



## OPERATIONAL GUIDELINES OF THE IFPC

### Aims<sup>1</sup>

1. The resources of the International Fund for the Promotion of Culture are intended to promote:
  - (a) cultures as sources of knowledge, meanings, values and identity;
  - (b) the role of culture for sustainable development;
  - (c) artistic creativity in all its forms, while respecting freedom of expression;
  - (d) international and regional cultural cooperation.
2. The Fund's operations shall be undertaken in synergy and complementarity with other UNESCO funds, particularly those established within the framework of UNESCO's standard-setting instruments in the field of culture.

### Beneficiaries<sup>2</sup>

3. The potential beneficiaries of the Fund shall be:
  - (a) public bodies with specific responsibility for the promotion of culture and artistic creation;
  - (b) non-governmental organizations (NGOs) and non-profit private bodies whose objectives are in conformity with those of the Fund and whose activities contribute to the promotion of culture and artistic creation;
  - (c) individuals, particularly artists and creators.
4. Funding may not be provided to projects that are currently benefitting from funding provided by other UNESCO funds or programmes.

### Eligible activities

5. Activities eligible for receipt of assistance from the International Fund for the Promotion of Culture include:
  - (a) the production of cultural and artistic works;

<sup>1</sup> As set forth in Article 2 of the IFPC Statutes.

<sup>2</sup> As set forth in Article 3, paragraph 5, of the IFPC Statutes.

- (b) the organization of cultural and artistic events of *national, regional and/or international scope* contributing to the establishment of culture and development strategies and programmes.

### **Modalities of assistance<sup>3</sup>**

- 6. Requests for assistance from the International Fund for the Promotion of Culture may relate to:
  - (a) technical assistance, through the provision of a paid expert for a given period;
  - (b) financial aid to in the form of grants or project co-financing for the implementation of the activity concerned.

### **Criteria**

- 7. IFPC assistance measures shall be allocated subject to availability of resources and taking into account the projects' compliance with all of the following criteria, which are considered indispensable:
  - (a) the amount of assistance required is between US\$ 20,000 and US\$ 100,000 and covers no more than 80% of the total project budget;
  - (b) another source of funding, whether financial or in kind, has been identified, covering at least 20% of the total estimated budget;
  - (c) its activities fall under one of the two eligible categories indicated under point 5 above;
  - (d) the amount of assistance requested is appropriate for its implementation;
  - (e) the proposed activities have a solid monitoring plan;
  - (f) the project may have institutional, and/or socio-economic results;
  - (g) may have a multiplier effect, inspiring the implementation of other measures, activities and projects;
  - (h) have an implementation calendar for the activities proposed to be funded under the IFPC of a maximum of twelve (12) months.
  
- 8. The projects' conformity to the following criteria will be considered as an asset:
  - (a) priority is given to projects submitted by young creators aged 18 to 30 years and to projects aimed at benefitting youth;
  - (b) the project contributes to gender equality;
  - (c) the project aims to promote forms of expression that, despite their value to the community or country of origin, are relatively under-represented on the global arts scene and therefore deserve support;
  - (d) the project aims to promote peace, social stability and cultural diversity;

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<sup>3</sup> As described in Article 3, paragraph 2, of the IFPC Statutes.

- (e) Priority shall be given, as far as possible, to requests from or benefiting countries on the latest DAC List of Official Development Assistance Recipients.

### **Content and format of requests**

- 9. Applicant(s) will be requested to demonstrate in the application files that their project satisfies all of the above-mentioned criteria (form annexed to this document).
- 10. Funding requests must reach the IFPC Secretariat by the deadline specified publicly each year and must contain the following information:
  - a) project title
  - b) activity type and scope
  - c) region(s) concerned
  - d) country / countries concerned
  - e) type of assistance requested
  - f) applicant status
  - g) project summary
  - h) project description
  - i) compliance with IFPC objectives
  - j) main activities, expected results and implementation schedule
  - k) sustainability
  - l) UNESCO support
  - m) communication and visibility of project
  - n) budget summary
  - o) budget breakdown
  - p) contact persons for correspondence
  - q) partners involved in the activity
  - r) letters of support from each partner indicating their financial or in kind support
  - s) a statement committing the applicant to submit a report on the execution of the project.

### **Evaluation<sup>4</sup> of the project proposal**

- 11. For the purposes of evaluation, requests must include measurable expected results for at least three of the following indicators:
  - (a) number of beneficiaries, such as visitors, spectators, clients or participants;
  - (b) number of articles published in the local, national and international media;
  - (c) number of partners associated with the project's implementation;
  - (d) number of partner institutions and potential donors who have shown interest in the activity;
  - (e) number of exchanges organized and cooperation networks set up between artists and/or cultural actors, regionally and internationally, around the project;
  - (f) number of other measures, actions and projects inspired by the project.

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<sup>4</sup> Article 3, paragraph 4, of the IFPC Statutes.

### Indicative Timetable

12. The working cycle of the International Fund for the Promotion of Culture is set out as follows:

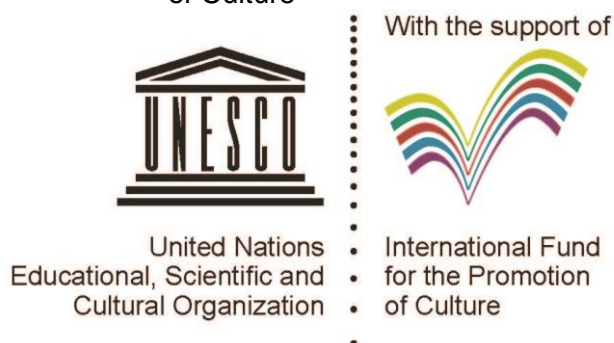
<b>Phase 1:</b>		<b>Call for projects and submission</b>
15 Year 0	March*	Public call for projects
31 Year 0	May*	Deadline by which projects must be received by the Secretariat.
10  Year 0	July	Deadline by which the Secretariat will have processed the files, including registration and acknowledgement of receipt. If additional information is requested by the Secretariat, the applicant will be invited to submit it within one month from the date of request.
		*in the event that this date coincides with a public holiday as per UNESCO Headquarters' calendar, or weekend, the deadline will be attributed to the previous working day.
<b>Phase 2:</b>		<b>Evaluation</b>
10  30 Year 0	July  September	External evaluation process of the eligible files
January Year 1		The files are transmitted electronically to the Members of the Administrative Council.
Second week of  Year 1	February	The Administrative Council, meeting in ordinary session, considers the requests and takes its decisions.
February  Year 1		The Secretariat informs the interested parties of the Administrative Council's decisions.
<b>Phase 3:</b>		<b>Implementation and performance reports</b>
April  Year 1		Earliest possible start date of implementation of projects receiving IFPC assistance. Note: all projects receiving IFPC assistance must commence within the same year (indicated here as Year 1). All projects must have an implementation calendar of 12 months maximum.

## Use of the IFPC logo

### *Graphic representation of the logo*

13. The UNESCO/IFPC logo (for use by entities other than UNESCO itself) consists of the following:

- the UNESCO logo
- the IFPC logo
- additional text “With the support of the International Fund for the Promotion of Culture”



14. Graphic representation of the above logo:

### *General conditions for the use of the UNESCO/IFPC logo*

15. The use of the UNESCO/IFPC logo is governed by the “Directives concerning the use of the name, acronym, logo and Internet domain names of UNESCO”, approved by the General Conference at its 34th session, available online at the following address:

<http://www.unesco.org/new/en/name-and-logo/general-principles/reference-documents/>

16. The UNESCO/IFPC logo may be authorized by UNESCO for use on the communication documents of specific events or projects that have received IFPC support.
17. Communication materials featuring the UNESCO/IFPC logo that are produced by events and project organizers must include a disclaimer such as: “xxx (name of the organizer) is responsible for the choice and the presentation of the facts and opinions in this [document], which are not necessarily those of UNESCO and do not commit the Organization”.
18. The UNESCO/IFPC logo must not be used for commercial purposes. The sale of goods or services bearing the UNESCO/IFPC name and logo is considered to be commercial.
19. Events and project organizers may be authorised by UNESCO to use the UNESCO/IFPC logo as stated above, but may not authorize third parties to use the UNESCO/IFPC logo in any form.

### *Procedure for obtaining the UNESCO/IFPC logo*

20. An electronic file of the above logo will be sent to senior members of the project team who have formally obtained supportive measures from the IFPC by the UNESCO Secretariat following a written request containing the reference of the

project that has received the subsidy. Communication material produced with the UNESCO/IFPC logo should be annexed to the project implementation report.

21. The Secretariat shall inform events and project organizers that they shall be fully responsible for any consequences resulting from their use of the UNESCO/IFPC logo.