

ANNEX I

FORM FOR SUBMISSION OF A REQUEST

PARTICIPATION PROGRAMME for 2024-2025

To be submitted no later than 29 February 2024

**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 an official partnership with UNESCO** (full name and acronym)

2. Project title and place of implementation:

Project title:

Place of implementation:

Commencement date:

Completion date:

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

**Nota bene**

- **Please note that the first approvals will not be granted before May 2024.**
- **Member States must include at least one gender-equality project among their first four priorities.**

3. Type of assistance requested:

- ☐ Financial contribution
- ☐ Implementation by UNESCO field offices

<b>Type of assistance</b> (breakdown of expenditures) <i>Indicate only the financial contribution requested of 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	
<b>Total</b>	

#### 4 (a) Summary of the project

Provide a succinct summary, indicating key messages of the project (maximum of 100 words)

#### (b) Description of the project:

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

#### (c) Provide also the following information:

##### **Conferences/Meetings:**

Place (selection criteria): \_\_\_\_\_

Duration: \_\_\_\_\_

Programme: \_\_\_\_\_

Proposed topics:  
\_\_\_\_\_

Proposed roundtables:  
\_\_\_\_\_

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):

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**Seminars and training courses:**

Proposed workshops:

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Approximate number of beneficiaries:

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

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Programme:

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Purpose of the seminars/training:

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Moderators (selection criteria):

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**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:

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Name of the supplier or manufacturer:

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For the material, please enclose without fail at least two (2) competitive offers (**pro forma invoices**) for the purchase of professional goods, work and services for an amount equal to or greater than **\$5,000**.

**Study grants and fellowships:**

Discipline taught/offered:

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Date and duration: \_\_\_\_\_

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

Selection criteria of the fellows:

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Aims:

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**Specialists and consultants:**

Tasks and assignments of the specialists or consultants:

Names (enclose curriculum vitae without fail):

~~Specialists/consultants selection criteria:~~

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Duration: \_\_\_\_\_

Honorariums (**honorariums should not exceed 30% of the total amount requested from UNESCO**):

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**Publications:**

Nature of publication and/or reproduction: \_\_\_\_\_

Estimated cost of the reproduction or translation:

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Quantity, number of copies to be printed:

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

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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).

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(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.**
- **Refreshments should not exceed 10% of the total amount requested from UNESCO.**

6. 42 C/5 activity to which this project relates:

42 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):

<b>National</b> ( <i>up to \$26,000</i> )	
<b>Subregional</b> ( <i>up to \$28,000</i> )  Project must be supported by at least two Member States.  Please attach two support letters (see model letter of support in Annex II).	
<b>Interregional</b> ( <i>up to \$28,000</i> )  Project must be supported by <b>at least two</b> Member States.  Please attach two support letters (see model letter of support in Annex II).	
<b>Regional</b> ( <i>up to \$38,000</i> )  Project must be supported by <b>at least three</b> Member States. Please attach three support letters (see model letter 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      ☐ Euros      ☐ Other \_\_\_\_\_

Communicate, by email, your bank details to the Participation Programme and Emergency Assistance Unit.

12. The applicant accepts the conditions set out in 42 C/Resolution 47 on the Participation Programme, adopted by the General Conference.

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Date

Name, stamp, signature, and title  
(Secretary-General of the National Commission for UNESCO  
or of the recognized representative of the government<sup>(1)</sup> or of  
the non-governmental organization in an official partnership  
with UNESCO)

<sup>(1)</sup> In Member States where there is no National Commission