To the National Commissions of Parties to the 2005 Convention

Ref.: CLT/CEH/DCE/2014/L12 30 January 2014

Subject: Role of National Commissions for UNESCO in the fifth call for funding requests to the International Fund for Cultural Diversity

Sir / Madam,

We are pleased to inform you that UNESCO launches today the fifth call for funding requests to the International Fund for Cultural Diversity (IFCD).

The Fund, which invests in projects in developing countries that lead to structural change through the introduction and/or elaboration of policies and strategies that have a direct effect on the creation, production, distribution of and access to a diversity of cultural expressions, including cultural goods, services and activities, as well as through the reinforcement of the structures deemed necessary to support viable local and regional cultural industries and markets, was established by the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions.

Projects supported by the IFCD cover a wide range of activities - from capacity-building and cultural mapping to policy analysis and development, as well as entrepreneurship support and cultural industries consolidation. For further information on some of the achievements of IFCD-funded projects, please consult the second edition of the IFCD brochure.

As you know, National Commissions for UNESCO play a crucial role in the IFCD, by ensuring the reception and pre-selection of applications at the national level before submitting them to the UNESCO Secretariat for final selection. National Commissions are also important in keeping applicants informed during the whole application process. Allow me to take the opportunity to thank you for your participation and contributions during the previous funding cycles.

Please note that you can consult the IFCD website (www.unesco.org/ifcd) for clear and precise information on the IFCD application and selection procedure. I would like to take this opportunity to remind you of some relevant information notably on the IFCD procedures:
The deadline for the UNESCO Secretariat to receive applications from National Commissions is **15 May 2014, midnight CET**. Applications received after this deadline will not be eligible for evaluation;

You may wish to **set a national deadline for submissions** when you disseminate the new call for applications through your networks. In order to allow sufficient time to process and review the applications, we recommend that the national deadline be set at least 4 weeks prior to the UNESCO Secretariat's deadline;

In accordance with the Guidelines on the Use of the resources of the IFCD, which were approved by the Conference of Parties at its fourth session (Paris, 11-13 June 2013), you shall form a **pre-selection panel** made up of representatives of the Ministries of Culture and/or other Ministries responsible for the cultural industries and of civil society organizations specializing in the field of culture to evaluate and pre-select funding requests to be submitted to the UNESCO Secretariat.

Please note that National Commissions and any other organizations participating in the pre-selection of funding requests to the IFCD are not eligible for IFCD funding.

If required, and in particular in case of NGOs, you may wish to provide assistance to applicants in filling out the application forms. In the past National Commissions have organized awareness raising/training sessions to help applicants formulate and draft their IFCD funding requests;

Please note that National Commissions may submit a **maximum of four applications** to the IFCD per country: a maximum of two from public authorities/institutions and a maximum of two from NGOs;

When submitting the pre-selected applications to the UNESCO Secretariat, please make sure that you enclose:

1. the duly completed and signed Application Forms;
2. the duly completed and signed National Commission for UNESCO Review Forms, one for each Application Form; and
3. the official documents demonstrating that the applicants are public authorities/institutions or NGOs from a developing country that is a Party to the 2005 Convention, translated into English or French, if needed;

All these documents are to be sent by the National Commission to: **ifcd.convention2005@unesco.org**. If scanning facilities are unavailable, they are to be sent to:

International Fund for Cultural Diversity
Section of the Diversity of Cultural Expressions
Culture Sector
UNESCO, 7 Place de Fontenoy, 75352 Paris 07 SP France.
Please make sure that you submit the pre-selected applications well in advance of the deadline in order to avoid any problem with the reception of the documents.

Your cooperation in this process is highly appreciated. It shall prove invaluable in assuring the quality and relevance of the requests, which will be evaluated by an external panel of experts before being submitted to the eighth session of the Intergovernmental Committee in December 2014.

Please do not hesitate to contact the UNESCO Secretariat at ifcd.convention2005@unesco.org should you have any questions or require additional information.

Yours sincerely,

Danielle Cliche  
Secretary of the Convention on the Protection and Promotion of the Diversity of Cultural Expressions

Enclosures:  
- National Commission for UNESCO Review Form  
- IFCD Application Form  
- IFCD Annotated guide  
- List of eligible developing countries.

cc:  Permanent Delegations of the Parties to the 2005 Convention  
National Contact Points of the Parties to the 2005 Convention  
UNESCO Field Offices