Tourism for Rural Development Small Grants Programme (T4RD-SGP)

Colourful Cultures Call for Proposals

<u>APPLICANT CHECKLIST</u>

#	Tasks		Progress/Notes
1	Create an account on the UN Tourism Application Platform by following the guidelines provided.	☐	
	Before submitting your proposal, please carefully review the following materials (available <u>here</u>): • Terms and Conditions • Factsheet • Guideline for Application Portal Use (Video)	☐	
	Prepare your application offline by drafting your answers in a Word document. Then, copy and paste them into the system to avoid any loss of information.	☐	
2	Complete the application form on the online platform, ensuring all sections are accurately filled out as follows.	☐	
2.1	**Project Summary**: Provide a brief overview of the project, highlighting key points and expected impact.	☐	

2.2		**Project Implementation**: Clearly define the project rationale, objectives, outputs and how they align with T4RD-SGP's goals, such as empowering rural communities and promoting cultural heritage.	☐
2.3		**Project Activities**: Detail the planned activities, including timelines, methodologies, and implementation strategies.	☐
2.4		**Expected Outcomes**: Describe the anticipated results, including measurable impact on artists, artisans, and the broader tourism economy.	☐
2.5		**Work Plan:** Present a comprehensive project work plan, highlighting key milestones and deliverables.	☐
2.6		**Inclusion:** Describe how the project integrates women and youth artists/artisans in rural tourism destinations.	☐
2.7		**Sustainability Plan**: Outline strategies to ensure the project's long-term sustainability.	☐
3	Upload the following **mandatory** supporting documents in the designated section of the application form.		☐

3.1	**Proof of Legal Status**: Submit documentation proving the legal nonprofit status of the applicant organization (e.g., registration certificate) in one of the eligible countries (Morocco, Mozambique, Namibia, Rwanda, Senegal, South Africa, Tanzania, The Gambia, Tunisia, Zambia).	☐	
3.2	**Financial Statements:** Provide recent financial statements, bank statements or proof of financial stability to demonstrate the organization's capacity to manage funds. **Please make sure all financial accounts are registered in the name of the organization.**	☐	
3.3	**Compliance Framework:** Please complete the compliance proving that your organization has not committed or is not currently under investigation for fraud, misconduct or bankruptcy.	☐	
4	Upload the following **optional** supporting documents in the designated section of the application form.	☐	
4.1	**Letters of Support**: Include letters from partners, stakeholders, or local authorities supporting the project.	☐	
4.2	**Resumes/CVs**: Upload resumes or CVs of key project personnel,	☐	

	highlighting relevant experience and qualifications.		
5	Provide a detailed budget in the application form with itemized expenses, ensuring alignment with the eligible cost categories highlighted in the [T4RD-SGP Terms and Conditions](#).	☐	
6	Pay particular attention to other considerations which include the following.	☐	
6.1	**Language**: All application documents must be uploaded in English. Any documentation not in English should be translated (unofficial translation is accepted); both the original and translated copy should be uploaded together.	☐	
6.2	**Deadline**: Submit the complete application package by December 2nd, 2024. Late submissions will not be considered.	☐	
6.3	**Contact Information**: Provide accurate contact information for follow-up and notifications. Include contact details for organization, project manager and legal representative.	☐	
7	After the **submission** of your proposal, you will receive an automated confirmation by the T4RD-SGP platform. Keep a copy of the acknowledgment for your records.	☐	

8	Be prepared for possible follow-up questions or requests for additional information from the T4RD-SGP team.	☐	