

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

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:
 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