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|  | International Fund for Cultural Diversity **Application Form for Preparatory Assistance Requests**  The Fund provides preparatory assistance to assist *developing countries* *that are Parties to the Convention* 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 programme/project proposal** to be submitted to the IFCD in a subsequent cycle.  The maximum amount that can be requested from the IFCD for preparatory assistance is USD 10 000.  \*  **APPLICATION PROCEDURE:**  Parties and national NGOs submit Applications both in original signed form 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 State Party. The National Commissions will review the applications and submit the shortlisted ones to the UNESCO Secretariat.  INGOs (international non-governmental organizations) submit their original signed Applications directly to the Secretariat of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions (Section for the Diversity of Cultural Expressions, UNESCO, 1 rue Miollis, 75732 Paris Cedex 15, France) and the digital versions (.rtf or .doc format) to IFCD.Convention2005@unesco.org. These applications are to be accompanied by a letter of support from the beneficiary country(ies). This is a requirement for submission.  **APPLICATION** **DEADLINES:**  Applicants are to consult their National Commissions for UNESCO to find out about the deadline for receipt of applications at the national level.  The deadline for National Commissions and INGOs (international non-governmental organizations) to submit funding applications to the UNESCO Secretariat is **30 June 2011, midnight CET**.  Applications received after this deadline will not be eligible for this funding period. |

**Form n°**

*(to be completed by UNESCO)*

1. **Name of applicant:**

This entity will be responsible for implementing the activities, including financial management.

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1. **Type of applicant :**

The beneficiaries of the IFCD are *developing* and *least-developed* *countries that are State Parties to the Convention.* This applies to all types of applicants. See the Explanatory Note for a complete list of eligible applicants. **Please check only one of the below:**

State Party   
 NGO   
 INGO  
 Representatives of vulnerable groups and other social groups (Article 7 of the 2005 Convention)

1. **About the applicant:**

*Please note that the applicant will need to have a bank account registered in the name of the organisation if the request for preparatory assistance is approved.*

* 1. **Main aims and activities of applicant:**

In the case of an NGO or INGO application, please provide its date of establishment, main activities, website and any other relevant information to show its direct relevance to the objectives of the Convention.

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* 1. **Name and position of key staff members to be involved in implementing the activities:**

Please list all key persons who would be involved in implementing the activities, their position in your organization and their main activities/areas of responsibility.

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1. **Title of the request:**
2. **Brief summary of the request:**

Please provide a brief summary describing this preparatory assistance request. A more detailed description of activities and expected results is requested in sections 10 and 13 below (from 150 to 250 words).

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1. **Fields of activity of the IFCD that would be addressed in the programme/project under preparation:**

Please indicate which fields of activity of the IFCD are covered by the project (cf. paragraph 6.1 of the [*Guidelines on the use of resources of the Fund*](file:///C:\Documents%20and%20Settings\a_minasyan\Mes%20documents\Local%20Settings\Temporary%20Internet%20Files\Local%20Settings\Temporary%20Internet%20Files\Content.Outlook\LA7U6B8K\c)adopted by the Conference of Parties in June 2009). Check more than one box if necessary.

introducing **cultural policies** and/or strengthening the institutional infrastructure;  
 strengthening existing **cultural industries** or creating new ones.

1. **Country context and justification of the request:**

Please describethe context, the existing situation and the challenges that the country faces in the field of culture and indicate how the programme/project to be elaborated should your preparatory assistance request be approved, intends to meet these challenges.

(Max. 400 words)

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1. **Main activities:**

Please describe the proposed activities and the location(s) where they will be held. Please make sure that each activity corresponds to the expected results, as described in section 10, and to the budget, as described in section 12.

(From 300 to 500 words)

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1. **Stakeholders and subcontractors:**
   1. **Participation of diverse stakeholder groups**

Please explain how diverse stakeholders will participate in the preparation of the proposed programme/project. Please indicate their specific roles and responsibilities, for example, whether they are operational partners, information providers, co-funding partners, those that provide technical expertise etc. Stakeholders may be engaged in one or more functions.

(Max. 400 words)

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* 1. **Name and profile of sub-contractors working on the request (if any):**

Please include the names of any sub-contractors/specialists who will be taking part in the programme/project. Indicate their field of expertise, main activities in the programme/project, the expected amount of time required for their activities. A short biographic note of no more than 150 words should accompany each name.

(Max. 400 words)

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1. **Expected results:**

Please use the table below to clearly indicate the expected results of your preparatory assistance request and indicate how you will know whether such results have been achieved. The expected results should be concrete and measurable and will serve as the base for the evaluation of the request after its completion. One of the main results should be a comprehensive programme/project proposal. The results should be correlated with the activities and budget, described in sections 8 and 12 respectively.

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| --- | --- | --- |
| Expected Results | Indicators | Means of verification |
|  |  |  |
|  |  |  |
|  |  |  |

*\* Indicators are used to measure progress related to an expected result or an aspect of it.*

*\*\* Means of verification are data sources and methodologies used to measure and analyze*

1. **Detailed workplan:**

Please list the main activities in your workplan and indicate the key dates or milestones when they are expected to take place.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | Timeframe  (over a period of twelve months) | | | | | | | | | | | | **Responsible Person** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** | **10** | **11** | **12** |
| Activity 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Activity 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Budget:**
   1. **Total funding requested from the IFDC (contribution may not exceed USD 10 000):**

      USD**Budget breakdown:**

Please fill in the table below with information on all foreseen expenditure items and their cost in USD. At the end of the implementation period, all original invoices and supporting documents must be sent to UNESCO. A pro forma invoice for equipment will be required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Activity N°** | **Unit** | **# of units** | **Unit rate (in USD)** | **Costs (in USD)** |
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| **Total costs :** | | | | |  |

*\* See Annex 1 to this Form for a sample budget.*

*\*\* 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 non-eligible for funding from the IFCD.*

12.3. **Applicant’s financial contribution to the activities**

Partial self-financing is encouraged but not mandatory.

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| --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Activity N°** | **Unit** | **# of units** | **Unit rate  (in USD)** | **Costs (in USD)** |
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|  |  |  |  |  |  |
| **Total costs:** | | | | |  |

12.4. **Funding from additional sources:**

Please specify whether or not these resources are already available or when they are likely to become available. Written confirmation of co-financing may be requested.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Activity N°** | **Unit** | **# of units** | **Unit rate  (in USD)** | **Costs (in USD)** |
|  |  |  |  |  |  |
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| **Total costs:** | | | | |  |

1. **Non-financial contributions.** If any, of what kind and from what sources?

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1. **Previous funding from UNESCO for similar or related activities.**

If you have ever received any funds from UNESCO to implement an activity(ies) similar to or related to the one that you are currently proposing, please provide below detailed information on the title, period, contract number, funding source, etc.

(Max. 400 words)

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1. **Contact person for correspondence:**

|  |  |
| --- | --- |
| Title (Ms/Mr): |  |
| Family name: |  |
| Given name: |  |
| Position(s): |  |
| Address: |  |
| Telephone number: |  |
| Fax number: |  |
| E-mail address: |  |
| Other relevant information: |  |

1. **Commitment to submit a report on the execution of the preparatory assistance request:**

The applicants shall submit a mandatory descriptive, analytical and financial report on the execution of the activities and the realization of expected results. The report must be presented to the Secretariat six months after the conclusion of the implementation period as foreseen within the time frame. No financial contributions for new projects will be allocated to applicants who have not submitted this report.

I commit to respect the above prerequisite for submitting an analytical and a financial report.

I certify that all information contained in this application is truthful.

## Date

## Name and title

*Stamp and signature of the applicant*

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

#### Annex 1: Sample budget

You may wish to use the suggested budget model below. Please note, however, that you should only use the sections relevant to your preparatory assistance and adapt it as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expenditure** | **Activity N°** | **Unit** | **# of units** | **Unit rate  (in USD)** | **Costs (in USD)** |
| **1. Salaries/fees** |  |  |  |  |  |
| 1.1 Project staff |  | Per month |  |  |  |
| 1.2 Experts/consultants |  | Per day/week |  |  |  |
| 1.3 Administrative/support staff |  | Per month |  |  |  |
| ***Subtotal Salaries / fees*** |  |  |  |  |  |
| **2. Travel and per diem** |  |  |  |  |  |
| 2.1 Land transportation |  | Per day/week |  |  |  |
| 2.2 Per diem for domestic missions/trips |  | Per day |  |  |  |
| 2.3 Seminar/workshop participants |  | Per day |  |  |  |
| ***Subtotal Travel and per diem*** |  |  |  |  |  |
| **3. Other costs, services** |  |  |  |  |  |
| 3.1 Publications (editing, design, printing, etc.) |  |  |  |  |  |
| 3.2 Studies, surveys (purchase of data) |  |  |  |  |  |
| 3.3 Translation, interpreters |  |  |  |  |  |
| 3.4 Rent of conference/seminar rooms |  |  |  |  |  |
| 3.5 Equipment and supplies (total based on pro forma invoice enclosed to application) |  |  |  |  |  |
| 3.6 Other (please specify) |  |  |  |  |  |
| ***Subtotal Other costs, services*** |  |  |  |  |  |
| **Subtotal direct costs of the project** |  |  |  |  |  |
| Overhead costs including such expenses as rent of office space, communication, consumables, etc. (maximum 7% of the total direct costs of the project) | | | | |  |
| **Total costs:** | | | | |  |

#### Annex 2: Checklist

Please go through the check-list 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 | Application prepared in English and/or French (requests in other languages will not be retained). |  |
| 3 | All sections of the application form are filled in, respecting word counts indicated in each section. |  |
| 4 | Month-by-month timetable is completed. |  |
| 5 | Expected results correspond to the main activities. |  |
| 6 | Detailed budget breakdown is provided in US dollars and by type of expenditure. |  |
| 7 | Electronic format of the proposal is prepared in standard .rtf or .doc format. |  |
| 8 | Application to be sent both electronically and by post to the National Commissions (except for INGOs).. |  |

**Annex 3: Evaluation Grid (for information)**

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| --- | --- |
| **Evaluation criteria** | **Score (number of points)** |
| Relevance/appropriateness of the project to the fields of activity of the Fund | from 0 to 4 |
| Feasibility of the proposed project/activity | from 0 to 4 |
| Expected results | from 0 to 4 |
| Potential impact | from 0 to 4 |
| Levels of financing requested from the Fund | 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.