

## Application and selection procedure for IFCD funding requests



**Step 1:** National Commissions shall disseminate the call for funding requests through their networks and communicate the relevant information regarding the IFCD On-line Application Platform as well as the deadline for submissions (15 April 2016, midnight CET).

**Step 2:** Applicants shall develop and submit their applications and all supporting documents on the on-line application platform by 15 April 2016, midnight CET.

### Step 3:

- National Commissions shall form a pre-selection panel made up of, in particular, Ministries of Culture and/or other Ministries responsible for the cultural industries, and members of civil society organizations specializing in the field of culture to undertake a first review ensuring that applications are relevant, meet the country's needs and priorities, are deemed to be feasible, and have been subject to consultation among stakeholders. This panel shall then pre-select a maximum of four funding requests (two maximum from public authorities/institutions and two maximum from NGOs) per country on the on-line application platform by 15 May 2016, midnight CET.
- **International NGOs (INGOs)** are not subject to the pre-selection procedure undertaken by the National Commissions. Each INGO may present a maximum of two applications on the on-line application platform by 15 April 2016 (midnight CET). The applications will be directly considered for technical assessment by the UNESCO Secretariat, which will verify if the applications are complete, fall within the areas of intervention of the IFCD, and are therefore eligible. The UNESCO Secretariat will inform INGO applicants about the status of their applications by August 2016, at the latest.

**Step 4:** Upon receiving the pre-selected applications from the National Commissions by 15 May 2016 (midnight CET), the UNESCO Secretariat will perform a technical assessment to ensure that the applications are complete, fall within the areas of intervention of the IFCD, and are therefore eligible. Following this technical assessment, National Commissions will be informed by the UNESCO Secretariat whether the applications from their country have been retained for evaluation by the Panel of Experts or they have been deemed non-eligible. At this point, National Commissions will inform the applicants about the status of the applications by August 2016, at the latest.

**Step 5:** All eligible funding requests will be evaluated by an international panel of experts from UNESCO's five regions. Each application will be reviewed by two members of the Panel of Experts, based on the [evaluation criteria](#) established for the IFCD.

**Step 6:** Final recommendations of the Panel of Experts will be communicated to the Intergovernmental Committee of the 2005 Convention, which will make the final decision on those applications to receive funding from the IFCD during its tenth ordinary session at UNESCO Headquarters in Paris from 12 to 15 December 2016.

*\* Only one project can be retained by the Committee per beneficiary (Party, NGO, INGO).*

**Step 7:** The UNESCO Secretariat shall inform the beneficiaries of the approved projects. Project implementation shall start from March 2017.