

ANNEX I

UNESCO

PARTICIPATION PROGRAMME 2010-2011

FORM FOR SUBMISSION OF A REQUEST

To reach UNESCO, ERC/RPO/PPF Section – Fax +33 (0)1 45 68 55 34
by 28 February 2010 at the latest

This form is available on the Internet at the following address:

[http://portal.unesco.org/en/ev.php-](http://portal.unesco.org/en/ev.php-URL_ID=32042&URL_DO=DO_TOPIC&URL_SECTION=201.html)

[URL_ID=32042&URL_DO=DO_TOPIC&URL_SECTION=201.html](http://portal.unesco.org/en/ev.php-URL_ID=32042&URL_DO=DO_TOPIC&URL_SECTION=201.html)

Request number
(leave blank)

1. Request submitted by (name of country, territory or international NGO):

2. Title of project and place of implementation:

3. Order of priority:

4. Dates of implementation of the project:

Commencement date

Termination date

Please take account of the fact that the first approvals will not be granted before June 2010.

5. Type of assistance requested:

Type of assistance	Implementation by UNESCO programme sectors, services concerned or field offices	Implementation by the beneficiary Financial contribution (in US \$)
Specialists and consultants – Not including staff costs	<input type="checkbox"/>	
Study grants and fellowships	<input type="checkbox"/>	
Publications, periodicals, documentation, translation, reproduction	<input type="checkbox"/>	
Supplies and equipment (other than vehicles)	<input type="checkbox"/>	
Conferences, meetings, translation &	<input type="checkbox"/>	

To Ministers responsible for relations with UNESCO

interpretation services, participants' travel costs (not including those of UNESCO staff members)		
Seminars and training courses		
	Total	Total

6. Contribution from the Member State or INGO in US \$: _____
Please enter the amount so that a full evaluation can be made.

7. (a) Description of the project:

- (b) Detailed description of estimated budget: The budget must be drawn up in US \$ (provide a pro forma invoice for equipment)

(continue on a separate page, if necessary)

8. 35 C/5 activity to which this project relates:

35 C/5 paragraph No.	
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9. Geographical coverage of the project (tick the appropriate box):

National	
Subregional (1)	
Interregional (1)	
Regional (2)	

- (1) Project supported by at least two Member States: _____
(attached form in Annex II
to be completed by the Member States)

- (2) Regional project supported by at least three Member States: _____
(form in Annex IV)

10. Name of the body responsible for carrying out the project:

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11. Beneficiary institution(s): name, address, telephone no., fax no.

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

method of payment

☐ by bank transfer to the National Commission (recommended for reasons of reliability and speed)

account holder: _____

account number: _____

SWIFT code and other bank code: _____

name of the bank in full: _____

name of branch: _____

address of the branch: _____

(In addition, please supply a statement of account information)

currency of payment

☐ US dollars

☐ euros

☐ other _____

or ☐ Exceptionally, via Field Office upon HQ UNESCO approval

13. The applicant accepts the conditions set out in 35 C/Resolution 67 on the Participation Programme, adopted by the General Conference at its 35th session.

Date

Stamp and signature

– of the Secretary-General of the National Commission for UNESCO

– or of the recognized representative of the Government¹

– or of the international non-governmental organization maintaining official relations with UNESCO

¹ In Member States where there is no National Commission.

ANNEX II

PARTICIPATION PROGRAMME 2010-2011

MODEL LETTER OF SUPPORT

(Such letters may be sent to the ERC/RPO/PPF Section – Fax +33 (0)1 45 68 55 34
and should be attached to the request)

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 INGO submitting the project)

within the framework of the Participation Programme for the 2010-2011 biennium.

Place and date

Name, signature and stamp

(Secretary-General of the National Commission)
(Permanent Delegate or recognized
representative of the government)

Note: The fact that a Member State has given its support to a request submitted by another Member State has no implications for the 10 requests submitted on its own behalf.

ANNEX III

PARTICIPATION PROGRAMME 2010-2011

FINANCIAL REPORT

Which must be sent to UNESCO, ERC/RPO/PPF Section – Fax 33 1 45 68 55 34
on completion of the project

Country (or NGO) _____

Number and title of the request: _____

In pursuance of 35 C/Resolution 67 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 spent, in accordance with the purposes for which it was granted, as follows:

	US \$
(a) _____	_____
(b) _____	_____
(c) _____	_____
(d) _____	_____
(e) _____	_____
(etc.) _____	_____

TOTAL

Unspent balance to be returned to UNESCO

2. I undertake to keep **all supporting documents (receipts, contracts, invoices, etc.)** in respect of the use made of this financial contribution for a period of five years after the end of the biennium concerned and to provide them to UNESCO when it or its Auditor so requests, failing which unsupported amounts will be reimbursed to UNESCO.
3. For a regional project, the Member State or group of Member States which submitted the request is responsible for filling in this form.

Date

Stamp and signature
(of the financial officer)

Stamp and signature
(name of the Secretary-
General of the National
Commission or of the
international non-
governmental organization)

Delete as appropriate.
Both signatures are required.

ANNEX IV
PARTICIPATION PROGRAMME 2010-2011
MODEL LETTER OF SUPPORT
REGIONAL PROJECT

(Such letters may be sent to the ERC/RPO/PPF Section – Fax +33 (0)1 45 68 55 34
and should be attached to the request)

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

(name of the country offering its support)

wishes to support regional project No. 1, 2 or 3 of the region:

(title of the project)

submitted by:

(name of the country or group of countries submitting the project)

within the framework of the Participation Programme for the 2010-2011 biennium.

Place and date

Name, signature and stamp

*(Secretary-General of the National Commission)
(Permanent Delegate or recognized
representative of the government)*

Note: The fact that a Member State has given its support to a request submitted by another Member State has no implications for the 10 requests submitted on its own behalf.