**ANNEX I**

**FORM FOR SUBMISSION OF A REQUEST**

**PARTICIPATION PROGRAMME for 2020-2021**

to be filled in by African countries, least developed countries (and small island developing States by 28 February 2020 at the latest

and by 31 May 2020 at the latest for **all other eligible countries and NGOs in an official partnership** with UNESCO.

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

1. Request submitted by:

Name of Country:

or

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

2. Title of project and place of implementation:

Project title:

Place of implementation:

Commencement date:

Termination date:

Priority number for Member States (from 1 to 7):

**Please take account of the fact that the first approvals will not be granted before May 2020 for Africa, LDCs and SIDS, and July 2020 for all other eligible countries and NGOs in an official partnership with UNESCO.**

3. Type of assistance requested:

[ ]  Financial contribution

[ ]  Implementation by UNESCO field offices

|  |  |
| --- | --- |
| **Type of assistance** (Breakdown of expenditures)*Indicate only the financial contribution requested of UNESCO* | 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) Description of the project:

Describe the project in detail indicating clearly the objectives and expected results (minimum of 1 to 2 pages)

(b) Provide also the following elements of information:

**Conferences/Meetings**:

Place (selection criteria):

Duration:

Programme:

Proposed topics:

Proposed round tables:

Working language(s):

Approximate number of participants:

Participants’ travel cost:

Participants’ daily subsistence allowance:

Speakers (enclose curriculum vitae if possible)

Intended audience (men, women, students, girls/boys, panellists):

**Seminars and training courses**:

Proposed workshops:

Approximate number of beneficiaries:

Intended audience (women, men, students, girls/boys, others):

Programme:

Purpose of the seminars/training:

Moderators (selection criteria):

**Supplies and equipment**:

List of benchmarks (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 the material, please enclose without fail at least two (2) competitive (proforma) invoices for the purchase of professional goods and services for an amount equal to or greater than $5,000

**Study grants and fellowships**:

Discipline taught/offered:

Date and duration:

Number of beneficiaries (men, women, young people):

Selection criteria of the fellows:

Aims:

**Specialists and consultants:**

Tasks and assignments of the specialists or consultants

Name (enclose curriculum vitae without fail):

Specialists/consultants selection criteria:

Duration:

Honorarium (**honorarium should not exceed 30% of 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:

5. Description of **estimated budget**: the budget must be drawn up in United States dollars and clearly indicated in the main breakdown of expenditures (paragraph 3)

(continue on a separate page, if necessary)

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

6. 40 C/5 activity to which this project relates:

|  |  |
| --- | --- |
| 40 C/5 paragraph No. |  |

7. Contribution from the Member State or NGO in US$:\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |
| --- | --- |
| **National** (*up to $26,000*) |  |
| **Subregional** (*up to $28,000*)Project must be supported by at least two Member States.Please attach two support letters (see model of support in Annex II) |  |
| **Interregional** (*up to $28,000*)Project must be supported by at least two Member States. Please attach two support letters (see model of support in Annex II) |  |
| **Regional** (*up to $38,000*)Project must be supported by at least three Member States. Please attach three support letters (see model of support in Annex II) Please note that activities of a regional character may be submitted only by Member States and are not included in the quota of seven requests. |  |

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

National Commission or NGO in an official partnership with UNESCO:

 Name:

 Mailing address:

 Phone number:

 Email address:

10. Beneficiary institution(s):

Name:

Mailing address:

Phone number:

Email 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 that of the ministry responsible. **Payment to a third party is not authorized**.

or

☐ exceptionally, via field office upon UNESCO's approval. In this case the approved projects will be implemented by the field office concerned.

[ ]  by bank transfer to the NGO in an official partnership with UNESCO.

***Currency of payment***

[ ]  US dollars euro other[ ] [ ]

Communicate, by email, your bank details to the Participation Programme and Fellowships Section.

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

Date Name, stamp, signature, and title:

(Secretary-General of the National Commission for UNESCO or of the recognized representative of the Government(1) or of the non-governmental organization in an official partnership with UNESCO)

(1) In Member States where there is no National Commission.

**ANNEX II**

**PARTICIPATION PROGRAMME 2020-2021**

**MODEL LETTER OF SUPPORT**

Such letters must be sent attached to the electronic form or, failing that, sent by e-mail to your respective focal point at the Participation Programme and Fellowships Section (Africa – v.lopy@unesco.org Asia and the Pacific – y.negash@unesco.org; Latin America and the Caribbean – b.guibert@unesco.org; Europe – a.slojneva@unesco.org; Arab States and NGOs – i.ibn-mokrane@unesco.org)

I have the honour to inform you that the Government of:

*(name of the country offering its support)*

wishes to support the project:

*(title of the project)*

submitted by:

*(name of the country or NGO in an official partnership with UNESCO submitting the project)*

within the framework of the Participation Programme for the 2020-2021 biennium

for the following reasons:

|  |  |
| --- | --- |
| Place and date | Name, signature and stamp |
|  |  |  |
|  | (Secretary General of the National Commission) (Permanent Delegate or recognized representative of the Government) |

**Notes:** **The fact that a Member State has given its support to a request submitted by another Member State has no implications for the seven requests submitted on its own behalf.**

**ANNEX III**

**PARTICIPATION PROGRAMME 2020-2021**

**FINANCIAL REPORT**

**Should be sent to your focal point at the Participation Programme and Fellowships Section on the completion of the project and not later than 31 January 2022**

(Africa – v.lopy@unesco.org; Asia and the Pacific – y.negash@unesco.org; Latin America and the Caribbean – b.guibert@unesco.org; Europe – a.slojneva@unesco.org; Arab States and NGOs – i.ibn-mokrane@unesco.org)

Country (or NGO)

**Number and title of the request**:

In pursuance of 40 C/Resolution 65 and 39 C/Resolution 61 adopted by the General Conference concerning the principles and conditions governing the Participation Programme:

1. I hereby certify that the financial contribution of **US $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ received from UNESCO for the above request has been fully/partially ([[1]](#footnote-1)\*) spent, in accordance with the purposes for which it was granted, as follows:

|  |  |
| --- | --- |
|  | US dollars |
| Conferences, meetings |  |
| Seminars and training courses |  |
| Supplies and equipment |  |
| Study grants and fellowships |  |
| Specialists and consultants – excluding staff costs |  |
| Publications, periodicals, documentation, translation, reproduction |  |
| Bank charges |  |
| **TOTAL**  |  |
| Unspent balance to be returned to UNESCO |  |

2. I enclose a bank statement indicating the receipt of funds in local currency.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  | **Name, stamp and signature** (\*\*) (of the financial officer) |  | **Name, stamp and signature** (\*\*) (name of the Secretary-General of the National Commission or of the non-governmental organization in an official partnership with UNESCO)  |

**ANNEX V**

**PARTICIPATION PROGRAMME 2020-2021**

**LIST OF BENCHMARKS**

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

**A.** **The project must:**

1. be related to UNESCO’s mandate and fields of competence (40 C/5 – [https://unesdoc.unesco.org/ark:/48223/pf0000367155](https://unesdoc.unesco.org/ark%3A/48223/pf0000367155));

2. support, in this connection, UNESCO’s Regular Programme priority activities (40 C/5 – [https://unesdoc.unesco.org/ark:/48223/pf0000367155](https://unesdoc.unesco.org/ark%3A/48223/pf0000367155));

3. preferably take account of UNESCO’s two global priorities: Africa and gender equality;

4. pay particular attention to the participation of girls and women;

5. especially benefit, in a sustainable manner, African countries, least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing States (SIDS) and middle-income countries;

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 the 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 must also 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. a reference to the paragraph of document 40 C/5 corresponding to the activity;

13. the name and status of the institution responsible for implementing the project’s activities, and of the beneficiary institution(s);

14. a description of the project, giving specific details of the activities proposed to meet the objectives and the dates of implementation;

15. a precise location for the implementation of the project (name of the province, town or district, if in a large city);

16. the beneficiary group targeted (youth, women, students, artists, etc.);

17. the partner institutions or groups (private and/or public);

18. a detailed description of the estimated budget, in United States dollars, and a well-defined breakdown for each item of expenditure;

19. the financial participation in the project by the Member State or any other agency/institution; and

20. 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:**

21. the project is submitted on the online request form (www.unesco.org/pp) for 2020-2021;

22. the order of priority takes into account the implementation date of the projects;

23. at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods and services in the amount of $5,000 and above are attached to the request form;

24. 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;

25. the administration costs and the purchase of means of transport are not covered by UNESCO’s financial participation in the projected budget;

26. the necessary letters of support are attached to the request form for a subregional (two), interregional (two) or regional (three) project;

27. the NGOs in an official partnership with UNESCO submit the two (2) obligatory letters of support (otherwise, the projects shall not be submitted to the Intersectoral Committee);

28. the maximum amount requested corresponds to the geographical scope of the project, which is $26,000 for a national request, $28,000 for a subregional or interregional request and $38,000 for a regional request;

29. the name and title of the person who signs the request form and the stamp are clearly shown; and

30. the expected results and impact of the project are clearly indicated in the request form.

31. The **financial reports** should use the same breakdown of expenditures as that of the budget approved by the Director-General. They should be expressed in United States dollars and contain a detailed and accurate statement of expenditure, duly certifying that the funds allocated have been used for the implementation of the project, together with an annex in the currency used for the implementation of activities. Copies of the supporting documents (receipts, contracts, invoices, etc.) should be submitted no later than three months after the deadline for the submission of financial reports. A **bank statement** showing the receipt of funds in local currency should always be included.

32. Any entity that has not provided the financial reports before the deadline of 30 March 2020 will not be eligible for any other contract with UNESCO.

33. The **project evaluation reports** should contain a detailed description of the implementation of the projects and the results obtained.

|  |
| --- |
| **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. 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 computersappliances (e.g. vacuum cleaners, air conditioners, refrigerators, microwave ovens)peripheral devices (hard disk, USB key, printer)office supplies (ink cartridges, toner, paper) |

1. \* Delete as appropriate.

\*\* Both signatures and stamps are required. [↑](#footnote-ref-1)