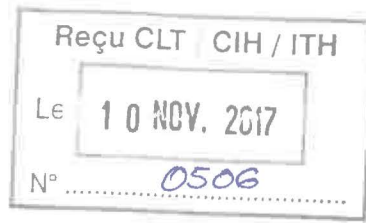




United Nations
Educational, Scientific and
Cultural Organization



Intangible
Cultural
Heritage



REQUEST FOR INTERNATIONAL ASSISTANCE FROM THE INTANGIBLE CULTURAL HERITAGE FUND

For amounts greater than US\$100,000:
deadline **31 March 2017** for a possible approval in **2018**

For amounts up to US\$100,000:
submit at any time

Instructions for completing the request form are available at:
<http://www.unesco.org/culture/ich/en/forms>

Nominations not complying with those instructions and those found below will be considered incomplete and cannot be accepted.

States Parties are further encouraged to consult the aide-mémoire for completing a request of international assistance available on the same webpage.

Possibility to request international assistance when nominating

To nominate an element for inscription on the Urgent Safeguarding List and simultaneously request international assistance to support implementation of its proposed safeguarding plan, use form ICH-01bis.

To request international assistance that is not related to a nomination, continue to use form ICH-04.

1. State(s) Party(ies)

For multi-national requests, States Parties should be listed in the order on which they have mutually agreed.

Nevis

2. Contact person for correspondence

2.a. Designated contact person

Provide the name, address and other contact information of a single person responsible for all correspondence concerning the request. If an e-mail address cannot be provided, indicate a fax number.

For multi-national requests provide complete contact information for one person designated by the States Parties as the main contact person for all correspondence relating to the request and for one person in each State Party involved.

Title (Ms/Mr, etc.):	Ms
Family name:	Ngunjiri
Given name:	Pauline
Institution/position:	Nevis Historical and Conservation Society(NHCS)/Acting Executive Director
Address:	NHCS, Alexander Hamilton Museum, P.O BO 563, Charlestown, Nevis
Telephone number:	+1 869 4695786
E-mail address:	pngunjiri@nevisheritage.org
Other relevant information:	

2.b. Other contact persons (for multi-national files only)

Provide below complete contact information for one person in each submitting State, other than the primary contact person identified above.

N/A

3. Project title

Indicate the official title of the project in English or French that will appear in published material.

Not to exceed 200 characters

Nevis ICH Mobilisation and sensitisation project

4. Summary of the project

Provide a brief description of the project for which assistance is requested, including its overall objectives, expected results and main modalities of action. State(s) Party(ies) is/are invited to submit requests that recognize and respect local development agendas in their design and planning.

Not fewer than 200 or more than 300 words

Objective 1: Create awareness on the concept and significance of the Intangible Cultural Heritage(ICH) to the community, government and civil society sectors.

Expected Result:: Enhanced knowledge of the 2003 UNESCO Convention on the Safeguarding of the Intangible Cultural Heritage disseminated

Objective 2: Training trainers of trainers drawn from communities in five parishes in Nevis trained to create awareness on ICH in the respective parishes namely, St. Paul's, St. John's, St. Jame's,

St. George's and St. Thomas's

Expected Result: Communities, ICH creators and bearers at the parish level knowledgeable about the importance of ICH

5. Is this an emergency request that might receive expedited processing?

Indicate if this is an emergency request that might warrant expedited examination by the Bureau. For this purpose, an emergency shall be considered to exist when a State Party finds itself unable to overcome on its own any circumstance due to calamity, natural disaster, armed conflict, serious epidemic or any other natural or human event that has severe consequences for the intangible cultural heritage as well as communities, groups and, if applicable, individuals who are the bearers of that heritage. You will be asked to describe the nature and severity of the emergency in section 13.

- emergency request
 non-emergency request

6. Duration of the project

Indicate the total number of months required for implementation of the proposed project. Assistance from the Intangible Cultural Heritage Fund can only cover a period of 36 months.

9 months

7. Previous financial assistance from UNESCO for similar or related activities

Has the State Party ever received any international assistance under the Intangible Cultural Heritage Fund of the 2003 Convention to implement related activities in the field of intangible cultural heritage?

- No
 Yes (if so, please provide details below: title, period, contract number and funding source)

8. Name of the implementing agency (contracting party, if assistance is provided)

Indicate the name of the agency, institution or organization responsible for implementing the project; this agency will be contracted by UNESCO if assistance is granted. Indicate also the name and title of the contact person and other relevant contact information.

Name of the agency: Nevis Historical and Conservation Society(NHCS)

Name and title of the contact person: Pauline Ngunjiri, Acting Executive Director

Address: Alexander Hamilton Museum, BOX 563, Charlestown, Nevis, West Indies

Telephone number: 1 -869-469-5786

E-mail address: pngunjiri@nevisheritage.org

Other relevant information:

9. Scope of the project

Tick only one box.

- local (sub-national)
- national
- sub-regional/regional (more than one country)
- international (including geographically non-contiguous areas)

10. Location of the project

Identify and characterize the geographical area(s) in which the project will be carried out.

Not to exceed 100 words

Charlestown, Nevis

11. Purpose of request

Tick one box to identify the purpose for which international assistance is requested.

This form is not to be used for requesting preparatory assistance. States Parties wishing to request preparatory assistance for the elaboration of nominations for inscription on the Urgent Safeguarding List should use Form ICH-05, and States Parties wishing to request preparatory assistance for elaborating proposals for the Register of Best Safeguarding Practices should use Form ICH-06.

- safeguarding heritage inscribed on the Urgent Safeguarding List
- safeguarding heritage being nominated for inscription on the Urgent Safeguarding List
- elaboration of inventories
- implementation of programmes, projects and activities for safeguarding

12. Forms of assistance requested

Tick one or several boxes to identify the forms that the international assistance will take.

- studies concerning various aspects of safeguarding
- the provision of experts and practitioners
- the training of all necessary staff
- the elaboration of standard-setting and other measures
- the creation and operation of infrastructures
- the supply of equipment and know-how
- other forms of financial and technical assistance

13. Background and rationale

Provide a brief description of the current situation and the need that the proposed assistance would address. For emergency assistance requests, describe the nature and severity of the emergency.

1. For safeguarding of a particular element, provide a description of the element, its social and cultural functions, its viability in terms of its practice and transmission and why safeguarding measures are required at this time.
2. For programmes or activities not focused on a particular element (e.g., preparation of inventories, strengthening of capacities, awareness-raising, visibility), describe why these programmes or activities are necessary and what gaps exist in other related programmes and activities.

Not fewer than 750 or more than 1000 words

On 15th April, 2016, Saint Kitts and Nevis ratified the Convention for the Safeguarding of the Intangible Cultural Heritage(ICH), Paris, 2013.

St. Kitts and Nevis governments have over the years, supported and institutionalised celebration of cultural heritage through an annual carnival and an annual Culturama festival held in St. Kitts and Nevis respectively. The events attract huge audiences and make it possible for Kittitians and Nevisians in the diaspora to come back home to join local families as they all participate in the carnival and the festival.

While an enabling environment exists that allows Kittitians and Nevisians to embrace their traditional lifestyles through events created and organised by the carnival and festival secretariats, the concept of ICH and its significance is not institutionalised. That is reason why Nevis Historical and Conservation Sociesty (NHCS), a member of the UNESCO Commission, wishes to initiate a dialogue that will enable ICH holders and bearers to see the importance of allowing the documentation of ICH and the importance of transferring skills to the younger generation.

There is a limited supportive environment for ICH bearers. They can enlist their innovations with the Ministry of Tourism .This way, tourists coming to St. Kitts and Nevis, visit and interact with ICH bearers. An artisan village has been created by the Ministry of Tourism where some of the ICH bearers operate stores. Some ICH bearers operate from their households.

The ICH may become extinct because majority of ICH bearers are elderly. Due to lack of ICH concept awareness, the traditional knowledge has not been documented. Worse still, it has not been passed to the younger generation.

NHCS has in the past worked closely with a US university to document oral liferature but due to lack of adequate supportive environment, this project did not continue although recorded material is still available and adequately stored at the NHCS archives.

NHCS hopes to work closely with the Ministry of Culture to ensure that ICH bearers operate in a supportive environment.

ICH bearers working in isolation will be made aware through workshops that their operations did not evolve in a vacuum. Community contribution was key to the success of ICH.

14. Objectives and expected results

Identify in terms as clear and measurable as possible: (i) what medium-term effects would be achieved by the implementation of the project (objectives) and (ii) what kind of positive impacts and concrete accomplishments would be seen after implementing the proposed project (expected results). Both need to be spelled out in detail and linked to the information included under section 15 below (Activities).

Not fewer than 100 or more than 300 words

Objective 1: Strengthen partnership with UNESCO

Expected Result: UNESCO facilitators and local workshops coordinating team discuss the

logistics of the workshops

Objective 2: Enhance political will

Expected Result: Ministers, Permanent Secretaries, Directors in the Ministry of Culture, Social Development informed about the significance of the workshops,

Objective 3: Involve communities in decision making process

Expected result: Five Community Development Officers notified about the importance of community representation at the workshops.

Objective 4: Educate the the public through media and training workshops

Expected result: The general public is made aware of the objective of the workshops

15. Activities

What are the key actions to be carried out or work to be done in order to achieve the expected results identified in section 14 (Objectives and expected results)? Activities need to be described in their best sequence, explained in a detailed and narrative manner and their feasibility should be demonstrated. The information included in this section should be consistent with that provided under section 17 (Timetable of the project) and section 17 (Budget).

Not fewer than 300 or more than 1000 words

1. Consultative meetings between the project coordinating team and UNESCO facilitators/consultants.

The project coordinating team, will hold consultative meetings with UNESCO facilitators/consultants. This is the first time ICH concept will be introduced by UNESCO on the island of Nevis. To maximise impact of the proposed mobilisation, sensitisation and training workshops, it is important that the team coordinating the workshops is properly informed about the importance of ICH before the team begins to implement the project.

The UNESCO facilitators and the local workshops coordinating team will discuss the content of the workshop and the program.

2. Consultative meetings with community leaders and Government officials

The project coordinating team will hold meetings with Ministers of Culture and Social Development, the Directors and Permanent Secretaries of the respective ministries. Meetings will also be held with Community Development Officers attached to the five parishes on the island of Nevis. These meetings will enable the policy makers to accept the initiative. This consultative process will prepare the government leaders to be present at the opening ceremony of Mobilisation workshop. The workshop will be a useful advocacy forum. The key note address will focus on the importance of ICH. Speakers at the opening ceremony will lobby the government and community leaders to create an enabling environment through which the Whole Society will promote the ICH initiative

3. Interviews and Documentation.

ICH bearers will be identified, interviewed and documented and the content of the interview disseminated through print, TV and social media. This will be a useful publicity tool before the workshops are held.

4. The workshop coordinating team in collaboration with Community Development Officers will select workshop participants from various sectors. Known ICH bearers will be contacted, enlisted and invited to participate in the workshops.

5. Mobilization, sensitization and training workshops.

A 3 days workshop will be held and preparations held for the parish workshops where everyone will be invited to attend. The workshop will be a useful advocacy forum. The key note address will focus on the importance of ICH. Speakers at the opening ceremony will lobby the government and community leaders to create an enabling environment through which the Whole Society will promote the ICH initiative.

6. Workshops will be held at the five parishes.

16. Timetable of the project

Attach a month-by-month timetable for the proposed activities, preferably using the ICH-04 Timetable and Budget form. The information provided should be in conformity with that in section 6 (Duration of the project) as well as in conformity with the detailed activities and their sequences as included under section 15 (Activities) and in the budget overview in section 17. Please note that the activities can only begin approximately three months after approval of the request at the earliest.

17. Budget

Attach a detailed budget breakdown in US dollars of the amount requested, by activity and type of cost (e.g. personnel, travel, supplies, equipment, etc.) with enough specificity and detail so as to provide sufficient justification and to allow actual expenses to be matched directly against the projections. This budget breakdown shall be provided as an attachment to this form, preferably using the ICH-04 Timetable and Budget form. The budget should reflect only the activities and expenses described above and be prepared in a rigorous and transparent way, fully reflecting all sources of support.

In each section of the budget, clearly distinguish the amount requested from the Intangible Cultural Heritage Fund from the amount to be contributed by the State Party or other sources. The State Party contribution includes local and national government allocations as well as in-kind contributions; 'other sources' can include NGOs, community organizations, foundations or private donors.

It is also crucial that the budget breakdown should correspond exactly to the detailed narrative description provided under section 15 (Activities) and to the timetable attached for section 16.

Provide below the budget overview, being certain that the figures are identical to those provided in the ICH-04 Timetable and Budget form.

Overview:

Amount requested from the Fund: US\$66 500

State Party contribution: US\$18 170

Other contributions (if any): US\$

Total project budget: US\$84 670

18. Community involvement

Identify clearly the community(ies), group(s) or, if appropriate, individuals concerned with the proposed project, including the role of gender. Describe the mechanisms for fully involving them in the preparation of the request as well as in the implementation of all the proposed activities and in their evaluation and follow-up. This section should describe not only the participation of the communities as beneficiaries of the project and of financial support, but also their active participation in the project design; their perspectives and aspirations should be fully reflected in the proposed project.

Not fewer than 300 or more than 500 words

Community development officers, relevant ministry officials and cultural development leaders will be involved in the initial planning of the project and all through the implementation. At the parish level, there are clubs, women groups and Community Based Groups actively involved in various social and economic activities. Representatives of these groups who include, men, women and youth will be participants at the workshops. During the workshop, a local rappoteur in each parish will take notes and write a report on the workshop deliberations, workshop outcomes and way

forward.

A comprehensive report of the deliberations of all the workshops will be compiled. A dissemination workshop will be held at the national level in order to discuss the way forward. At the dissemination workshop, relevant authorities and policy makers will be invited.

A consultant will be outsourced to work closely with coordinators drawn from each parish to design the future project that allows for the creation of ICH inventory. Recommendations in the parish reports will be taken into consideration.

19. Implementing organization and strategy

Describe the background, structure, mission and relevant experience, etc. of the implementing organization or body indicated under section 8 that will be responsible for carrying out the project. Identify the human resources available for implementing it and indicate their division of tasks. Describe how it will manage the project implementation.

Not fewer than 150 or more than 500 words

IMPLEMENTING ORGANISATION

The Nevis Historical and Conservation Society (NHCS) exists to promote the effective management of the historical, cultural, and natural resources of the island of Nevis for the benefit of all its people.

Since its inception, the NHCS has established two museums: The Alexander Hamilton Museum and the Museum of Nevis History Including the Horatio Nelson Collection, formerly known as the Nelson Museum. The collection gives the history of "Nevis at the Time of Nelson" using the extensive collection of Nelson Memorabilia that Robert Abrahams presented to the Society in 1992, with changing exhibitions of Nevis' history. The museum also houses the Society's specialized library collection and archives. The Alexander Hamilton Museum at the birth place of the first secretary of the United States Treasury Nevisian born Alexander Hamilton portrays the rich cultural heritage of our ancestors from the Caribs and the Arawaks to the era of sugar and slavery to the present.

The Society has mounted many special exhibitions: *Leisurè Time in Nevis*, *Nevisians*, a photographic exhibition, *Cooking and Home Craft*, *Political Personné*, *Christmases Past in Nevis*, *Pioneers in Education*, two showings of *Eva Wilkin* paintings, *Water For Nevis*; also several small environmental exhibitions have been mounted at sites around the island, including the public library and banks as well as an exhibition for History Week at the Charlestown Secondary School.

The library and archives are an important part of the Society functions. Although our space is small, our archivists have organized the books, manuscripts, maps, prints, photographs, video and cassette tapes in a systematic way. We have materials from as far back as the 1680's.

The NHCS has supported environmental education in the schools. Since 1989, *ECO News* is produced twelve times each year and distributed to students in the 3rd thru 6th grades. With the support of the NHCS, U.S. Peace Corps teachers have trained local teachers in environmental topics. Environmental Education teachers have had the use of NHCS equipment to produce materials, including a graded curriculum. The NHCS has provided support for the Nevis Environmental Education Committee, a non-governmental organization, with use of equipment and materials.

Through our museum shops, the NHCS supports local vendors and makes printed materials about Nevis and the Caribbean available to museum patrons. Books, crafts, prints and maps offered for sale are planned to be an extension of the museum's exhibitions.

The Society sponsors guest lecturers for members and the general public as well as hikes and excursions to familiarize members and others about the natural, cultural and historic facets of Nevis.

The NHCS cooperates with the Department of Culture, Public Library, Department of Agriculture,

Physical Planning Unit and other units of government to protect and enrich life on Nevis.

The NHCS makes its voice heard through the media-radio, television, newspaper, internet and the Newsletter. The Society published Cottle Church, Chronology of Nevis, Birds of Nevis, quarterly newsletters, Christmases Past in Nevis, Christmases Past in Nevis (2nd edition), and brochures about the Jewish community, Walking and Riding Tour of Nevis and the museums.

In 1990, the NHCS cooperated with Island Resources Foundation and Caribbean Conservation Association to research and write the Nevis portion of the St. Kitts-Nevis Country Environmental Profile. Also in 1990, the Society researched and produced a report entitled "The Music of Nevis" for a UNESCO project.

In 1992, American Express awarded the NHCS one of five awards for historic preservation. A Strategy to preserve historic Charlestown, a NHCS project, is being used by the Physical Planning Unit. Daphne Degazon-Hobson, architect/historic preservationist surveyed historic and significant architecture of Nevis; the Society cooperated with this project.

IMPLEMENTING STRATEGY

1.NHCS will create a position for a coordinator/consultant who will create an enabling environment at NHCS's physical secretariat through which various sectors can be potters, youth and the communities can be coordinated. The coordinator will work through a national Intangible Cultural Heritage(ICH) task force selected by community leaders in collaboration with Ministry of Culture and NHCS.

2.NHCS accounting office will manage the funds. NHCS has a track record of sourcing money on behalf of communities and giving administrative support to community groups.

3.NHCS will work closely with existing archeologist, anthropologists and sociologists involved in field studies.

4.An existing TV/Video documentalist will work closely with NHCS Public Relations and Communication department to document the project's activities.

20. Partners

Describe, if applicable, coordination arrangements with any other partners and their responsibilities in the implementation of the project. Identify human resources available in each of the entities involved.

Not more than 500 words

Ministry of Social Development : Community Development Officers who are full time civil servants, are already working closely with communities in the five parishes on the island of Nevis to implement government departments. They will be key persons in the decision making process as they daily interact with communities. They will identify workshops participants and known ICH bearers and report back to the Coordinator of ICH initiative at a desk created by NHCS.

Ministry of Culture: The Ministry of Culture is crucial in the success of ICH initiative. Ideally, NHCS role is to strengthen the Ministry of Culture to institutionalise ICH and make ICH its agenda in its programming and activities. The Ministry already coordinates various educators who have teach cultural art forms in schools such as music and drama. The Ministry will lobby and influence the Ministry of Education to include ICH in the curriculum.

21. Monitoring, reporting and evaluation

Describe how the implementing organization indicated under section 8 and described under section 19 plans to carry out monitoring, reporting and evaluation of the project and how the communities will be involved in this mechanism. For larger or more complex projects, external monitoring and evaluation are preferable.

Not fewer than 50 or more than 250 words

Monitoring

The project coordinator will make field visits and assess the performance of the groups

Regular meeting to assess the progress of the meetings

Expenditure will also be closely monitored against the approved budget

Reporting

Minutes will be prepared for every meeting held.

Rapporteurs will prepare reports for all workshops held.

Final narrative and financial project report will be prepared and submitted.

Evaluation

Post workshop meetings will be held to assess the the project.

External evaluator will be hired to carry out final project evaluation

22. Capacity-building

Describe how the project may contribute to building up capacities or strengthening existing resources in the field of safeguarding intangible cultural heritage. Special emphasis should be placed on the capacities of the communities described in section 18 in safeguarding their intangible cultural heritage. Describing the impact on the capacities of the implementing organization may also be relevant.

Not fewer than 100 or more than 300 words

The main objective of the project is to sensitise the community about Intangible cultural heritage and the need to safeguard and pass the same to future generations. This will act as a basis for future projects that will contribute in creation of jobs for the local community.

The Community representatives from all parishes will act as focal point persons in dissemination of knowledge acquired.

23. Sustainability after the assistance ends

Describe how the results and benefits of the project are expected to last beyond the end of the project. If the mechanisms established by the project will continue functioning after the implementation of the project, describe how and which would be the responsible body in charge.

Not fewer than 50 or more than 250 words

It is expected that the communities will be educated on the importance of safeguarding cultural heritage and after this project is concluded, communities will come together to and establish programmes that specifically target the intangible assets.

The government will set up better structures to support the local community programmes.

24. Multiplier effects

Describe how this assistance may stimulate financial and technical contributions from other sources or may stimulate similar efforts elsewhere.

Not fewer than 50 or more than 250 words

Income generating activities will be initiated and these will create jobs opportunities for the community.

NHCS archives data base on intangible cultural heritage will be enhanced

6. NHCS mission to promote the effective management of the historical, cultural and natural resources of the island of Nevis for the benefits of its people will be strengthened.

25. Signature(s) on behalf of the State Party(ies)

The request should conclude with the signature of the official empowered to sign it on behalf of the State Party, together with his or her name, title and the date of submission.

In the case of multi-national requests, the document should contain the name, title and signature of an official of each State Party submitting the request.

Name: Ms. Pauline Ngunjiri

Title: Acting Executive Director

Date: 10/23/2017

Signature:



Name(s), title(s) and signature(s) of other official(s) (For multi-national requests only)