




International fund for cultural diversity

Investing in creativity. Transforming societies.

User guide

1. **Create an account** to access the online application form by [registering here](#).

English (United States)  

 **unesco**


International Fund for Cultural Diversity (IFCD)

Please use this form to request a user account for the submission of your project to the IFCD.

Please note that your request will be processed during our regular office hours, Monday through Friday, from 9:30 a.m. to 5:30 p.m., Paris time. If you submit your request outside of these hours, it will be processed on the next available working day.

1. Family Name
2. First Name
3. Email

Never give out your password. [Report abuse](#)



Your response was submitted.

[Submit another response](#)

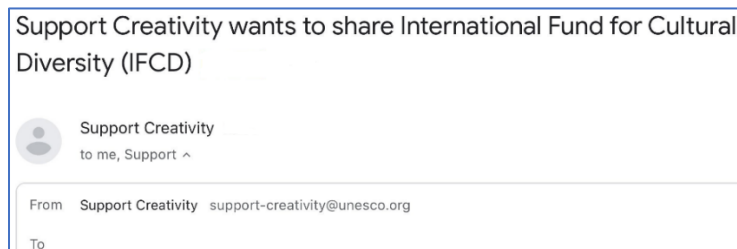
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- An invitation** to validate your registration and provide access to the form will be sent to the registered e-mail address.

Please note that your request will be processed during our office hours, Monday to Friday, 9:30 am to 5:30 pm, Paris time. If you submit your request outside these hours, it will be processed on the next working day.

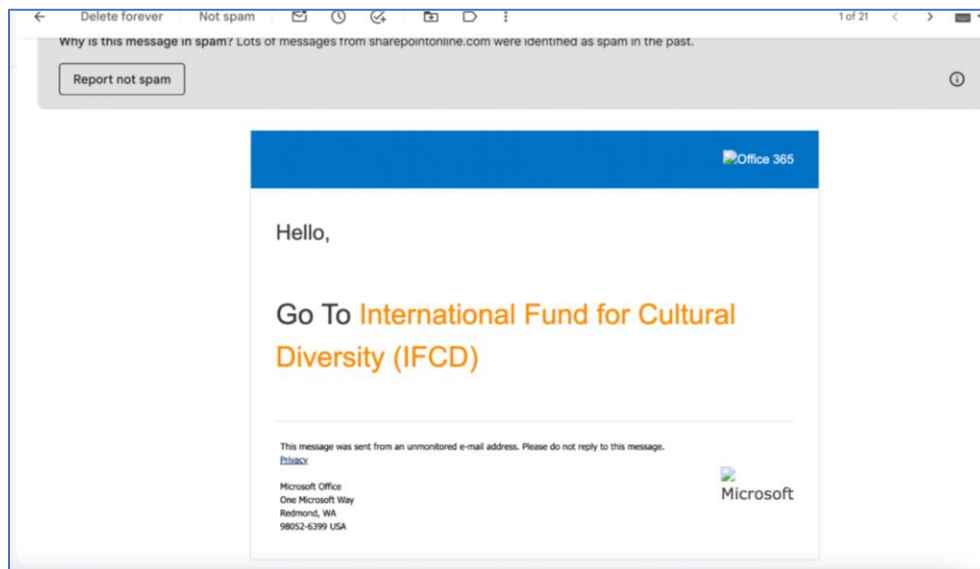
If you do not find the invitation in your inbox, please check your Spam folder.



- Click on "Go to the International Fund for Cultural Diversity"**. To avoid connection problems, we recommend that you **open an incognito window** in your browser and **copy the following link**: <https://unesco.sharepoint.com/sites/ifcd>

To open an incognito window in Windows, Linux or Chrome OS, press Ctrl + shift + n

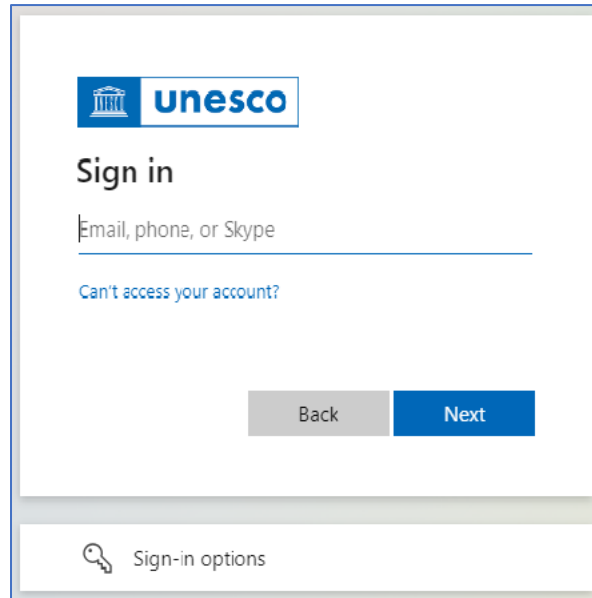
To open an incognito window in Mac, press ⌘ + shift + n



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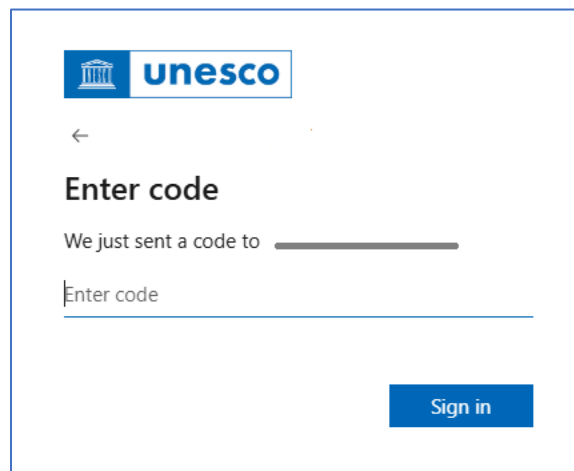
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4. Then enter the **registered email address** (which becomes your login), and click on the **"Next"** button.



The screenshot shows the UNESCO sign-in interface. At the top left is the UNESCO logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder text "Email, phone, or Skype". Below the input field is a link that says "Can't access your account?". At the bottom of the form are two buttons: a grey "Back" button and a blue "Next" button. Below the main form area, there is a section titled "Sign-in options" with a key icon.

5. You will be asked to **enter a code**, which will be sent to the email address indicated previously.



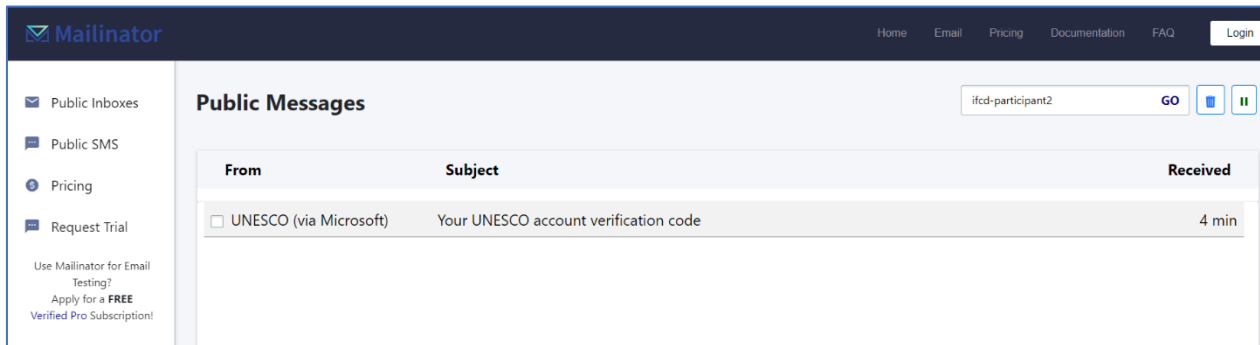
The screenshot shows the UNESCO "Enter code" page. At the top left is the UNESCO logo. Below it is a back arrow icon. The text "Enter code" is prominently displayed. Below this, it says "We just sent a code to" followed by a redacted email address. A text input field is labeled "Enter code". At the bottom right of the form is a blue "Sign in" button.



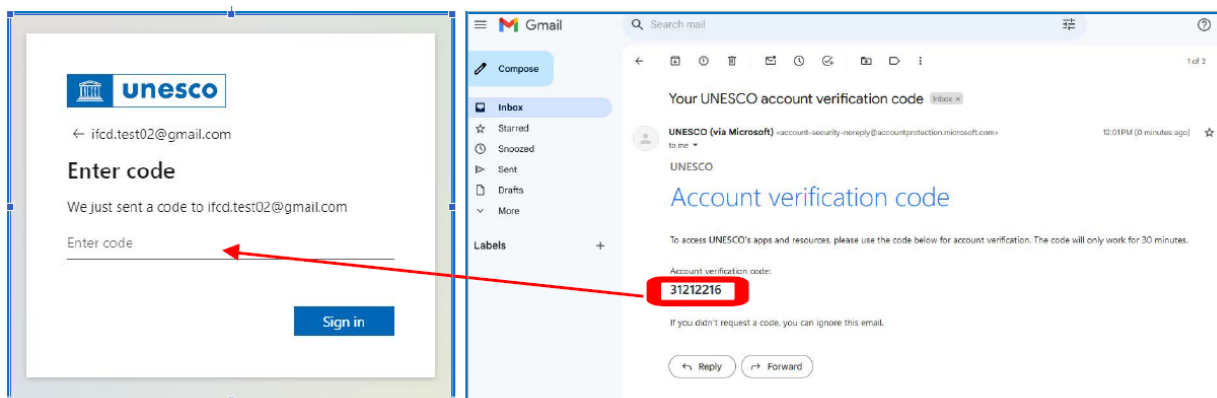
In some cases, you will be requested to **enter your email password**. If this is the case, insert your password and continue from step 8.

A screenshot of a web form titled "Enter password". It features a back arrow in the top left, a text input field labeled "Password", a link for "Forgot my password", and a blue "Sign in" button at the bottom right.

6. Consult the **verification code** that will be sent to your email.



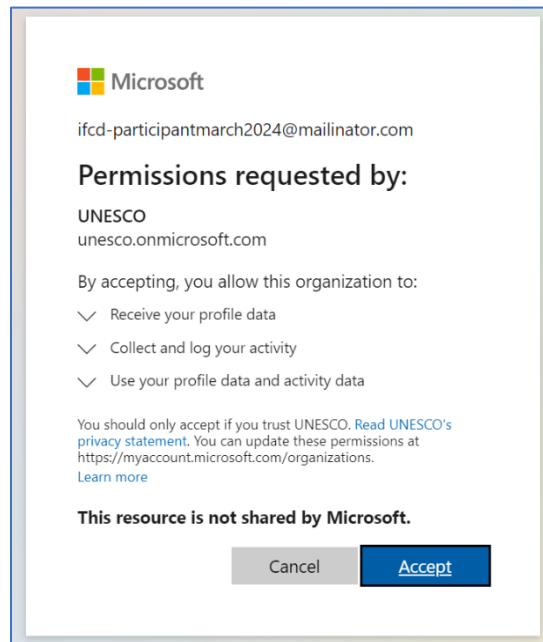
7. Copy the code and click on "Sign in".



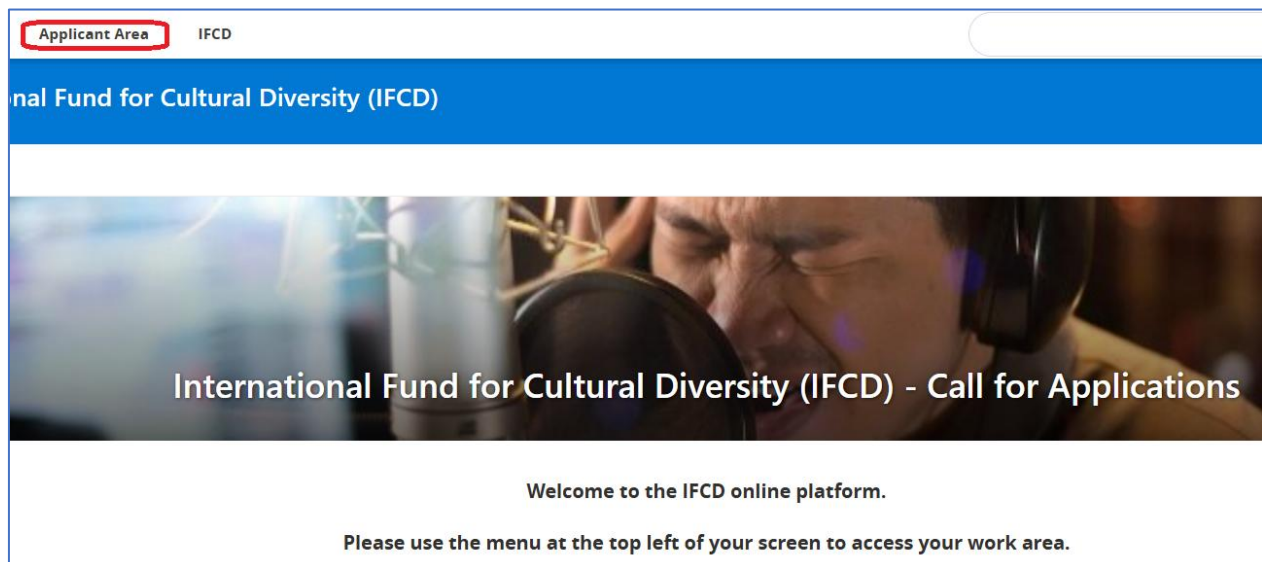
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8. **Accept** the terms of use.



9. After accepting, you will be directed to the IFCD online platform homepage. Then, please click on the menu “**Applicant area**”, located at the top left of your screen.



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10. Download the Project framework form, available under the heading "Prepare your application". Please note that the Project Framework can also be downloaded in section 3 of the online form.

International Fund for Cultural Diversity (IFCD) - Applicant Area

Prepare the application

1. Review the [Call for Funding](#)
2. Download the [Project Framework here](#)
3. Review the [Annotated guide](#)
6. Gather required [complementary documents](#)

Please refer to the [User guide](#) for detailed information on the functioning of the application form.

Please note that **public institutions and non-governmental organizations (NGOs) may submit only one application** per funding cycle. **International non-governmental organizations (INGOs) may submit a maximum of two applications** per funding cycle. For more information on the application process, please refer to the [FAQ sections](#).

[Privacy Notice](#)

Submit the application

- 1.Fill out the "Project Framework"
- 2.Fill out the **online Application Form****
- 3.Change the status of your application to "Submitted" in section 8***
- 4.Upload the "Project Framework" and "Complementary Documents" in section 9
- 5.Click on "Save and close", to finalize your application****

**Use Microsoft Excel (2011 or later versions) or similar applications.

***In order to avoid any loss of information, it is strongly recommended to prepare all the information requested in the form in a Word document beforehand.

****Only applications whose status is "Submitted" will be considered for evaluation.

*****To avoid technical problems at the time of submission, please ensure to submit your application well in advance of the deadline.


Submission deadline

21 May 2025 (12:00PM, Paris time)

Applications submitted after this date will not be considered for evaluation

[Apply for funding](#)

[My applications](#)



unesco
Diversity of Cultural Expressions

11. To fill out your application, click on the "Apply for funding" button.

International Fund for Cultural Diversity (IFCD) - Applicant Area

Prepare the application

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2. Download the [Project Framework here](#)
3. Review the [Annotated Guide](#)
6. Gather required [complementary documents](#)

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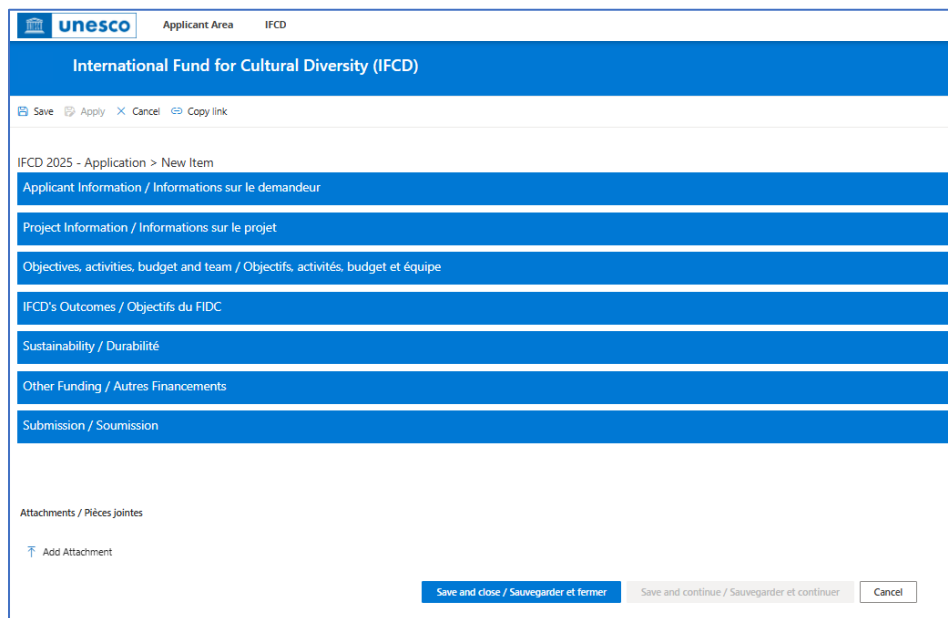
[My applications](#)



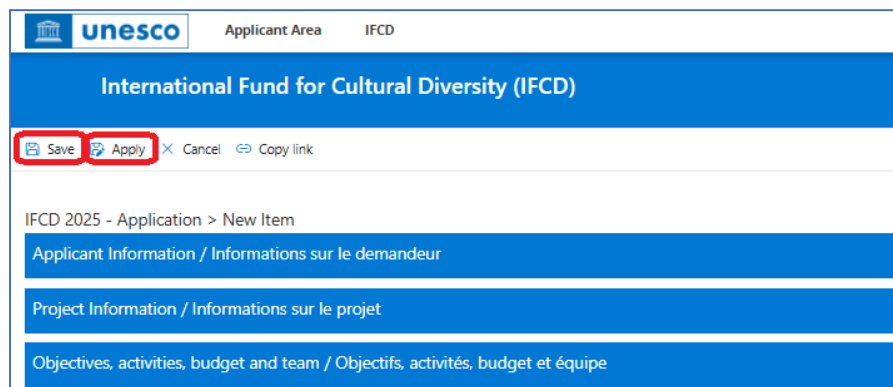
unesco
Diversity of Cultural Expressions

12. Complete the online application form (7 tabs). To avoid any loss of information, we strongly recommend that you prepare all the information requested on the form in a Word document beforehand.

Please note that you can log in and out of the online application form. Remember to save your request before logging out.



13. Please note that the "**Apply**" button at the top left of the screen allows you to save without leaving the form. When you click on the "**Save**" button at the top left of the screen, you will be redirected to "My applications" page.



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14. Please note that in section 2.9 Project Partners, 6.1 Previous and current funding and 6.2 Current Applications, you can list several items by clicking on the checkbox.

2.9 Project Partners / Partenaires du projet

Please indicate the name, type of entity (public authority/ institution, NGO, INGO, private sector, international Organization or individuals) and country of all the partners involved in the project, as well as their role provide to the project.
Veuillez indiquer le nom, le type d'entité (autorité/institution publique, ONG, OING, secteur privé, organisation internationale ou particuliers) et le pays de tous les partenaires impliqués dans le projet, ainsi que le rôle que le partenaire apportera au projet.

1. Type of entity / Type d'entité <input type="text" value="Select option"/>	1. Name / Nom <input type="text" value="Enter value here"/>
1. Role / Rôle <input type="text" value="Enter value here"/>	1. Type of support / Type de soutien <input type="text" value="Enter value here"/> <small>Technical, financial, etc. Technique, financier, etc.</small>

Add a 2nd partner / Ajouter un 2ème partenaire

To **remove an item**, click on the blue checkmark below the item's title. Then save the changes by clicking on **“Apply”** or **“Save and continue”** to avoid formatting errors. Repeat this procedure if you want to delete other items.

Add a 2nd partner / Ajouter un 2ème partenaire

2. Type of entity / Type d'entité <input type="text" value="Select option"/>	2. Name / Nom <input type="text" value="Enter value here"/>
2. Role / Rôle <input type="text" value="Enter value here"/>	2. Type of support / Type de soutien <input type="text" value="Enter value here"/> <small>Technical, financial, etc. Technique, financier, etc.</small>

Add a 3rd partner / Ajouter un 3ème partenaire

3. Type of entity / Type d'entité <input type="text" value="Select option"/>	3. Name / Nom <input type="text" value="Enter value here"/>
3. Role / Rôle <input type="text" value="Enter value here"/>	3. Type of support / Type de soutien <input type="text" value="Enter value here"/> <small>Technical, financial, etc. Technique, financier, etc.</small>

15. To finalize your application, confirm the submission of your project by changing the “Application status” from “Draft” to ‘Submitted’ in section 8.

8. APPLICATION STATUS / STATUT DE LA DEMANDE

To submit your application, change the status of the application from “Draft” to “Submitted” and click on “Save and close”. You will receive a confirmation email.

Pour soumettre votre demande, changez le statut de votre demande de « Brouillon » à « Soumise » et cliquez sur « Sauvegarder et fermer ».

Application status / Statut de la demande

Draft / Brouillon

Draft / Brouillon

Submitted / Soumise

16. Attach the Project Framework and the complementary documents in section 9 and click on the “Save and close” button.

9. ANNEXES / ANNEXES

★ Mandatory section / Section obligatoire

Please attach the Project Framework and the complementary documents at the end of this section. In addition, please specify in the corresponding fields, below, the name of the attached file.
Please note that all complementary documents must be in the language of the application (French or English). If the language of the documents is neither French nor English, a translation into French or English must be provided.

Veillez joindre le Formulaire du Cadre du projet et les documents complémentaires à la fin de cette section. De plus, veuillez spécifier dans les champs correspondants, ci-dessous, le nom du fichier joint.
Veillez noter que tous les documents complémentaires doivent être dans la langue de la demande (français ou anglais). Si la langue des documents n'est ni le français ni l'anglais, vous devez impérativement joindre une traduction en français ou en anglais.

- Project framework / Cadre du projet

Enter value here

Without the Project Framework, your application will be considered incomplete and therefore, non-eligible. / Sans le cadre du projet, votre demande sera considérée comme incomplète et donc non éligible.

- Pro forma invoice: Regardless of the type of applicant, if 'equipment and supplies' are foreseen in the Budget (Project Framework), the corresponding pro forma invoice(s) is(are) required. / Facture pro forma : Indépendamment du type de demandeur, si des est(sont) exigée(s).

Enter value here

- Letters of support: If the project has implementing partners, please attach, to the extent possible, letters of support indicating the type of contribution the partner will provide to the project. / Lettres d'appui : Si le projet a des partenaires de mise en œuvre, project.

Enter value here

Note : Once you have attached all the necessary documents below, verify that you have changed the "Application status" to "Submitted" in section 8, and then click on the "Save and close" button, to complete your application.

Note : Une fois que vous avez joint tous les documents nécessaires ci-dessous, vérifiez que vous avez modifié le « Statut de la demande » en « Soumise » dans la section 8, puis cliquez sur le bouton « Sauvegarder et fermer » pour compléter votre demande.

Please attach the above documents below:

Veillez joindre les documents susmentionnés ci-dessous :

Attachments / Pièces jointes

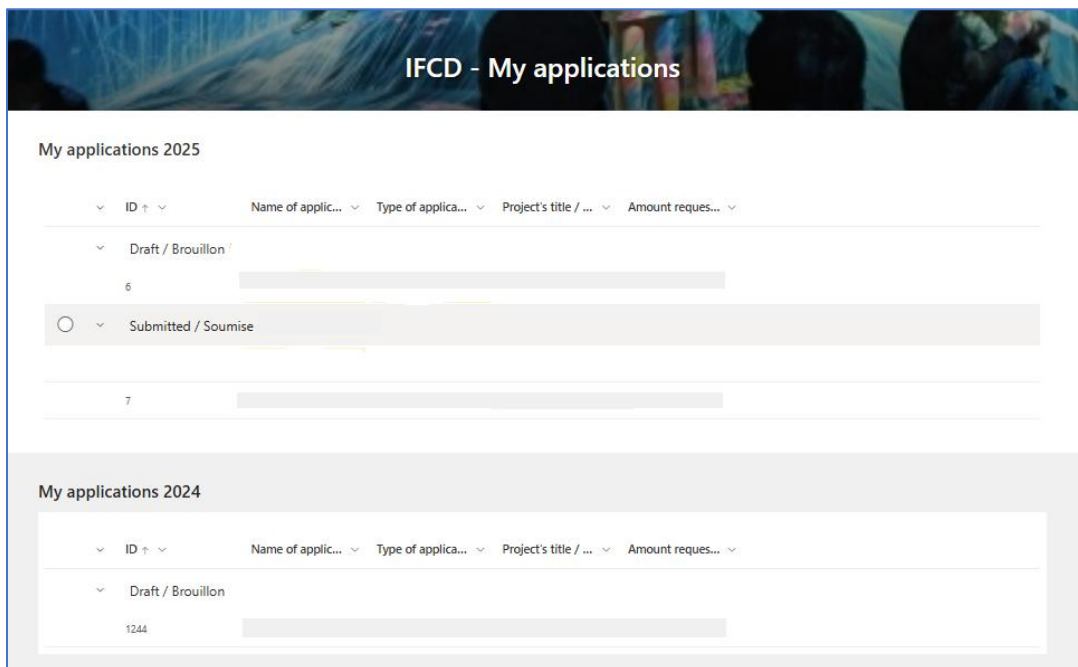
Add Attachment

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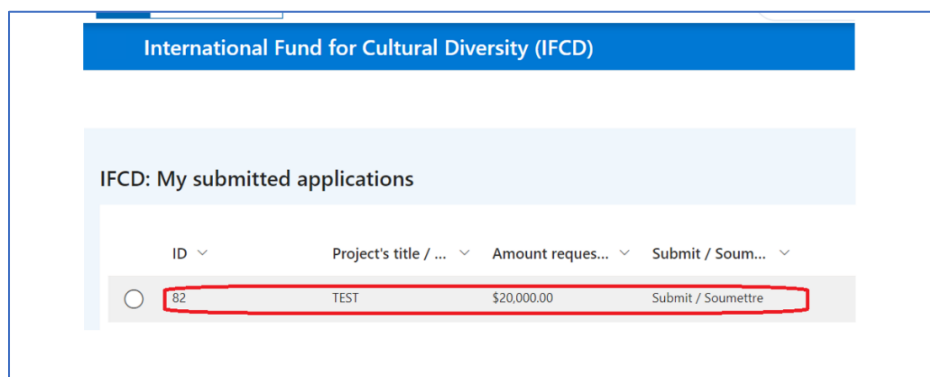
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17. When submitting your application, you will be redirected to the "**My applications**" page. On this page you will be able to consult the summary of the applications in progress as well as the submitted applications.

Please note that public institutions/entities and non-governmental organizations (NGOs) may submit only one application per funding cycle. International non-governmental organizations (INGOs) may submit a maximum of two applications per funding cycle.



18. To **edit** or **print** your application, click on the project under the heading "my submitted applications".



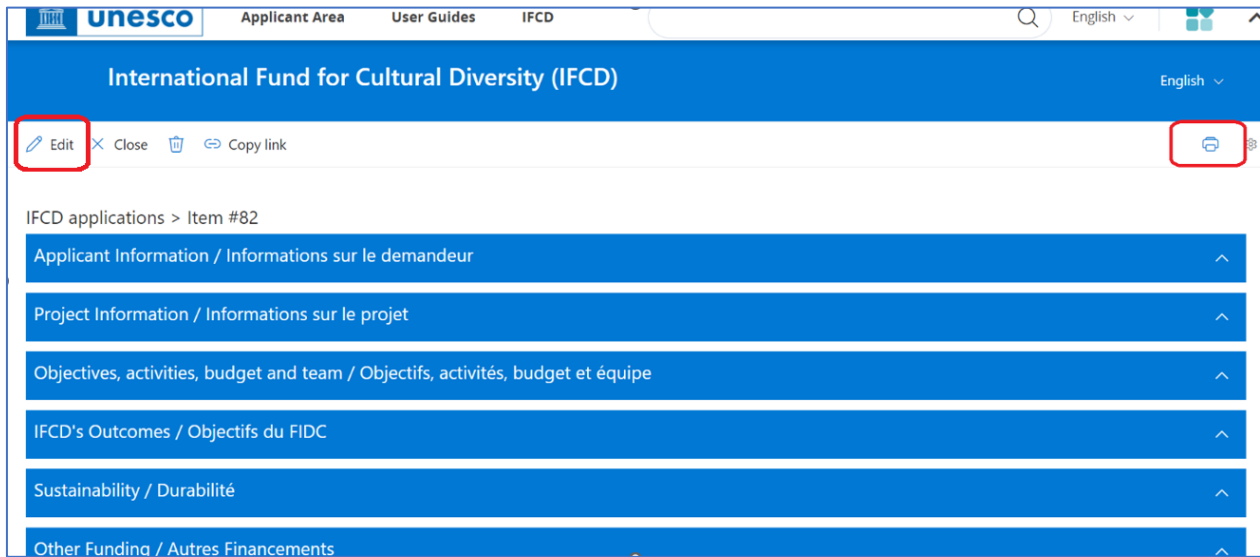
ID	Project's title / ...	Amount reques...	Submit / Soum...
82	TEST	\$20,000.00	Submit / Soumettre



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19. Then click on "edit" or on the printer icon.



Should you experience technical difficulties, please contact us at support-creativity@unesco.org.