# **APPLICATION FORM**

# **PROMOTING SUSTAINABLE DEVELOPMENT THROUGH UNESCO’S PROGRAMMES AND SITES**

# **Deadline: 26April 2023 – 23.59 CET**

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| **Important notice**Before filling in this application form, please read carefully the *Call for Applications*, making sure that:* it is submitted in the correct template, fully completed, signed/stamped and dated;
* it is signed by the person authorised to enter into legally-binding commitments on behalf of the UNESCO designated site;
* it includes a budget, outcomes matrix and an implementation plan (with the templates provided);
* it meets the submission requirements and deadline set out in the call.
* It is submitted together with the 6 attachments required as described in the *Call for Applications.*
 |
| **SITE INFORMATION** |
| **Type of UNESCO designated site** (*please tick more than one type in the case of multi-designated site or if two sites are putting forward a joint proposal*)**:**  |
|  | Biosphere Reserve |
|  | Global Geopark |
|  | World Heritage site |
| **Name of the site:** |  |
| **Country(ies) of the site:** |  |
| **Managing authority/authorities of the site** *(please indicate all relevant managing authorities*): |  |
| **REPRESENTATIVE OF THE SITE RESPONSIBLE FOR THE PROPOSAL** *(it should be only one name and should be belonging to a managing authority of the site):* |
| **Name and Surname:** |  |
| **Institution:** |  |
| **Position in the Institution:**  |  |
| **E-mail:** |  |
| **Tel:**  |  |
| **Address:**  |  |
| **PROJECT TEAM: COORDINATOR AND TEAM MEMBERS INFORMATION** |
| **Role** | **Name and Surname** | **Profession/Position** | **Organization name** |
| Coordinator\* |  |  |  |
| Member  |  |  |  |
| Member |  |  |  |
| …. |  |  |  |
| **\*Please attach Curriculum Vitae of the project coordinator** *(CV should include education, project management capacity, relevant scientific or teaching experiences and publications, any previous involvement in UNESCO and other international activities, if coordinator is different from the managing authority the CV should highlight the collaboration between the two).* |
| **Number of women in project team** (in line with previous table): |  |
| **Number of young people (<35 years old) in project team (**in line with previous table): |  |
| **PROJECT PROPOSAL**  |
| **TITLE** *(maximum 15 words):* |
|  |
| **ABSTRACT OF THE PROPOSAL** *(maximum 200 words)*  |
|  |
| **THEME** |
|  | Sustainability/biodiversity (MAB-related) |
|  | Water (IHP-related) |
|  | Earth sciences (IGGP-related) |
|  | Ocean (IOC-related) |
|  | Climate Change and disasters (Crosscutting) |
| **SCALE OF THE PROPOSAL** |
|  | Site level |
|  | Involving different sites in the same country  |
|  | Transboundary level  |
| **FULL DESCRIPTION OF THE PROPOSAL** (all fields are mandatory) |
| **Background and Capacity***(Please**describe the background and capacity of the site including the work undertaken in the site relevant to the proposal, and the background and capacity of the project coordinator):**One of the required documents to attach to the project proposal is an activity report (or links to online activity reports) and any additional information demonstrating the required criteria.* |
|  |
| **General objective** *(Please**describe the aim and rationale of the proposal including the ecosystem value of the site):*  |
|  |
| **Specific objectives relating to 3 components** *(Please**decline the general objective**describing the specific objectives linked to each expected result [research, education, innovation]:* |
|  |
| **Methodology** *(Please**describe the scientific/pedagogic methodology, interdisciplinary approach - if any- and use of tools, including reference to relevant UNESCO guidelines or tools, when applicable):* |
|  |
| **Innovation potential** *(prove that this project proposal is able to implement the processes of innovation in terms of effectiveness and efficiency)* |
|  |
| **Implementation plan of the work** *for all 3 expected results for the 12-month timeframe***, including a****GANTT chart** *(Please describe the implementation plan below and fill the GANTT chart template provided in Annex 1)* |
|  |
| **Outcomes** *(Please describe the expected outcomes and fill the Outcome matrix template provided in Annex 2)* |
|  |
| **List of partners and key stakeholders** *(Please indicate the main partner(s) for the 3 expected results, the capacity and areas of expertise of the partners contributing to each expected result, and the role they will play in the implementation of each expected result.* *Please describe how the stakeholder groups from the private sector, academia, civil society, practitioners, youth and women will be consulted and/or engaged in the project. Please describe if and how UNESCO Chairs, Category II Centres and other relevant networks - including ASPnet schools, EuroMAB networks, IHP networks, etc.- are involved in the project.):* |
|  |
| **Link to UNESCO intergovernmental scientific programmes** *(Please explain the link of the project with one or more of the UNESCO intergovernmental scientific programmes MAB/IHP/IGGP/IOC)*  |
|  |
| **SDGs** (*Please explain how the project will contribute to the achievement of the SDGs, with special focus on SDGs 6, 13, 14 and 15):* |
|  |
| **Expected Results** (*Please demonstrate how planned activities will contribute to achieving each expected result. List of impact Indicators is welcome. Describe how you will guarantee that the 3 expected results will be closely interconnected to ensure and promote synergies through the project.):* |
|  |
| **Risks** (*Please describe the potential risk of not achieving the three expected results and the mitigation measures*): |
|  |
| **Scaling up of the results** (*Please prove the potential of the project results of being scaled up to the networks of Biosphere Reserves/Global Geoparks/World Heritage sites, and also describe the plans for sustaining the project after the end of the 12 months):* |
|  |
| **BUDGET** *Please provide a detailed estimated budget plan using the Excel in Annex 3. (Eligible costs include personnel costs, travel and accommodation, subcontracted services, trainings and communication.)* |
|  |
| **SIGNATURE****I hereby confirm that I am authorised to enter into legally binding commitments on behalf of the UNESCO designated site and all members of the project team have agreed with the abovementioned content and will participate in this project.**  |
| **Date:**  | **Place:**  |
| **Signature:** |
| **Annexes** *(please tick and check that each document is included in the project proposal ):* |
| *
 | **Letter of support/e-mail** from the MAB National Committee/IGGP national committee and/or National Commission for UNESCO |
|  | **Activity report** (or links to online activity reports) and any additional information demonstrating the required criteria listed in the *Call of Applications.* |
|  | **Curriculum vitae** of the project coordinator |
|  | **GANTT Chart** *(Please fill the template in Annex X)* |
|  | **Budget** *(Please fill the template in Annex X also provided as Excel in attached to the Call for Application)* |
|  | **Outcomes matrix** *(Please fill the template in Annex X)* |
|  | **Legal registration document** of the managing authority of the designated site |
|  | **Bank Information** for Vendor Creation Form duly filled in to be returned in word format (attached); |
|  | **Bank Statement** on bank’s headed paper, signed and stamped confirming the bank details. |

ANNEX 1

GANNT chart

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Task** | **Description of the activities** | **M1** | **M2** | **M3** | **M4** | **M5** | **M6** | **M7** | **M8** | **M9** | **M10** | **M11** | **M12** |
| **Expected result 1 (Research pillar):** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Expected result 2 (Education pillar):** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Crosscutting Expected result 3 (Innovation pillar):** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Communication and Dissemination** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Activity** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |  |  |  |  |  |  |

ANNEX 2

Outcomes matrix

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| --- |
| **Project title:** |
| **Outcome N° 1** (**Research component):** … |
| **Output N°1:** |
| Performance Indicator (PI)\* | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Output N°2:**  |
| Performance Indicator (PI) | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Outcome N°2 (Education component):** … |
| **Output N°1:**  |
| Performance Indicator (PI) | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Output N°2:**  |
| Performance Indicator (PI) | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Outcome N°3 (Innovation component):** … |
| **Output N°1:**  |
| Performance Indicator (PI) | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Output N°2:**  |
| Performance Indicator (PI) | Source and means of verification (M) | Baseline (B) | Target (T) |
| PI 1. … |  |  |  |
| **Specify how the above outcomes could contribute to the achievement of the relevant 2030 Agenda SDG(s), SDG target(s), SDG indicator(s).** Please report your contribution to at least one SDG. M*ore information about SDGs is available at* [*https://sdgs.un.org/*](https://sdgs.un.org/) |
| **SDG 4 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all** |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |
| **SDG 6 Ensure availability and sustainable management of water and sanitation for all** |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |
| **SDG 13 Take urgent action to combat climate change and its impacts** |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |
| **SDG 14 Conserve and sustainably use the oceans, seas and marine resources for sustainable development** |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |
| **SDG 15 Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss** |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |
| *If there is other SDG to which your outcomes will contribute, please add in this row:*SDG\_\_\_\_ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please describe which SDG target(s) will be contributed by the outcomes | Please describe which SDG indicator(s) will be contributed by the outcomes | Baseline (B) | Target (T) |
|  |  |  |  |

**\*** *Performance Indicator (PI) is a way to measure and monitor your achievement of the outcomes and outputs. There could be more than one Performance indicator under each output. Example: PI 1. # of participating stakeholders trained to use the educational package*

ANNEX 3

Budget template

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| **Budget template** |
| **PROMOTING SUSTAINABLE DEVELOPMENT THROUGH UNESCO’S PROGRAMMES AND SITES** |
| *Name of the site:* |  |
| **Cost Elements Description** | **Amount** |
| 10 - Personnel costs |   |
|   |   |
| 20 - Subcontracted services |   |
|  Catering/travel/accommodation |   |
| 30 - Trainings/meetings |   |
|   |   |
| 40 - Equipment and maintenance |   |
|   |   |
| 50 - Communication |   |
|   |   |
| TOTAL |   |