

LIST OF COMPLEMENTARY DOCUMENTS

The following documents must be uploaded on the online Application Form, according to the different type of applicant entity/organization.

All complementary documents must be in the language of the application (English or French).

In case the original language used in such documents is neither English nor French, translated documents should be provide in either English or French.

Without these complementary documents, applications will be considered incomplete and non-eligible.

Parties

- An **official document proving that the organization is a public or governmental authority/institution** from a developing country that is Party to the 2005 Convention on the Protection and Promotion of the Diversity of Cultural Expressions.
- **Pro forma invoice**
If "equipment and supplies" are foreseen in the Budget (Project Framework), the corresponding pro forma invoice(s) must be provided. Otherwise, these expenses may be excluded from the amount approved for funding.
- **Letters of support**
If the project has implementing partners, letters confirming the participation, role, and type of contribution of each partner in the project must be attached.

Non-governmental organizations (NGOs)

- An **official document proving that the entity/organization is non-governmental and non-profit** according to national regulations of a developing country that is a Party to the 2005 Convention.

- **Pro forma invoice**

If "equipment and supplies" are foreseen in the Budget (Project Framework), the corresponding pro forma invoice(s) must be provided. Otherwise, these expenses may be excluded from the amount approved for funding.

- **Letters of support**

If the project has implementing partners, letters confirming the participation, role, and type of contribution of each partner in the project must be attached.

International non-governmental organizations (INGOs)

Applications by INGOs must demonstrate a **sub-regional, regional¹ or inter-regional** impact. Therefore, INGOs are requested to submit the following documents:

- One **letter of support from governmental authorities or public institutions from each of the beneficiary countries**, ensuring that the project is relevant and meets the beneficiary's needs and priorities

The INGOs are also required to demonstrate the **international character of the organization** by submitting **all** of the following documents:

- The **official document demonstrating legal status** as an International NGO;
- An **official document demonstrating the international membership** of the organization (both institutional and individual) and which includes a list of members and their country(ies) of residence;
- An **official document** proving that **recent activities** (less than 5 years from the application date) have been carried out in **several countries** around the world.

- **Pro forma invoice**

If "equipment and supplies" are foreseen in the Budget (Project Framework), the corresponding pro forma invoice(s) must be provided. Otherwise, these expenses may be excluded from the amount approved for funding.

- **Letters of support**

If the project has implementing partners, letters confirming the participation, role, and type of contribution of each partner in the project must be attached.

¹ In the context of the IFCD funding process, regional refers to a group or cluster of countries, not a territory within a single country.