

ANNEX I

FORM FOR SUBMISSION OF A REQUEST

To be submitted no later than 27 February 2026

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

1. Request submitted by: Name of **country** or **NGO in official partnership with UNESCO** (full name and acronym)

2. Type of the institution responsible for carrying out the project: National Commission or NGO in official partnership with UNESCO

Name _____

Mailing address _____

Phone number _____

Email address _____

3. Beneficiary institution(s)

Name _____

Mailing address _____

Phone number _____

Email address _____

4. Title of the project and place of implementation

Project title _____

Place of implementation _____

Commencement date _____

Termination date _____

5. Priority number for national projects (from 1 to 7)

Please note that the first approvals will not be granted before July 2026

6. **Summary** of the project indicating succinctly **key messages of the project** – *please provide on a separate page as an annex to this submission form*

7. **Mandatory description** of the project indicating clearly and in detail the **objectives and expected results** – *please provide on a separate page as an annex to this submission form*

8. **Geographical scope** (see letter of support in Annex II and tick the appropriate box below)

National project (<i>maximum approved ceiling \$26,000</i>) – no support letter required This project cannot be submitted by an NGO in official partnership with UNESCO	
Subregional project must be supported by at least two (2) other Member States – please attach two (2) support letters (<i>maximum approved ceiling \$28,000</i>)	
Interregional project must be supported by at least two (2) other Member States – please attach two (2) support letters (<i>maximum approved ceiling \$28,000</i>)	
Regional project must be supported by at least three (3) other Member States – please attach three (3) support letters (<i>maximum approved ceiling \$38,000</i>) This project is not included in the Member States' quota of seven national requests	

9. **UNESCO's field of competence** your project will contribute to – ***only one selection possible***

☐ Education

☐ Natural Sciences

☐ Social and Human Sciences

- ☐ Ocean Sciences
- ☐ Culture
- ☐ Communication and Information
- ☐ Statistics

10. **43 C/5 Output** to which this project relates: for the field selected under above point 9, please indicate to which thematic area of this field the project will contribute to – **only one selection possible** – from the list of **43 C/5 Outputs (indicate the short title)** available through the following link: <https://www.unesco.org/sites/default/files/medias/fichiers/2025/12/PP2026-2027%20-%20list%20of%2043C5%20Outputs-thematic%20areas.pdf>

Put the thematic area (43 C/5 Output) reference here – only one selection possible	
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11. **Gender Equality:** Please ensure that **at least one priority project among the three first** contributes to Gender Equality (GE), in alignment with the mandate of UNESCO and its fields of competence. It is preferable that all projects contribute to GE, if at different levels.

To indicate the level of contribution of your project to Gender Equality, select the corresponding **mandatory Gender Equality Marker (GEM)** that indicates the level of contribution of the project to promoting GE and/or the empowerment of women and girls

- ☐ **GEM 0:** No contribution
- ☐ **GEM 1:** Limited expected objectives relating to gender equality; minor to the overall objectives of the project (i.e. capacity-building workshop for teachers that ensures gender parity (50% of women) among participants and trainers)
- ☐ **GEM 2:** While gender equality is not the sole objective of the project, it is integrated in a cross-cutting way to ensure that activities contribute to reducing gender inequalities (gender mainstreaming) (i.e. a capacity-building workshop for teachers that ensures gender parity and includes specific modules on gender equality)
- ☐ **GEM 3:** Improving gender equality is the primary purpose of the project which includes expected results intended to challenge discriminatory policies, practices and norms, and/or to empower women and girls (gender targeted intervention) (i.e. a capacity-building workshop for teachers that ensures gender parity and focuses primarily on gender equality in and through education)

Guiding principles for applying GEM in PP applications are available through the following link: https://www.unesco.org/sites/default/files/medias/fichiers/2025/12/GEM%20Guidelines_Participation%20Programme_ENG.pdf

12. **Youth:** To indicate the level of contribution of your project to Youth, select the corresponding **mandatory Youth Marker** that indicates the level of contribution of your project to UNESCO's work with and for youth, namely with a focus on **knowledge** produced for and/or by youth, **policy** solutions to address youth concerns, **youth-led action** and/or **capacity-building** of youth stakeholders.

- ☐ (0) **No contribution:** the activity does not contribute to UNESCO's work with and for youth (no tasks and sub-activities)
- ☐ (1) **Limited contribution:** the activity contributes in a limited way to UNESCO's work with and for youth (some tasks and sub-activities)
- ☐ (2) **Significant contribution:** the activity contributes significantly to UNESCO's work with and for youth (most tasks and sub-activities)
- ☐ (3) **Principal contribution:** the activity contributes fully to UNESCO's work with and for youth (i.e. directly advancing the youth agenda or priorities)

Guidelines for applying Youth Marker in PP applications are available through the following link: [Guidance for applying the Youth Marker in Participation Programme applications 43 C/5 \(2026-2027\) – UNESCO Digital Library](#)

13. **Type of UNESCO assistance:** ☐ Financial contribution or ☐ Implementation by field office

a) **UNESCO assistance's breakdown of expenditures**

<ul style="list-style-type: none"> - Indicate only the financial contribution requested from UNESCO - Administrative costs are not financed and should by no means be included in the estimated budget - Refreshments should not exceed 10% of the total requested amount 	Exclusively 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 cost to be covered by UNESCO	

b) **Description of estimated budget**, clearly detailing the above breakdown of expenditures, exclusively in US\$ – ***Please provide an Excel table as an annex to this submission form. This form will not be accepted failing the receipt of the estimated budget document.***

c) **Conferences/Meetings**

Place (selection criteria) _____

Duration _____

Programme _____

Proposed topic(s) _____

Proposed roundtable(s) _____

Working language(s) _____

Approximate number of participants

Participants' travel cost

Participants' daily subsistence allowance

Speakers (enclose curriculum vitae if possible) _____

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

d) **Seminars and training courses**

Proposed workshops _____

Approximate number of beneficiaries:

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

Workplan _____

Purpose _____

(Continue on a separate page, if necessary)

Moderator(s) (*selection criteria and curriculum vitae, if possible*) _____

e) **Supplies and equipment** – *please refer particularly to the list of benchmarks in Annex III*

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**.

Description _____

(Continue on a separate page, if necessary)
Name(s) of the supplier(s) or manufacturer(s) _____

f) **Study grants and fellowships**

Discipline taught/offered _____

Date and duration _____

Number of beneficiaries

Selection criteria of the fellows (*women/men, girls/boys, students, other*) _____

Study plan _____

Name(s) of selected candidates _____

g) **Specialists and consultants**

Tasks and assignments _____

Names (*enclose curriculum vitae without fail*) _____

Selection criteria _____

Duration _____

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

h) **Publications, periodicals, documentation, translation, reproduction**

Nature of material _____

Estimated cost _____

Quantity/number of copies to be printed _____

Name of the publisher(s) _____

Date foreseen for translation and/or publication _____

13. **Method of payment** for UNESCO financial contribution, **not authorized to a third party**

- ☐ By bank transfer to the National Commission's account or to that of the responsible ministry
- ☐ Via concerned field office, upon UNESCO's approval, for project implementation
- ☐ By bank transfer to the NGO in official partnership with UNESCO

Communicate, only by separate e-mail, your bank details to the respective regional focal point at the Participation Programme and Emergency Assistance Unit

- Africa – k.kante@unesco.org
- Asia and the Pacific – y.negash@unesco.org

- Latin America and the Caribbean – a.slojneva@unesco.org
- Europe – im.ghouonzengnigni@unesco.org
- Arab States, and NGOs in official partnership with UNESCO – i.ibn-mokrane@unesco.org

Currency of payment: ☐ US dollars ☐ Euros ☐ Other _____

14. Additional financial contribution(s) from other donor(s) in US\$ _____
15. **The applicant accepts the conditions set out in resolutions [39 C/61](#) and 43 C/51 (soon to be available as finalized) on the Participation Programme, adopted by the General Conference.**

Date

Name, stamp and signature of the Secretary-General of the National Commission for UNESCO or of the recognized representative of the government (*in Member States where there is no National Commission*) or of the NGO in official partnership with UNESCO

ANNEX II

MODEL LETTER OF SUPPORT

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.

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 Emergency Assistance Unit : **Africa** - k.kante@unesco.org ; **Asia and the Pacific** – y.negash@unesco.org ; **Latin America and the Caribbean** – a.slojneva@unesco.org ; **Europe** – im.ghouonzengnigni@unesco.org ; **Arab States, and NGOs in official partnership with UNESCO** – 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 submitting country – for all types of projects or
name of the submitting NGO in official partnership with UNESCO – for all projects, except national)*

within the framework of the Participation Programme for the 2026–2027 biennium

for the following reasons _____

Place and date

Name, stamp and signature of the Secretary-General of the National Commission for UNESCO or of the recognized representative of the government *(in Member States where there is no National Commission)* or of the NGO in official partnership with UNESCO

ANNEX III

LIST OF BENCHMARKS

The purpose of these benchmarks is to guide Member States, Associate Members and NGOs in official partnership with UNESCO in their PP project formulations for 2026–2027 biennium

A. The project must

1. be related to UNESCO's mandate, fields of competence and thematic areas (43 C/5 Outputs)
2. support, in this connection, UNESCO's Regular Programme priority activities (draft document [43 C/5](#))
3. contribute, if applicable, to UNESCO's two global priorities: Africa and gender equality
4. pay particular attention to the participation of girls and women, as well as youth in general
5. especially benefit, in a sustainable manner, African countries, least developed countries (LDCs), small island developing States (SIDS), developing countries, post-conflict and post-disaster countries
6. contribute to intercultural 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
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 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. the name and status of the institution responsible for implementing the project's activities, and of the beneficiary institution(s)
13. a succinct summary, indicating key messages of the project (maximum of 100 words)
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, institution, 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

20. a detailed work plan, list of participants, programme of the workshops/conferences, objectives, publications (language(s), distribution/quantity)

C. Please further ensure that

21. the project is submitted via the online request form through <https://www.unesco.org/pp>
22. the order of priority considers the implementation date of the projects
23. the expected results and impact of the project are clearly indicated in the request form
24. at least two (2) competitive offers (pro forma invoices) for the purchase of professional goods, work and services in the amount of \$5,000 or above are attached to the request form
25. 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
26. the administration costs and the purchase of means of transport are not covered by UNESCO's financial participation in the projected budget
27. refreshments should not exceed 10% of the total amount requested from UNESCO
28. the necessary letters of support are attached to the request form for a subregional (two), interregional (two) or regional (three) project
29. the NGOs in official partnership with UNESCO submit the two (2) obligatory letters of support
30. 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
31. the name and title of the person who signs the request form and the stamp are clearly shown

D. Equipment and supplies for which funding is not authorized

32. In UNESCO General Conference resolution [39 C/61](#) on PP principles and conditions, 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 computers
- appliances (e.g. vacuum cleaners, air conditioners, refrigerators, microwave ovens)
- peripheral devices (hard disk, USB key, printer)
- office supplies (ink cartridges, toner, paper)

ANNEX IV

FINANCIAL REPORT

Should be sent on the completion of the project not later than **31 January 2028** to your focal point at the Participation Programme and Emergency Assistance Unit: **Africa** – k.kante@unesco.org; **Asia and the Pacific** – y.negash@unesco.org; **Latin America and the Caribbean** – a.slojneva@unesco.org; **Europe** – im.ghouonzengnigni@unesco.org; **Arab States and NGOs in official partnership with UNESCO** – i.ibn-mokrane@unesco.org

Member State or NGO in official partnership with UNESCO _____

Number and title of the request _____

In pursuance of Resolutions [39 C/61](#) and 43 C/51 (soon to be available as finalized) adopted by the General Conference on principles and conditions of the Participation Programme

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

	Exclusively in US\$
Conferences, meetings	
Seminars and training courses	
Supplies and equipment (please see benchmark 32 in Annex III)	
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 undertake to keep **all supporting documents (receipts, contracts, invoices, etc.)** relating to the use of this financial contribution for a period of five years following the end of the biennium concerned and to make them available to UNESCO upon its request or upon that of its external auditor. Otherwise, any unjustified amounts shall be reimbursed to UNESCO.
3. I enclose **a bank statement** indicating the receipt of funds in local currency.

Date

Mandatory name, stamp and signature of the financial officer

Mandatory name, stamp and signature of the Secretary-General of the National Commission or of the NGO in official partnership with UNESCO

Note: Your focal point will further share with you the guidelines for drawing up an evaluation report, along with which you may wish to submit any relevant documentation, such as news clippings, photographs, videos, documents, meeting reports, publications, etc.