**UNESCO Memory of the World Initiative to Safeguard Documentary Heritage at Risk**

***Project Proposal Form***

***Instructions:*** *Please use this form to prepare your project proposal, which should be submitted in Word or PDF form by e-mail to:* *mowjfit@unesco.org**. Delete the instructions in italics prior to submission. For any questions, please contact:* *mowjfit@unesco.org**.*

All proposals must be received no later than **16th of February 2024** at midnight (CET).

Background Information

|  |  |
| --- | --- |
| Title of project: |  |
| Name of submitting entity: |  |
| Country |  |
| Budget requested: | *A minimum of USD $15,000 up to a maximum of USD $70,000* |
| Region(Multiple answers are allowed) | ☐ LDCs ☐ SIDS ☐ Africa☐ Arab States☐ Asia and the Pacific☐ Europe and North America☐ Latin America and the Caribbean |
| Geographical scope/benefitting country(ies) or region(s): | *Please list all countries covered by this proposal* |
| Project scope | ☐ Mitigation and Preparedness☐ Response☐ Recovery |
| Partner(s) entities: | *List any partners in the project implementation (ie: Memory institution, NGO, university, etc.)* |
| Duration (in months): | *A minimum 6 months and a maximum of 18 months* |

General Information of entity

|  |  |
| --- | --- |
| Type of submitting entity: | ☐ Memory institution ☐ Professional association☐ Academic or research Institution☐ NGO☐ Other (please specify): |
| Organizational status | ☐ Public☐ Private☐ Non-profit☐ National☐ State☐ Regional |
| Date of foundation of the entity |  |
| Website and social media (if applicable): |  |
| Scope of the entity’s activities: | *Multiple answers are allowed.*☐ International☐ Regional☐ National☐ Local |
| Institutional Framework | *Please limit your answer to 1200 characters.**Describe the mission of the submitting organization, its management structure, number of regular staff and their functions, annual income, income sources and manner in which it intends to implement the project. Also describe partner institutions, if any, involved in the implementation of the activities and explain their involvement. Any preparatory activities to be carried out by the applicant in order to create necessary conditions for project implementation should be described in the institutional framework. Any history of co-operation with UNESCO should be included.* |
| Name, Unit and contact details of Project Leader(s): | 1. Gender ☐ Female ☐ Male ☐ Prefer not to say2. Age ☐ 25-29 ☐ 30-39 ☐ 40-49 ☐ 50-59 ☐60-64 ☐ 64 or above3. First name4. Last Name5. E-mail6. Phone7. Country of Residence |

Project Justification and Target Group

**Project background information**

*Include here any background information, needs, assessment, statistics, data or detail on the type of activity proposed and/or on the targeted group (memory institution, local or global community or other project beneficiaries). Please limit your answer to 1200 characters.*

**Project justification**

*Justify why the proposed project is an important contribution to safeguarding documentary heritage at risk and how it will have an impact at the national, regional or global level. Please limit your answer to 1200 characters.*

**Will you be using UNESCO’s resources (such as policy guidelines, publications, handbooks, networks, others)?**

☐Yes / ☐No

*If yes, please elaborate which resources are needed and how they will be used.*

**Description of the Target Group**

*There should be only one primary target group per project. The target group should describe the immediate beneficiaries who are directly involved in the project. In a capacity-building workshop, the immediate beneficiaries are the participants and their affiliate memory institution (archives, libraries, museum, research center, etc). Please limit your answer to 1200 characters.*

**Will the project include a Gender Equality perspective?**

*☐Yes / ☐No*

*If yes, please elaborate how the project will do so.*

**How will this project address the specific issues faced by documentary heritage at the national, regional or global level?**

*Please limit your answer to 1200 characters.*

Project Description

**Project activities:**

*List the activities to be carried out.*

1.

2.

3.

**Outputs:**
*Each output should be linked to activities above. Please limit your answer to 1200 characters.*

*Outputs are direct results of intervention*.

1.

2.

3.

**Outcomes:**
*Each outcome should be linked to outputs above. Please limit your answer to 1200 characters.*

*Outcomes correspond to the medium-term changes (e.g. in institutional capacities) induced by the implementation of the project.*

1.

2.

3.

**How will the project make a long-term impact? How will results be measured?**

*Please limit your answer to 1200 characters.*

**How will the sustainability of the project be ensured?**

*Please limit your answer to 1200 characters.*

*Please explain how the project achievements will be made sustainable without further assistance from UNESCO Memory of the World Initiative to Safeguard Documentary Heritage at Risk.*

Contribution to Sustainable Development Goals

☐ 4.7 Education for sustainable development and global citizenship

☐ 11.4 Strengthen efforts to protect and safeguard the world’s cultural and natural heritage

☐ 16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements

☐ Other (specify)

Other contributions

☐ Fostering cultural heritage and capacity development for Priority Africa

☐ Sendai Framework for Disaster Risk Reduction (2015-2030) by either understanding disaster risk; strengthening disaster risk governance to manage disaster risk; investing in disaster reduction for resilience; enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction

☐ Human rights and fundamental in UNESCO’s Policy on Engaging with Indigenous People

☐ Doha Plan of Action on the Least Developed Countries (LDCs) (2022-2032) by addressing climate change, recovering from COVID-19 pandemic, and building resilience against future shocks

☐ International Decade of Indigenous Languages (2022-2032) by Digital empowerment, freedom of expression, media development, access to information and language technology, alongside artistic creation in Indigenous languages

☐ Promotion of South-South cooperation among developing countries

☐ Other (specify)

Budget

*Please add or modify the rows if necessary.*

|  |  |  |
| --- | --- | --- |
| **Activity (defined above)** | **Budget breakdown** | **Price (in USD)** |
| *Example:* *Activity 1: Conduct a capacity-building workshop* | *Trainer fee for x days for x (number of) trainers* | *xx* |
| *Round-trip air travel for trainers* | *xx* |
| *Technical support for X days* | *xx* |
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| Activity 2: |  |  |
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| Activity 3: |  |  |
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| Activity 4: |  |  |
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|  |  |
| **Total** |  |  |

Timeline

*Please indicate the project timeline by activity(ies) and tasks. Add or delete rows according to the time segments of your project (per week, per month or as needed).*

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Task** | **Jan** | **Feb** | **March** | **April** | **May** | **June** |
| **Activity 1** ***Conduct a capacity-building workshop*** | *Recruit workshop facilitator (s)* |  |  |  |  |  |  |
| *Select workshop participants* |  |  |  |  |  |  |
| **Activity 2** |  |  |  |  |  |  |  |
| **Activity 3** |  |  |  |  |  |  |  |
| **Activity 4** |  |  |  |  |  |  |  |