United Nations
Educational, Scientific and
Cultural Organization

11/12/2017

Ref.: CL/4221

Subject: **Programme of Participation in the activities of Member States for 2018-2019**

Sir/Madam,

As you well know, UNESCO's Participation Programme provides a means of supporting the national, subregional or regional activities of Member States that are in line with the Organization's regular programme priorities.

For the next biennium and in accordance with the Approved Programme and Budget for 2018-2019, it is requested that, when preparing your projects, you take particular account of the two global priorities of the Organization (Africa and gender equality) as well as the priorities identified in documents 39 C/5 and 39 C/6 Approved.

I should like to remind you that the funds approved for the Participation Programme in 2018-2019 will be used essentially for the priority groups indicated in 39 C/Resolution 61, in particular, for least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small island developing States (SIDS), countries in transition and middle-income countries. Member States with high annual GDP *per capita*, as established by the World Bank, are invited to refrain from submitting requests.

You also may wish to note that your requests should be submitted online (www.unesco.org/pp). The paper version of the form attached hereto (Annex I) may be used, exceptionally, by National Commissions that are not in a position to submit their request online.

In conformity with the resolution on the Participation Programme, the **deadlines set for the submission of requests** are **28 February 2018** for African countries, least developed countries (LDCs) and small island developing States (SIDS), and **31 August 2018** for all other eligible countries and non-governmental organizations in an official partnership with UNESCO. The Participation Programme and Fellowships Section stands ready to provide you with any further information you may require in this regard.

Given the need for proper accountability, I should like to draw your attention to the fact that Member States and non-governmental organizations in an official partnership with UNESCO that received financial assistance under the Participation Programme in previous biennia (up to and including 2016-2017) undertook to forward the following to the Secretariat upon completion of each project:

7, place de Fontenoy
75352 Paris 07 SP, France
Tél. : +33 (0)1 45 68 10 00
Fax : +33 (0)1 45 68 55 55

www.unesco.org

To Ministers responsible for relations with UNESCO

- **a financial report** expressed in United States dollars and containing 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.
  (**Note**: the **bank statement** showing the receipt of funds in local currency should always be included). The financial report should use the same breakdown of expenditures as that of the budget approved by the Director-General; and,

- **a project evaluation report**, which should contain a detailed description of the implementation of the project and the results obtained.

In concluding, I should like to recall that, as stipulated by the abovementioned resolution, no further financial contributions will be forthcoming in 2018-2019 until the Secretariat has received, **by 30 March 2018 at the latest**, all the financial and evaluation reports on requests and emergency assistance paid before 31 December 2017. Any entity that has not provided the financial report before 30 March 2018 will also not be eligible for any other contract with UNESCO. Projects approved in the form of financial contributions for the 2018-2019 biennium must be implemented by **31 December 2019 at the latest.**

Please accept, Sir/Madam, the assurances of my highest consideration.

Audrey Azoulay
Director-General

Enclosures: 5 annexes

cc: National Commissions for UNESCO
Permanent Delegations to UNESCO

ANNEX I

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

to be filled in by African countries, least developed countries **(LDCs)** and small island developing States **(SIDS)** by 28 February 2018 at the latest

and by 31 August 2018 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: _____

   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 for Member States (from 1 to 7) [ ]

   Please take account of the fact that the first approvals will not be granted before May 2018 for Africa, LDCs and SIDS, and October 2018 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: _____

Conference agenda: _____

Proposed topics: _____

Proposed round tables: _____

Working language(s): _____

Number of participants: [ ]

Participants' travel cost: [ ]

Participants' daily subsistence allowance: [ ]

Speakers (enclose *curriculum vitae* if possible)

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

Seminars and training courses:

Proposed workshops: _____

Number of beneficiaries: [ ]

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

Proposed work plan: _____

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

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: _____

_____

_____

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: _____

_____

_____

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. 39 C/5* activity to which this project relates:

39 C/5 paragraph No.	

7. Contribution from the Member State or NGO in United States dollars:_____

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

National (up to $26,000)	
Subregional (maximum $28,000) Project must be supported by at least two other 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 other 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 other 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: _____

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

or ❑ exceptionally, via field office upon UNESCO HQ'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* of the 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 2018-2019

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 Pacific – y.negash@unesco.org; Latin America and the Caribbean – b.guibert@unesco.org; Europe, Arab countries 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 2018-2019 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)

Note: **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 2018-2019

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 30 March 2020 (Africa – v.lopy@unesco.org; Asia and Pacific – y.negash@unesco.org; Latin America and the Caribbean – b.guibert@unesco.org; Europe, Arab States and NGOs – i.lbn-mokrane@unesco.org;)

Country (or INGO) _____

Number and title of the request: _____

_____

_____

In pursuance of 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 (*) spent, in accordance with the purposes for which it was granted, as follows:

	United States 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 costs	
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 External Auditor so requests, failing which unsupported amounts will be reimbursed to UNESCO.

3. 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)

* Delete as appropriate.
** Both signatures and stamps are required.

ANNEX IV

39 C/Resolution 61

Participation Programme: Principles and conditions

A. Principles

1. The Participation Programme is one of the means employed by the Organization to achieve its objectives, through participation in activities carried out by Member States or Associate Members, or by territories, organizations or institutions, in its fields of competence. This participation is designed to strengthen the partnership between UNESCO and its Member States and make that partnership more effective through a sharing of contributions.
2. Under the Participation Programme, priority will be given to proposals submitted by least developed countries (LDCs), developing countries, post-conflict and post-disaster countries, small-island developing States (SIDS), countries in transition and middle-income countries.
3. Member States with high annual GDP per capita as established by the World Bank are invited to refrain from submitting requests.
4. Requests shall be submitted online by the Member States through the National Commissions for UNESCO or, where there is no National Commission, through a designated government channel.
5. The projects or action plans submitted by the beneficiaries under the Participation Programme must relate to the priorities of the Organization, in particular to the major programmes, interdisciplinary projects, and activities to benefit Africa, youth and gender equality, as well as activities of the National Commissions for UNESCO with a specific reference to the paragraph of the C/5 document corresponding to the activity. It is understood that no financing will be provided for supplies and equipment which are not directly linked to operational works within the framework of these projects or for the recurrent costs of the beneficiary organizations.
6. Each Member State may submit seven requests or projects, which must be numbered in an indicative order of priority from one to seven. Requests or projects from national non-governmental organizations will be included in the quota submitted by each Member State.
7. The indicative order of priority laid down by the Member State may only be changed by the Secretariat following consultation with the National Commission itself based on the evaluations of the programme sectors. Member States must include at least one gender-equality project among their first four priorities.
8. Non-governmental organizations in an official partnership with UNESCO may submit up to two requests under the Participation Programme for projects with subregional, regional or interregional impact, provided that their request is supported by at least the Member State where the project is to be implemented and another Member State concerned by the request. In the absence of supporting letters, no such requests may be considered.
9. Submissions:
   (a) requests should be submitted by the following deadlines: the last working day of February of the first year of the biennium for Africa, small island developing States (SIDS) and least developed countries (LDCs), and the last working day of August of the first year of the biennium for all other eligible countries, except for requests for emergency assistance, which may be submitted at any time in the biennium;
   (b) requests should, wherever possible, be submitted online, with a view to moving to exclusively online submissions in due course.
10. Following submission of requests online using the electronic form, acknowledgement of receipt is automatic. The Secretariat shall inform Member States of the response by the Director-General to the requests as soon as possible.
11. *Beneficiaries*. Assistance under the Participation Programme may be accorded to:
    (a) Member States or Associate Members, upon request through their National Commissions or, where there is no National Commission, through a designated government channel, to promote activities of a national character. For activities of a subregional or interregional character, requests are submitted by the National Commissions of the Member States or Associate Members on whose territory they are to take place; these requests must be supported by at least two other National Commissions of participating Member States or Associate Members. For activities of a regional character, requests are limited to two per region and must be submitted by one Member State or a group of Member States. Such requests must be supported by at least three Member States (or Associate Members) concerned, and will not come within the quota of seven requests submitted by each Member State; they will be evaluated and screened by the Secretariat in accordance with the procedure established for the processing of requests submitted under the Participation Programme;

(b) a non-self-governing or trust territory, upon the request of the National Commission of the Member State responsible for the conduct of the territory's external relations;

(c) non-governmental organizations in an official partnership with UNESCO.

12. *Forms of assistance*. The applicant chooses the form of assistance, and may request either:

(a) a financial contribution; or

(b) implementation by UNESCO at Headquarters or in the field. In both cases, assistance may take the following forms:

(i) the services of specialists and consultants, not including staff costs and administrative support;

(ii) fellowships and study grants;

(iii) publications, periodicals and documentation;

(iv) equipment, material, supplies (for operational programme purposes in accordance with the list of benchmarks annexed to the Participation Programme circular letter of the Director-General sent at the beginning of each biennial budget cycle);

(v) conferences, meetings, seminars and training courses; translation and interpretation services, participants' travel costs, the services of consultants, and other services deemed necessary by all concerned (not including those of UNESCO staff members).

13. *Total amount of assistance*. Whichever of the above forms of assistance is requested, the total value of the assistance provided for each request shall not be in excess of $26,000 for a national project or activity, $28,000 for a subregional or interregional project or activity, and $38,000 for a regional project or activity. The financial provision made by the applicant must be sufficient to implement the activity satisfactorily. The activity must be executed and all funds disbursed in accordance with the Financial Regulations of the Organization. The expenditures must be made according to the distribution of the budget as approved by the Director-General and communicated to Member States in the letter of approval.

14. *Approval of requests*. When deciding upon a request, the Director-General shall take into account:

(a) the total amount approved by the General Conference for the Participation Programme;

(b) the assessment of the request made by the relevant sector(s);

(c) the recommendation of the Intersectoral Committee on the Participation Programme chaired by the Assistant Director-General for External Relations and Public Information (ADG/ERI) and responsible for screening the Participation Programme requests, which are to be in conformity with the well-established criteria, procedures and priorities;

(d) the contribution that such participation can effectively make to the attainment of Member States' objectives in UNESCO's fields of competence, and within the framework of the major priorities of the Medium-Term Strategy (C/4) and the Programme and Budget (C/5) approved by the General Conference, with which participation must be closely linked;

(e) the need to establish an equitable balance in the distribution of funds, by giving priority to Africa, least developed countries (LDCs), gender equality and youth as well as developing countries and countries in transition and small island developing States (SIDS), which need to be mainstreamed throughout all programmes. In this regard, an appropriate selection criterion such as annual GDP per capita, established by the World Bank and/or the scale of assessment of Member States' contributions to UNESCO, is to be considered by the Secretariat since, in general, the funds requested by Member States by far exceed those available. In addition, the Secretariat will establish the relevant financial ceilings, to be communicated to Member States, based on their status as LDCs, SIDS, developing countries or middle-income countries. Member States with high annual GDP per capita, as established by the World Bank, are invited to refrain from submitting requests;

(f) the need to ensure that funding for each project approved is, as far as possible, allocated no later than 30 days before the date set for the start of the implementation of the project concerned, and in accordance with the conditions laid down in paragraph 15(a).

15. Implementation:

(a) the Participation Programme will be implemented within the biennial programme of the Organization, of which it forms an integral part. The implementation of the activities set out in a request is the responsibility of the Member State or other applicant. The request must show specific scheduled commencement and termination dates for the implementation of projects, cost estimates (in United States dollars) and promised or expected funding from the Member States or private institutions;

(b) the results of the Participation Programme will be made known with a view to the planning and implementation of the Organization's future activities. The activity reports and sexennial reports, submitted after the completion of each project by Member States, will be used by the Secretariat to evaluate the Participation Programme's impact and results in Member States and its consistency with the objectives and priorities set by UNESCO. An evaluation by the Secretariat

may also be undertaken while the project is being carried out; the list of beneficiaries submitting reports late will be transmitted to the governing bodies;

(c) the use of UNESCO's name and logo for the activities approved under the Participation Programme, in accordance with the directives approved by the governing bodies, will give this programme a higher profile when it is carried out at the national, subregional, regional or interregional levels, and the beneficiaries will report on the results recorded in this way.

B. Conditions

16. Assistance under the Participation Programme will be provided only if the applicant, when sending in the written requests to the Director-General, accepts the following conditions. The applicant shall:

(a) assume full financial and administrative responsibility for implementing the plans and programmes for which participation is provided; in the case of a financial contribution, submit to the Director-General, at the close of the project, an itemized statement accounting for the activities executed (financial report in United States dollars) and certifying that the funds allocated have been used for the implementation of the project, and return to UNESCO any balance not used for project purposes. This financial report must be submitted by the last working day of March following the end of each biennium at the latest. It is understood that no new financial contribution will be paid until the applicant has submitted all the requisite financial reports or returned the contributions paid out. The financial reports shall be signed by the competent authority and certified by the Secretary-General of the National Commission. Also, given the need for proper accountability, all the additional supporting documents necessary shall be kept by the applicant for a period of five years after the end of the biennium concerned and provided to UNESCO or the auditor upon written request;

(b) undertake to provide on a compulsory basis, together with the financial report mentioned in subparagraph (a) above, a detailed activity report on the results of the projects financed and their usefulness for the Member State or States and UNESCO; in addition, a sexennial report on the impact of the Participation Programme shall be prepared by each beneficiary on a cycle aligned with the Medium-Term Strategy (C/4);

(c) pay, where participation is accorded in the form of study grants, the cost of the grant holders' passports, visas, medical examinations and salaries while they are abroad, if they are in receipt of a salary; help them to find suitable employment when they return to their countries of origin in accordance with national regulations;

(d) maintain and insure against all risks any property supplied by UNESCO, from the time of its arrival at the point of delivery;

(e) undertake to cover UNESCO against any claim or liability resulting from the activities provided for in this resolution, except where it is agreed by UNESCO and the National Commission of the Member State concerned that such claim or liability arises from gross negligence or wilful misconduct;

(f) grant to UNESCO, with regard to activities to be carried out in connection with the Participation Programme, the privileges and immunities set out in the 1947 Convention on the Privileges and Immunities of the Specialized Agencies.

C. Emergency assistance

17. Criteria for according emergency assistance by UNESCO:

(a) Emergency assistance may be accorded by UNESCO when:

(i) there are insurmountable circumstances nationwide (earthquakes, storms, cyclones, hurricanes, tornadoes, typhoons, landslides, volcanic eruptions, fires, droughts, floods or wars, etc.), which have catastrophic consequences for the Member State in the fields of education, science, culture or communication and which it cannot overcome on its own;

(ii) multilateral emergency assistance efforts are being undertaken by the international community or the United Nations system;

(iii) the Member State requests UNESCO to provide emergency assistance, in accordance with (i) and (ii) above, in the fields of its competence, through its National Commission or an established government channel;

(iv) the Member State is prepared to accept the Organization's recommendations in the light of the present criteria;

(b) UNESCO emergency assistance should be restricted to the Organization's fields of competence and should only begin once the threat to life has been overcome and the physical priorities have been met (food, clothing, shelter and medical assistance); it shall also take account of the policy followed in support of countries in post-conflict and post-disaster situations;

(c) UNESCO emergency assistance should be concentrated on:

(i) assessing the situation and the basic requirements;

(ii) providing expertise and formulating recommendations on resolving the situation in its fields of competence;

(iii) helping to identify outside funding sources and extrabudgetary funds;

(iv) the urgent needs as identified by the Member States in the case of emergency assistance in cash or kind;

(d) no administrative support or personnel costs shall be financed through emergency assistance;

(e) the total budget for any emergency assistance project shall not exceed $50,000; it may be supplemented by extrabudgetary funds identified for this purpose or other sources of funding;

(f) emergency assistance shall not be provided if the Member State's request may be met within the ordinary Participation Programme;

(g) emergency assistance shall be provided in coordination with other United Nations agencies.

18. Procedures to be followed when providing emergency assistance:

(a) faced with an emergency situation, a Member State, through its National Commission or the designated government channel, will identify, as appropriate, its needs and the type of assistance it requires from UNESCO, within UNESCO's fields of competence; the form for the submission of requests may be used for this type of request; a provisional budget as well as pro forma invoices in case of equipment should be provided;

(b) the Director-General shall then inform the Member State, through the National Commission or established channel, of his or her decision;

(c) when appropriate, and in agreement with the Member State, a technical assessment mission will be sent to appraise the situation and report to the Director-General;

(d) the Secretariat shall report to the Member State on the assistance and the amounts it envisages providing and the follow-up, if any, which could be considered; the total value of the assistance provided shall not be in excess of $50,000;

(e) in the case of goods or services to be supplied by UNESCO, there shall be no international competitive bidding if the situation requires urgent action;

(f) an evaluation report and a financial report shall be submitted by the Member State after completion of the project.

ANNEX V

PARTICIPATION PROGRAMME 2018-2019

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 (39 C/5 – http://unesdoc.unesco.org/images/0024/002477/247747e.pdf);
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 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), middle-income countries and countries in transition;
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 39 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 2018-2019.

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.

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 2018-2019. 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)