**Application form**

**Request for provision of assistance for the implementation of the 2005 Convention in the digital environment**

This application form should be completed in either English or French and be accompanied by all supporting documents and relevant information. Submissions should be sent via e-mail in RTF or PDF format. The applicants will receive an acknowledgement of receipt.

The deadline for this call is **26 January 2025**.

**1. About the Applicant**

**1.1. Identification**

Full Name of institution\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category\*:

[ ]  Ministry [ ] Public institution [ ]  Other (to be specified)\_\_\_\_\_\_\_\_\_\_\_\_

**1.2. Contact Details**

Address\*: Number\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Post Code\*: Town\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country\*: Region:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Represented by:

Title\*: (Mr, Mrs, Ms) Family Name\*: First Name\*:

Choose an item. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Organization/Institution\*:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\*: Internet Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone 1\*: Telephone 2: Fax:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Obligatory

**1.3. Institutional mandate**

Please describe the institution’s mandate and its role in the governance of culture in your country.

**1.4. Institutional experience**

Please describe the institution’s recent steps in the protection and promotion of cultural and creative industries on a national level in the digital environment, and the institution’s experience in the designing policies, strategies and regulations for the cultural and creative industries.

 **2. Description of the project proposal.**

Please provide a summary of the proposed project, focusing on the objectives. The project should aim at revising or elaborating new regulatory frameworks (laws, policies, measures, etc) that protect and promote cultural and creative industries in the digital environment.

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**2.1. Short title describing the proposed project:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.2. Focus area**

Please check potential areas of intervention for the provision of assistance, pertaining to the Open Roadmap for the implementation of the 2005 Convention in the digital environment, as provided below. If your request does not fall under one of the listed areas, please describe your focus area as “Other”.

|  |
| --- |
| **Output 1: Regulatory frameworks, cultural policies and measures are designed or revised to meet the challenges of the digital environment in an informed** **and participatory manner** |
|[ ]  1. Conduct overall mapping of the digital cultural and creative sectors
 |
|[ ]  1. Establish national teams of government officials, private sector and civil society organizations (including women and youth organizations) and hold country-wide consultations
 |
|[ ]  1. Establish interministerial coordination mechanisms to monitor the impact of the regulatory frameworks, cultural policies and sector strategies
 |
|[ ]  1. Design, revise or implement regulatory frameworks, cultural policies, sector strategies and action plans to support cultural and creative sectors in the digital environment
 |
| **OTHER** |
|[ ]   |

**2.3. Diagnostics, Needs, Baseline and Priority Assessment**

Please provide detailed information regarding your self-diagnostic (needs analysis, mapping, etc.) on the specific needs and priorities of your country related to the proposed project. Any supporting documents (publications, reports, mappings) can be shared with UNESCO upon submission.

**2.4. Priorities and synergies with other interventions**

In order to ensure that the requested project is sustainable, synergies with national priorities should be sought, while also building on previous and current interventions in the focus area. Please provide the following information:

|  |  |
| --- | --- |
| 1. **Which** **(policy) processes** have already started at the national level responding to the **specific needs and priorities previously described** (including activities taken, dates, etc.).
 |  |
| 1. **Which results have been achieved and how can this be evidenced**, such as decisions of public bodies, list of established working groups, consultation reports, feasibility studies, pilot projects, etc.
 |  |
| 1. **information** on how the proposed actions feed in the national strategies and priorities, such as national culture policy, youth employment, national sustainable development etc.
 |  |

**2.5. Civil Society Involvement**

Please describe how you have collaborated with civil society previously and describe how you plan to involve civil society in the further development of the project.

**2.6. Multi-Stakeholder National Team**

Participatory, transparent and informed policymaking and implementation requires the cooperation of various ministries and civil society organizations. Please provide below a preliminary list of the multi-stakeholder national team which will be a core body for the implementation of proposed project. Please note that gender balance should be respected in the multi-stakeholder national team composition, and a combination of representatives from government, civil society organizations, the private sector should be ensured. As a guideline, a national team consists of at least 10 participants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Title (Mr/Ms)** | **Name** | **Position** | **Institution/Organization** |
| 1 |  |  |  | e.g., Ministry of Culture |
| 2 |  |  |  | e.g., Statistics Department of Ministry of Culture  |
| 3 |  |  |  | e.g., Ministry of Information, Technology and Communication |
| 4 |  |  |  | e.g., Ministry of Foreign Affairs |
| 5 |  |  |  | e.g., Ministry of Education |
| 6 |  |  |  | e.g., Ministry of Finance |
| 7 |  |  |  | e.g., Ministry of Social Affairs |
| 8 |  |  |  | e.g., Ministry of Industry and development |
| 9 |  |  |  | e.g., Ministry of Commerce |
| 10 |  |  |  | e.g., Ministry dealing with Gender Equality |
| 11 |  |  |  | e.g., representative of organizations promoting gender equality |
| 12 |  |  |  | e.g., representative of organization working for youth  |
| 13 |  |  |  | e.g., representative of organization working with underrepresented populations  |
| 14 |  |  |  | Etc. |
| 15 |  |  |  | Etc. |
| 16 |  |  |  | Etc. |
| 17 |  |  |  | Etc. |
| 18 |  |  |  | Etc. |

**3. Specific condition, problem or issue for the proposed project.**

**3.1. Identifying the Condition, Problem or Issue**

Why is provision of assistance being requested now, and what specific challenge(s)/problem(s) is this request supposed to address?

**3.2. Requested Expertise**

Identify the **field of expertise requested** (legal, policy, capacity-building, etc.) and the duration of the overall technical assistance requested. Please provide an indicative plan, including desirable number of visits by the expert team.

**3.3. Results Framework: Impact, outcome and outputs**

Please indicate the overall expected impact of the project on the system of governance of culture in your country, in general and on the development of the cultural sector/s concerned. In particular, expected outcome and outputs with regards to structural change for cultural and creative industries in the digital environment should be indicated, as well as the indicators to measure whether they have been achieved.

Impact

Performance Indicator (PI) 1

PI 2

PI 3

Project outcome

PI 1

PI 2

PI 3

Output 3

Output 2

Output 1

PI 1

PI 2

PI 3

PI 1

PI 2

PI 3

PI 1

PI 2

PI 3

**3.4 Timeline**

Taking into account that the requested provision of assistance can take up to 12 months, please provide an indicative timeline for key activities that may be implemented.

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| --- | --- |
|  | **Year 1** |
| **Activities** | **Q1** | **Q2** | **Q3** | **Q4** |
| **Inception phase coordination meetings** |  |  |  |  |
| **Multi-stakeholder consultation meetings** |  |  |  |  |
| **Providing expertise mission** |  |  |  |  |
| **Submission of Progress Report to UNESCO**  |  |  |  |  |
| **Capacity development workshops** |  |  |  |  |
| **Monitoring workshop and Final Report and Evaluation**  |  |  |  |  |
| **Communication/visibility (e.g. press conference, website)** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **…** |  |  |  |  |

PI 1

PI 2

PI 2

**4. Risk Assessment**

|  |  |
| --- | --- |
| What political, economic, social or other risks/challenges do you foresee that could have an impact on the implementation of the proposed project? |  |
| How will these risks/challenges be measured, monitored and mitigated?  |  |

**5. Monitoring, Evaluation, and Sustainability**

Please describe in detail how you envisage ensuring regular monitoring of the project, and ensuring the sustainability of the project.

**6.** **Visibility/Communication Plan**

The successful implementation of the project requires an active engagement of various stakeholders. Please provide a preliminary reflection on the types of communication and visibility raising activities that you will implement to mobilize various stakeholders and also to raise awareness about the elaborated documents for the cultural and creative industries (CCIs) in the digital environment. This should include proposals for use of relevant platforms to promote the project.

**7. Promoting Gender equality**

As a priority for UNESCO, gender equality is to be promoted in all actions. Please describe how the project would support the advancement of gender equality in your country.

**8. Budget and Financial Support**

Applicants are requested to provide an indicative budget (to be expressed in US$) precising the national contribution for backstopping the project. Please note that the maximum amount for funding is set at 30,000 USD.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity**(should be consistent with the description of activities in the workplan ) | **Unit price (USD)** | **Number of units** | **Total requested from UNESCO** | **Co-funding by the applicant or other donors** (if any) |
|  |  |  |  |  |
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|  |  |  |  |  |
| **TOTAL** |  |  |  |  |

**9. Applicant’s Declaration**

I, the undersigned, certify that the information contained in this application is true and correct in all respects, to the extent of my knowledge:

FAMILY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRST NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF INSTITUTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***N.B. This application is not valid and cannot be accepted by the UNESCO Secretariat unless it is signed and dated. No applications shall be accepted after the deadline.***