must be supported by at least three other Member States. Please attach <u>three support letters</u> (link to the model of support letter in annex III) Please note that activities of a regional character may be submitted only by Member States and are not included in the quota of 7 requests.	

9. Name of the institution responsible for carrying out the project:

NATCOM:

Name: _____

Mailing address: _____

Phone number: _____

E-mail address: _____

Beneficiary institution(s):

Name: _____

Mailing address: _____

Phone number: _____

E-mail address: _____

NGO

Name: _____

Mailing address: _____

Phone number: _____

E-mail address: _____

10. Beneficiary institution(s):

Name: _____

Mailing address: _____

Phone number: _____

E-mail address: _____

11. In the case of financial contributions, please tick the appropriate box:

Method of payment

- by bank transfer to the National Commission's bank account or to the one of the ministry responsible (recommended for reasons of reliability and speed). **Payment to a third party is not authorized.**

Currency of payment

- US dollars euro other

- or Exceptionally, via field office upon UNESCO HQ's approval.
In this case the approved projects will be implemented by the field office concerned.

Please inform the Participation Programme Section if any modification to your bank details occurred since the last transfer of funds

12. The applicant accepts the conditions set out in 39 C/Resolution 61 on the Participation Programme, adopted by the General Conference.

Date

Stamp and signature:
of the Secretary-General of the National
Commission for UNESCO or of the recognized
representative of the Government

ANNEX 11

PARTICIPATION PROGRAMME 2018-2019

BENCHMARKS

The purpose of these benchmarks is to guide Member States, Associate Members and NGOs in their project formulations for the Participation Programme.

A. The project must:

1. be related to UNESCO's mandate and fields of competence;
2. support, in this connection, UNESCO's Regular Programme priority activities (39 C/5 – <http://unesdoc.unesco.org/images/0024/002477/247747e.pdf>)
3. preferably take account one of UNESCO's priority gender equality;
4. pay particular attention to the participation of girls and women;

6. contribute to intercultural and inter-ethnic dialogue and reconciliation in an impartial manner and without favouring specific political or religious groups;
7. contribute to promoting UNESCO's visibility in Member State; and,
8. conform to the Organization's ethical standards and not present a conflict of interest in the case of candidatures (study grants).

B. The information provided on the project also must clearly show:

9. an explicit title (for example, "National Workshop on "The Impact of Climate Change on Cultural Heritage in X: case of Y");
10. classification in the order of priority given to the requests;
11. the project's aim and main objectives;
12. the name and status of the institution responsible for implementing the project's activities, and of the beneficiary institution(s);
13. a description of the project, giving specific details of the activities proposed to meet the objectives and the dates of implementation;
14. a precise location for the implementation of the project (name of the province, town or quarter, if in a large city);
15. the beneficiary group targeted (youth, women, students, artists, etc.);
16. the partner institutions or groups (private and/or public);

17. a detailed description of the estimated budget, in United States dollars, and a well-defined breakdown for each item of expenditure;
18. the financial participation in the project by the Member State or any other agency/institution; and,
19. a detailed work plan, list of participants, programme of the workshops/conferences, objectives, publications (language(s), distribution/quantity).

C. We invite you to ensure that:

20. at least three (3) competitive offers (pro forma invoices) for the purchase of professional goods and services in the amount of \$5000 and above are attached to the request form;
21. for ephemeral activities (such as conferences, meetings, festivals, training and so forth), the alternative of renting the necessary equipment is explored and, if the option to buy remains the best solution, that the final destination of the equipment after the event is indicated;
22. the administration costs and the purchase of means of transport are not covered by UNESCO's financial participation in the projected budget;
23. the title of the person who signs the request form and the stamp are clearly shown; and,
24. the expected results and impact of the project are clearly indicated in the request form.

**Equipment and supplies for which funding
is not authorized under the Participation Programme**

In 39 C/Resolution 61 on the Participation Programme, Part A – Principles, paragraph 5, it is stipulated that no financing will be provided for supplies and equipment that are not directly linked to operational works within the framework of projects submitted for 2018-2097. Unauthorized items include:

- furniture (e.g. tables, chairs, bookcases)
- TV-video equipment and accessories (e.g. home cinemas, LCD or plasma screens, DVD players/recorders, camcorders, stereos)
- IT equipment such as software and touchscreen tablet computers
- appliances (e.g. vacuum cleaners, air conditioners, refrigerators, microwave ovens)
- peripheral devices (hard disk, USB key, printer)
- office supplies (ink cartridges, toner, paper)