

## CALL FOR PROPOSALS

### PROGRAMME FOR CITIES AND LOCAL GOVERNMENTS WHICH ARE UCLG MEMBERS IN AFRICA, LATIN AMERICA AND THE MEDITERRANEAN

### INTERNATIONAL CULTURAL COOPERATION PROJECTS IN THE FRAMEWORK OF AGENDA 21 FOR CULTURE

#### Basic Instructions

1. Thoroughly read the complete “**RULES**” document, which provides legal information on the call for proposals and all its characteristics. (The document you are reading is an introductory summary and in no way is a substitute for reading the complete “**RULES**” document.)
2. Only **local governments** can lead a project in this call for proposals. NGOs, universities or other non-profit organisations cannot lead a project.
3. Only local governments from some countries in Africa, Latin America and the Mediterranean can participate. The list of these countries appears in **ANNEX 1 of the RULES**.
4. Familiarise yourself with the **Agenda 21 for culture** as a document of reference for the local governance of culture. Please visit [www.agenda21culture.net](http://www.agenda21culture.net). Click on “Official Documentation” and download documents 1 and 2. Read them.
5. Make sure, through internal consultations with the **relevant responsible parties** (Mayor's Office, and / or departments for International Cooperation and Culture), that your local government:
  - a. Is a direct or indirect (through a Local Government Association) member of UCLG.
  - b. Is concerned with improving the local governance of culture.
  - c. Specifically includes international cooperation among its objectives.
  - d. Has the technical and organisational capacities to lead an international cultural cooperation project.
  - e. Can cover at least 25% of the costs of the project with its own or other resources, bearing in mind that the maximum contribution of Barcelona City Council to a project in this call for proposals is 80,000 euros.
6. In the case of submitting the project with a non-profit organisation or education institution, prepare **the project** bearing in mind the following:

- a. Hold meetings to prepare the project with all the institutions, organisations and associations that you would like to invite to participate.
  - b. Make sure that all participants share the objectives of the project and want to fully participate.
  - c. Make sure that the distribution of the activities is clear.
  - d. Prepare the “Cooperation Agreement” document, which will link the local government with the participating organisation and other agents involved.
7. The project will have a **maximum length** of 18 months.
8. We recommend that, before you start drafting the project, you send us an e-mail to [agenda21cultura@bcn.cat](mailto:agenda21cultura@bcn.cat), with a brief explanation of its contents. In general, if you have any **query** about the call for proposals or the project you wish to submit, please call (+34) 93 316 10 09 or (much better) write to [agenda21cultura@bcn.cat](mailto:agenda21cultura@bcn.cat).
9. Please remember that you will have to submit the **application form+ three blocks** of documents. You should bear in mind that the application form is compulsory, and therefore its non-submission invalidates your project. The “APPLICATION\_FORM” document shall be used as a model.
10. Collect together all the documentation to be submitted in **BLOCK A**:
  - a. Declaration stating that the city or local government is a UCLG member. The “UCLG” document can be used as a model.
  - b. Attested photocopy of the passport of the representative (the person signing the application) and authorisation of the representation. The “AUTHORISATION” document can be used as a model.
  - c. Record of Treasury bank details. The “BANK” document can be used as a model.
  - d. Declaration of the subsidies received from international cooperation programmes by other authorities or public or private bodies during the last three years. The “SUBSIDIES” document can be used as a model.
  - e. Declaration on international cooperation and development. The “EXPERIENCE” document can be used as a model.
11. Carefully complete the **project template**, in which you must explain the project. This is the only document in **BLOCK B** of the proposal. You must submit BLOCK B in duplicate (two copies).
12. If the project associates the local government (you, the leader of the project) and a non-profit organisation or local institution in the corresponding city or country, collect all the documentation to be submitted in **BLOCK C**:

- a. Cooperation agreement with (at least) a non-profit organisation or education institution from the city or country for the implementation of the project.
- b. Copy of the standing rules of the non-profit organisation(s) and/or education institution(s) linked to the project.
- c. All the documentation that the applicant deems necessary to accredit the capacity for operative, administrative and technical management of the agents participating in the project.

BLOCK C must be submitted in duplicate (two copies).

13. All the documents have been made available in English, Spanish, French Portuguese and Catalan in order to facilitate the understanding of the contents of this Call. In any case, all documents in BLOCKS A and B, as well as those in (a) and (b) of BLOCK C have to be submitted in Catalan or Spanish. Documents in point (c) of BLOCK C, as well as all the documentation that the applicant deems appropriate to submit, will be accepted in any of the five languages of the Call.
14. The **UCLG** World Secretariat can help a limited number of local governments to translate their project. You can formally make your request at [info@cities-localgovernments.org](mailto:info@cities-localgovernments.org), with a copy to [agenda21cultura@bcn.cat](mailto:agenda21cultura@bcn.cat).
15. Submit your proposal (**application form+ three blocks** of documents) at any of the offices of the General Register of Barcelona City Council, at the General Register of the AECID - Spanish Agency for International Development Cooperation (Avda. Reyes Católicos 4, 28040 Madrid), or the Registers of the diplomatic representations or consular offices of Spain.
16. **On the same day** the proposal is submitted, the applicant must send:
  - a. A fax to the Managing Board of the Programme for Solidarity and International Cooperation of Barcelona City Council, fax (+34) 93 256 46 21, attaching **the first page of the project template**.
  - b. An e-mail to [agenda21culture@bcn.cat](mailto:agenda21culture@bcn.cat) and [cooperaciointernacional@bcn.cat](mailto:cooperaciointernacional@bcn.cat) with the **project template** in attached.