

## APPLICATION FORM

Admission of NGOs to official partnership with UNESCO or  
of Foundations and similar institutions to official relations with UNESCO

**Before filling this form and submitting your application, please carefully read the relevant Directives to make sure your organization fulfils all the necessary criteria.**

**Requests which are incomplete or non-admissible may not be considered.**

UNESCO's official relationships with non-profit civil society organizations are governed by **two statutory frameworks**: the [Directives concerning UNESCO's partnership with non-governmental organizations](#) and the [Directives concerning UNESCO's relations with foundations and similar institutions](#). Your application will be reviewed according to the criteria established in the applicable Directives, depending on the functioning and legal status of your organization.

Applicant organizations are hereby reminded that in order to be considered for the establishment of an official relationship with UNESCO, they **must pursue goals that are in conformity with UNESCO's ideals and with the ethical principles recognized by the international community**. They must also **be engaged in activities in a spirit of cooperation, tolerance, and solidarity**, in the interest of humankind and with respect for cultural identities.

Additionally, the establishment of official relations is usually considered following a record of effective and regular cooperation with UNESCO and/or prior identification of synergies. **Applicant organizations are therefore strongly encouraged to have already established contacts and/or collaboration with UNESCO before submitting a request.**

The evaluation process of a request for official partnership/relations generally takes about 12 months. The applicant organization is officially informed of the final decision upon completion of the whole process.

**N.B.: National and local entities (NGOs and foundations) applying for official partnership/relations must be based in the territory of a [Member State](#)<sup>1</sup> of UNESCO**, and should preferably have an already established relationship with the relevant [National Commission for UNESCO](#) and/or [UNESCO field office](#), as appropriate.

<sup>1</sup> The Member States of UNESCO, grouped by region, are the following: **i) Africa**: Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Djibouti, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, South Sudan, Togo, Uganda, United Republic of Tanzania, Zambia, Zimbabwe; **ii) Arab States**: Algeria, Bahrain, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates, and Yemen; **iii) Asia and the Pacific**: Afghanistan, Australia, Bangladesh, Bhutan, Brunei Darussalam, Cambodia, China, Cook Islands, Democratic People's Republic of Korea, Fiji, India, Indonesia, Iran (Islamic Republic of), Japan, Kazakhstan, Kiribati, Kyrgyzstan, Lao People's Democratic Republic, Malaysia, Maldives, Marshall Islands, Micronesia (Federated States of), Mongolia, Myanmar, Nauru, Nepal, New Zealand, Niue, Pakistan, Palau, Papua New Guinea, Philippines, Republic of Korea, Samoa, Singapore, Solomon Islands, Sri Lanka, Thailand, Timor-Leste, Tonga, Turkmenistan, Tuvalu, Vanuatu, Viet Nam; **iv) Europe**: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czechia, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Türkiye, United Kingdom of Great Britain and Northern Ireland, Ukraine, Uzbekistan; **v) Latin America and the Caribbean**: Antigua and Barbuda, Argentina, Bahamas, Barbados, Belize, Bolivia (Plurinational State of), Brazil, Chile, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Uruguay, Venezuela (Bolivarian Republic of).

## REQUIRED DOCUMENTATION

**At the time of their request, applicant organizations must submit the following mandatory documentation:**

a <b>cover letter</b> addressed to the UNESCO Director-General	Have you included this documentation? Yes <input type="checkbox"/> No <input type="checkbox"/>
a copy of the <b>instrument of legal recognition</b> of your organization	Yes <input type="checkbox"/> No <input type="checkbox"/>
a copy of the <b>statutes</b> (by-laws, charter, constitution, or articles of association) of your organization	Yes <input type="checkbox"/> No <input type="checkbox"/>
a copy of the <b>detailed financial statement</b> for the last financial year	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify year(s):
a copy of the <b>latest activity report(s)</b> covering a period of at least the two years prior to the time of submitting this application	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify years:
a <b>complete list of members</b> by country and by category (as defined in the applicant organization's statutes)	Yes <input type="checkbox"/> No <input type="checkbox"/>

**All documents shall be preferably provided in English or French** (the working languages of the UNESCO Secretariat). Documents in any other original language shall be provided with an accompanying translation into English or French.

**Applications (including all required documentation) must be submitted electronically to the following address:**  
[csp.applications@unesco.org](mailto:csp.applications@unesco.org)

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**Contact person within the applicant organization in charge of this request:**

Mr  Ms  Other  Please specify \_\_\_\_\_ Title/Role \_\_\_\_\_

First Name \_\_\_\_\_ Tel \_\_\_\_\_

Surname \_\_\_\_\_ Email \_\_\_\_\_

(It is the applying organization's responsibility to inform UNESCO of any change concerning its contact person)

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## General Information

All questions marked with an asterisk (\*) are mandatory

**Official name of your organization: \***

*(as indicated in the instrument of legal recognition)*

**Acronym/Short name, if applicable:**

*As appropriate:*

Name of your organization in English:

Acronym in English:

Name of your organization in French:

Acronym in French:

**Date of legal creation (dd/mm/yyyy): \*** \_\_\_\_\_ *(as indicated in the instrument of legal recognition)*

**Classification under national law: \*** \_\_\_\_\_  
*(as indicated in the instrument of legal recognition. e.g., association, non-governmental organization, non-profit organization or corporation, public-interest charity, foundation, etc.)*

**Head of the organization\*** Mr  Ms  Other  \_\_\_\_\_

First Name \_\_\_\_\_ Surname \_\_\_\_\_

Title/Role: \_\_\_\_\_ Email: \_\_\_\_\_

**Official headquarters (HQ): \* Address** (Street, Number, City, Postal Code):

\_\_\_\_\_  
\_\_\_\_\_

Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Website address: \_\_\_\_\_

Main Social Media account(s) (if applicable): \_\_\_\_\_

Is the official HQ the same as the legally registered office? *(as indicated in the instrument of legal recognition)*

Yes  No  If no, please explain: \_\_\_\_\_

Does the HQ change periodically? No  Yes  If yes, please explain:

\_\_\_\_\_  
Does your organization have any alternate HQ? No  Yes  If yes, please explain:

\_\_\_\_\_



**3. Is your organization engaged in activities in one or more specific fields of UNESCO's competence? \* Yes  No** 

If yes, please indicate the UNESCO fields of competence in which your institution is active: (multiple choices possible)

## ❖ UNESCO's Global Priorities and Priority Groups

- Africa (Global Priority)
- Gender Equality (Global Priority)
- Small Island Developing States - SIDS (Priority Group)
- Youth (Priority Group)

❖ Education 

- Addressing discrimination, hate-speech and stereotypes through Education
- Early Childhood Care and Education (ECCE), Primary and Secondary Education
- Education 2030 Agenda and SDG 4
- Education in the context of Migration, Displacement and Emergencies
- Education research, policy, planning and foresight
- Environmental education and Education for Sustainable Development (ESD)
- Futures of learning and innovation in Education
- Gender Equality in and through Education
- Girls Education
- Health Education, including combating HIV & AIDS
- Higher Education
- Inclusive Education, including persons with disabilities or learning challenges
- Lifelong Learning
- Peace Education and Global Citizenship Education (GCED), including education about the Holocaust and genocide
- Right to quality Education
- Skills development and TVET
- Teacher development
- Technology and artificial intelligence (AI) in Education
- Literacy, including youth and adult literacy
- Other  Please specify \_\_\_\_\_

❖ Natural Sciences 

- Climate Change and Adaptation
- Disaster Risk Reduction
- Ecological and Earth Sciences 
  - Biosphere Reserves
  - Ecology and Biodiversity
  - Geoparks
  - Research, Policy and Capacity-Building
- Local and indigenous knowledge
- Science, Technology and Innovation (STI) and basic sciences: 
  - Basic Sciences, Research Innovation and Engineering
  - Education in science, technology, engineering and mathematics (STEM)
  - Knowledge-sharing and international cooperation in STI, including through open science
  - Science, Technology and Innovation (STI) Policy
- Water Sciences 
  - Capacity Development
  - Groundwater Sustainability
  - Hydrological Systems
  - Water Cooperation
  - Science, Technology and Innovation (STI) Policy
- Other  Please specify \_\_\_\_\_

- ❖ Oceans 
  - Marine Policy, Research and Regional Coordination
  - Ocean Science, Ocean Observations and Ocean ecosystems health and resilience
  - Tsunamis and other ocean-related hazards warning systems and preparedness
  - UN Decade of Ocean Science for Sustainable Development (2021-2030)
  - Other  Please specify \_\_\_\_\_
  
- ❖ Social and Human Sciences 
  - Bioethics
  - Ethics of Science and Technology, including in AI
  - Futures Literacy
  - Inequalities, Inclusion and Human Rights
  - Intercultural dialogue and understanding
  - Social Research, Policy and Foresight
  - Social transformations
  - Sports, Physical Education and Anti-doping
  - Tackling Discrimination and Racism
  - Youth policies and youth empowerment
  - Other  Please specify \_\_\_\_\_
  
- ❖ Culture 
  - Arts Education
  - Creative industries
  - Cultural Policies, capacity building and policy development
  - Culture in emergencies, including in situations of armed conflict and disasters
  - Diversity of cultural expressions
  - Fight against illicit trafficking of cultural property
  - Living Heritage
  - Movable Heritage and Museums
  - Natural and Cultural Heritage
  - Underwater Cultural Heritage
  - World Heritage
  - Other  Please specify \_\_\_\_\_
  
- ❖ Communication and Information 
  - Communication and Information strategy and policy development
  - Development of digital skills and competencies
  - Freedom of Expression
  - Inclusive Digital Innovation and Transformation, including Internet Universality, AI, blockchain and the Internet of Things
  - Information Ethics
  - Information Preservation and Documentary Heritage
  - Media and Information Literacy (MIL)
  - Media development and media pluralism
  - Safety of journalists
  - Universal access to information and knowledge 
    - Information accessibility
    - International Decade of Indigenous Languages (2022-2032)
    - Linguistic diversity
    - Multilingualism
    - Public access to information
  - Other  Please specify \_\_\_\_\_

**4. Based on its main activities, which of these broad categories would better characterize your organization: \* (multiple choices possible)**

- advocacy organization  collaboration and facilitation platform  grass-roots project implementation or programme delivery  project-funding or philanthropic activities  research or policy development  umbrella organization  Other, please specify \_\_\_\_\_

**5. Does your organization carry out activities in several countries? \* Yes  No**

In which of these regions does your organization undertake its activities? \* (multiple choices possible)

- Africa  Arab States  Asia and the Pacific  Europe  Latin America and the Caribbean

Please specify the main country(ies) and/or local administrative division(s), as appropriate \_\_\_\_\_

## Governance

**6. Has your organization been established by a government or by an intergovernmental agreement? \* No  Yes  If yes, please explain: (max 100 characters) \_\_\_\_\_**

**7. Is your organization governed by statutes (by-laws, articles of association, charter, constitution, etc.) adopted democratically? \* Yes  No  If no, please explain: (max. 100 characters)**

(Reminder: please attach to your application file the statutes (by-laws, charter, constitution, or articles of association) or your organization)

**8. Briefly describe the structure and the decision-making process of your organization, including the powers/responsibilities of its governing bodies and the election/nomination procedure of the members therein \* (max. 400 characters)**

**9. Is your organization's general policy determined by a conference, assembly or other representative body that functions democratically? \* Yes  No  If yes, please provide the name of body \_\_\_\_\_ If no, please explain \_\_\_\_\_**

**10. Does your organization have a permanent and regularly renewed governing body duly elected by the main body of the organization? \* Yes  No  If yes, please provide the name of body \_\_\_\_\_**

## Membership

**11. Is your organization member-based?** \* Yes  No

If yes, please indicate:

- The number of members: \_\_\_\_\_
- The type of members: Individuals  Institutions  Others, please specify \_\_\_\_\_
- The categories of members, as defined in your statutes/by-laws  
\_\_\_\_\_

**12. Based on the nationality of its members or affiliates, is your organization:** \* (only one option possible)

Local (i.e., national organization limited to a single administrative division (commune or region) within a same country)

National (i.e., organization with members from several major administrative divisions within the same country)

Regional (i.e., organization with members from several countries within the same region)

International (i.e., organization with members from several countries in different regions)

Not applicable

From which of these regions are your members? (multiple choices possible) Africa  Arab States   
Asia and the Pacific  Europe  Latin America and the Caribbean  Not applicable

Please specify the country or main countries from which your members are:

\_\_\_\_\_  
(Reminder: please attach the complete list of members by country and by category, as provided in the statutes/by-laws of your organization)

## Resources

**13. Is your organization entirely non-profit making?** \* Yes  No  If no, please explain

\_\_\_\_\_  
**14. Does your organization have the basic resources or independent financial means to cover its functioning costs?** \* Yes  No  If no, please explain

\_\_\_\_\_  
(Reminder: please attach a detailed financial statement for the last financial year)

**15. How does your organization finance its operations, projects and activities?\*** (multiple choices possible)  donations, gifts, or bequests  members contributions (affiliation and/or annual fees)  public and/or private grants or funding schemes  revenue-generating services/products  trust fund  Other, please specify \_\_\_\_\_

\_\_\_\_\_  
**16. Please indicate your organization's approximate annual budget:** \* (only one option possible) \_\_\_\_\_  USD  EUR  Other, please specify currency \_\_\_\_\_

**17. Does your organization possess appropriate information facilities to make its work known?** \* (e.g., website, periodical publications, publishing house, social media accounts, etc.)  
Yes  No  If yes, please explain: \_\_\_\_\_



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## Motivation for application

**18. Please explain your organization's motivation for applying to official relationship with UNESCO and its expectations from the establishment of such a relationship\***

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**19. Please explain how your organization intends to contribute to the development and implementation of UNESCO's action and activities\***

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## Past or Ongoing Cooperation with UNESCO

### *Official relations*

**20. Has your organization previously been in an official relationship with UNESCO? \***

Yes  No  Do not know  If yes, please specify, indicating the year of termination (if known) \_\_\_\_\_

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**21. If not, has your organization previously applied to an official relationship with UNESCO? \*** Yes  No  Do not know  If yes, please specify, indicating the year of application (if known)

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**22. Is your organization a member or does it include among its members any other organization(s) already in official relationship with UNESCO?** (please consult hereafter the [list of NGOs in official partnership](#) and the [list of foundations in official relations](#)) Yes  No  Do not know  If yes, please specify which one(s) \_\_\_\_\_

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### *Cooperation*

**23. Has your organization recently cooperated or is it engaged in any ongoing or planned activities/projects with the UNESCO Secretariat (Headquarters in Paris or field offices)? \*** Yes  No  If yes, please specify the activity or project, as well as location, timeframe and the UNESCO's service or field office concerned (If necessary, you may attach a page with more detailed information)

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**24. Is your organization part of any standing collective consultation mechanism of UNESCO or accredited within the framework of a UNESCO Convention** (e.g., CIGEPS, Cultural Conventions, CCNGO-Education 2030, etc.)? \* Yes  No  If yes, please specify which one(s), the status and when it was approved, if applicable \_\_\_\_\_

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**25. Has your organization had any recent contact with the UNESCO Secretariat (Headquarters in Paris or field offices)?** \* Yes  No  If yes, please explain the nature of such interaction(s) and specify with whom: (If necessary, you may attach a page with more detailed information)

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**26. Has your organization recently cooperated with a National Commission for UNESCO?**

\* Yes  No  If yes, please specify with which National Commission, as well as the activity or project, its location and timeframe (If necessary, you may attach a page with more detailed information)

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**27. This question is particularly addressed at national/local organizations as well as foundations: Has your organization had any interaction with the National Commission for UNESCO in the country where it is based?** \* Yes  No  Not applicable  If yes, please explain the nature of such interaction(s) (Max. 200 characters. If necessary, you may attach a page with more detailed information)

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## Due Diligence

The following are a few questions which we must ask for Due Diligence purposes.

**28. Has your organization or any of its members, officials, affiliates or other associated individuals or entities:** \* (If necessary, please attach a page with more detailed information)

i. been, within the past five years, or is currently sanctioned by an organization of the United Nations (including the World Bank) or by any government of a UN Member State? Yes  No

ii. faced or is currently pending bankruptcy, judgement, or legal action that, as an ongoing concern, could impair your organization's ability to continue operating? Yes  No

iii. recently or within the past 10 years, been involved in (the):

- (a) Human rights abuses Yes  No
- (b) Use or toleration of forced or compulsory labour Yes  No
- (c) Sexual abuse, exploitation, discrimination, or harassment Yes  No
- (d) Use of child labour Yes  No
- (e) Sale or Manufacture of anti-personnel landmines or cluster bombs Yes  No
- (f) Manufacture, sale or distribution of any other armaments or non-dual use components for armaments Yes  No
- (g) Manufacture, sale or distribution of tobacco or tobacco products Yes  No
- (h) Programmes, initiatives, research or projects directly or indirectly endorsed, funded or promoted by the tobacco industry or a subsidiary of a tobacco company Yes  No
- (i) Providing gambling facilities (other than lotteries with charitable objectives) Yes  No
- (j) Production, sale or distribution of pornography Yes  No
- (k) Financing or promotion of terrorism or entities that are classified as terrorist or paramilitary organizations Yes  No
- (l) Personal data protection and privacy violations, including non-authorized data collection, processing or use/reuse Yes  No

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## Additional Information

**29. Is your organization accredited with or has it recently cooperated with another other entity of the United Nations system** (such as ECOSOC, FAO, ILO, ITU, UNEP, UN Women, WHO, etc.)?

Yes  No  If yes, please specify which one(s), status if any, and main activities undertaken:

\_\_\_\_\_

\_\_\_\_\_

**30. Is your organization accredited with or has it recently cooperated with an intergovernmental organization outside the UN system** (such as AU, EU, ICESCO, OAS, OIF, etc.)? Yes  No  If yes, please specify with which one(s), status if any, and main activities undertaken

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**31. If applicable, provide any additional information which you deem relevant for the consideration of this request for official partnership/relations** (If necessary, you may attach a page

with more detailed information) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Before submitting this form, please verify that you have filled all the relevant parts, including all mandatory questions marked with an asterisk (\*). Do not forget to complete your file with all the mandatory documents, which are listed on the cover page.**

**Declaration:** I hereby declare that I am duly authorized to represent my organization and complete this questionnaire. In this regard, I certify that all the information contained in the present application file is complete, that the details provided above are true and correct to the best of my knowledge and belief and that I undertake to immediately inform UNESCO of any changes therein.

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_