

Annex 1. Application Form

APPLICATION FORM

Cover Page:

Organization name	
Project title	
Project location <i>(Country/countries and city/cities)</i>	
Estimated start date of project	
Estimated end date of project	
Overall budget of the project (USD)	
Funding requested from UNESCO (USD)	

Organization: Legal Address: Full postal address: Phone: Website Social Media:	Legal representative of the organization Name: Title: Phone: Mobile: Email:
Other members of the project team (names, positions, emails):	Project Manager Name: Title: Phone: Mobile: Email:
Please provide a brief description (no more than 100 words) of the project:	

1. PROJECT OVERVIEW

Background. What is the issue/problem/part of the problem your project will address? What are the causes of the problem, and what are its effects? Please explain the context that is directly related to your project (minimum 200 words and maximum 500 words) .

Relevance. Why is it important to solve this problem/issue? How will the project provide the desired solutions? Please explain in minimum half a page, maximum one page only the issue/problem that is directly related to your project.

Partnerships. If you are implementing this project in partnership other organization(s)/ institution(s), please provide: Name of the organisation, country, person of contact, mobile, email. Describe the organisation’s role in the project and specify if this partnership is formal or informal.

Risk and risk management¹. Please describe any potential risks involved in implementing your project and what is being done to minimize these risks.

Potential Risk ²	Probability of occurrence ³	Potential impact on project ⁴	Measures to minimise the probability of occurrence and/or the potential impact on project:

2. OUTREACH

Publicity. What methods and tools will you use to inform the target audience and the general public about the progress of the project and its results?

Please check all that apply and add as needed:

Media Type	Frequency	Anticipated number of people reached	Please describe how this media tool will be used to reach your target audience and/or the general public

Visibility of UNESCO's support: If your organization is selected, ensure that UNESCO involvement and its financial assistance are acknowledged in all publicity material, such as reports and web pages, that results directly from this activity. The organization and UNESCO shall agree upon appropriate arrangements for informing the public and, where necessary, the Press.

¹ An uncertain event or set of events that, should it occur, it will negatively affect the achievement of the objectives.
² Please make sure you list internal and external risks associated with each objective.
³ Indicate value: 1 – Improbable; 2 – Possible; 3 – Probable.
⁴ Indicate value: 1 – Low impact; 2 – Medium impact; 3 – Major impact.

3. TARGET GROUPS AND ACTIVITIES

Please indicate the intended **target groups** for this project. This should reflect the **primary target groups** of the project only.

Please indicate the **activities** you are planning to implement in your project. For each activity, also mark the following: 1) Estimated number of occurrences of the activity; 2) The target group(s) involved; and 3) The number of participants per target group (indicate the number of people for each target group listed).

	Name of Activity	Estimated Number	Target Group(s)	Number of participants per target group
1				
2				
3				
4				
5				
6				

Please describe each activity (maximum 500 words).

Timeframe of Activities. Please provide the timeframe for each activity (mark “x” under the month each activity will take place). Activities should be listed in chronological order; month 1 signifies the first month of the project. Please note that the “activity type” listed should correspond to the categories indicated above:

No.	Activity	Month*				
		1	2	3	4	5
1						
2						
3						
4						
5						
6						

*) add number of month as necessary

4. ORGANIZATION DESCRIPTION

Country of registration	
Registration number	
Date of registration	
Issued by	
Registered as: (e.g. foundation, association, governmental organization, etc.)	
Name of organization's official bank account*	
Bank account number	
Bank name and address	

**) If your organization is selected, bank documentation will be required for further process. Please note that the name of the bank account's beneficiary should match the name of the organization. Personal account will not be accepted.*

Mission. A short statement about the mission and the goals of your Organization (max. 200 words)

Governance of the Organization. Provide the structure of your organization, number of people working in your organization, their status (e.g. fixed term staff, project-based, volunteers)

5. BUDGET

Provide a detailed proposed budget in a table (or in a separate file in Excel format)

Annex 2. Template for Cover Letter

OFFICIAL LETTERHEAD

DATE

To :

Prof. Dr. Shahbaz Khan
Director of UNESCO Jakarta
Jalan Galuh II no 5, Kebayoran Baru
Jakarta 12110, Indonesia

Subject : Proposal for XX

Dear Sir,

Please find enclosed proposal for XX (briefly describe your proposal and funding required).

Regards,

Signature

Official Representative Name and Title
Organization Address
Representative of Organization Email
Representative of Organization Phone Number