APPLICATION FORM

OUTLINE

TITLE OF THE PROJECT

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NAME OF THE APPLICANT CITY, LOCAL OR REGIONAL GOVERNMENT

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CITY / COUNTRY

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PHASE 1.

* Only those sections of this form marked in yellow should be completed.
* Deadline for receipt of applications: 16 February 2024
* This form should be sent to cultureaward@uclg.org.

PHASE 2 (FINAL).

* Only finalist applications will participate in this phase.
* All sections of this form must be completed.
* Deadline for receipt of applications: 3 April 2024
* This form should be sent to cultureaward@uclg.org.



1. PRESENTATION

PRESENT THE PROJECT IN A SUMMARISED WAY.

INFORMATION MUST BE CLEAR AND SUCCINT.

THE CONTENTS OF THIS SECTION MAY BE REPRODUCED ON OUR WEBSITE AND TRANSLATED INTO THE OTHER OFFICIAL LANGUAGES OF UCLG. THIS SECTION SHOULD THEREFORE CONSTITUTE AN OVERALL SUMMARY OF THE PROJECT AS A WHOLE, WRITTEN IN SUCH A WAY THAT IT CAN BE READ AND UNDERSTOOD INDEPENDENTLY FROM THE OTHER SECTIONS OF THE FORM.

1.1. Title

NOTE: You should only write the title of the policy, programme or project.

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1.2. Brief description

NOTE: The policy, programme or project as a whole should be presented (an overall summary of the project), with a maximum of 300 words.

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1.3. Duration

NOTE: The start and end dates of the policy, programme or project, as well as other key dates, must be specified, indicating whether it is a completed or ongoing initiative, and indicating its time horizon, with a maximum of 100 words.

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2. THE LOCAL OR REGIONAL GOVERNMENT

PRESENT THE LOCAL / REGIONAL GOVERNMENT. THE TERM LOCAL / REGIONAL GOVERNMENT VARIES ACCORDING TO THE REGULATION FRAMEWORK OF EACH COUNTRY, BUT INCLUDES FOR THIS CALL THE GOVERNMENTS OF CITIES, MUNICIPALITIES, PROVINCES, REGIONS, FEDERAL STATES, MAYOR’S OFFICES, PREFEITURAS MUNICIPALES - CITY ADMINISTRATIONS, INTENDENCIAS MUNICIPALES (MUNICIPALITIES), MUNICIPAL PRESIDENCIES, AUTONOMOUS COMMUNITIES, TOWN AND CITY COUNCILS, METROPOLITAN DISTRICTS, PROVINCIAL COUNCILS , BOARDS, REGIONAL DEPARTMENTAL COUNCILS, PROVIDED THEY COUNT ON AN ELECTED POLITICAL AUTHORITY. THE PRESENT CALL IS OPEN TO LOCAL / REGIONAL GOVERNMENTS THAT ARE MEMBERS OF UCLG EITHER DIRECTLY OR INDIRECTLY THROUGH ONE OF ITS SECTIONS, AS WELL AS TO LOCAL OR REGIONAL GOVERNMENTS THAT COLLABORATE WITH ONE OF UCLG’S PARTNER ORGANISATIONS.

2.1. Name of the applicant Local / Regional Government

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2.2. Details of the Mayor or Head of Local / Regional Government

NOTE: The details of the Mayor or Head of Local/Regional Government must be entered here. All fields must be filled in. These details must correspond exactly to those given in the covering letter in the Annex.

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| --- | --- |
| Name |  |
| Position |  |
| Address |  |
| City |  |
| Country, province and state |  |
| Telephone |  |
| Email |  |
| Website |  |

2.3. Details of the person responsible for the bid

NOTE: The person responsible for the bid is the one who has written all the sections of this form and has a thorough knowledge of the entire bid. It should be a person with an executive position in the organisation chart of the local/regional government, and who will be the main contact person with the organisers of the Award. All fields are mandatory.

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| Name |  |
| Position |  |
| Address |  |
| City |  |
| Country, province and state |  |
| Telephone |  |
| Email |  |

3. CONTEXT

EXPLAIN THE CONTEXT IN WHICH THE POLICY, PROGRAMME OR PROJECT HAS BEEN DEVELOPED. IT IS IMPORTANT TO SHOW HOW THE POLICY, PROGRAMME OR PROJECT RESPONDED TO A SPECIFIC SITUATION AND TOOK INTO ACCOUNT THE REAL NEEDS OF THE POPULATION. THE EXPLANATIONS SHOULD BE BRIEF AND VERY CLEAR, AVOIDING UNNECESSARY ARGUMENTS OR IRRELEVANT INFORMATION.

3.1. Description of the city / territory where the project has taken place

NOTE: The situation of the city / territory where the project has been developed should be presented. Special attention should be paid to the description of the problems and challenges of the territory, or the needs of its inhabitants, with a maximum of 200 words.

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3.2. Background of the policy, programme or project

NOTE: Background information on the policy, programme or project should be provided in a maximum of 200 words.

This explanation should answer the following questions:

- What is the local cultural policy framework of the city or region concerned? How does it relate to the policy, programme or project described here? Are there any basic or guiding documents for the cultural policy, programme or project?

- What was the situation prior to the implementation of the proposal?

- What are its main priorities?

- Who initiated the project and why?

- What need, problem or gap does it aim to solve?

- How is the policy, programme or project consistent with the development policies of your city?

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3.3. Relation of the policy, programme or project to UCLG documents in the field of culture

NOTE: The link between the project and the key documents of UCLG in the field of culture, especially [Culture 21 Actions](https://www.agenda21culture.net/documents/culture-21-actions), the [Rome Charter](https://agenda21culture.net/2020-rome-charter), the [Izmir Declaration](https://agenda21culture.net/sites/default/files/izmir2021_statement_en.pdf) or Culture 21 PLUS, must be evidenced. This relation must be described in a clear manner, with a maximum of 200 words.

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3.4. Relation of the policy, programme or project with the global development agendas.

NOTE: The existing relation or alignment of the policy, programme or project with global development agendas should be evidenced, in particular the Sustainable Development Goals (SDGs) integrated in the UN 2030 Agenda (see <https://www.un.org/sustainabledevelopment/>) and the New Urban Agenda (see <https://habitat3.org/wp-content/uploads/NUA-English.pdf>). References to other relevant regional or global agendas on culture or sustainable development can also be added. The relationship should be described precisely, with a maximum of 200 words. It may be useful to consult the UCLG document "Culture in the Sustainable Development Goals: A Guide for Local Action" (see <https://www.agenda21culture.net/advocacy/culture-in-SDGs>).

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4. DESCRIPTION

DESCRIBE THE PROJECT IN DETAIL

4.1. General aim

NOTE: There should only be one general aim. In this section, the overall aim of the policy, programme or project should be explained in a simple, very synthetic and concise manner, in a maximum of 200 words.

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4.2. Description

NOTE: This section should describe the policy, programme or project. The maximum length is 1200 words. As a guideline, the following topics may be considered:

- Specific goals.

- Beneficiary population.

- Main actions carried out or strategies implemented.

- Phases.

- Partners (e.g. whether and how NGOs, other civil society organisations, private companies or citizen groups have been involved).

- Other partner governments (e.g., whether and how you have collaborated with regional/provincial/state or national/federal authorities).

- Budget.

- Obstacles faced in the implementation.

- Results.

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5. IMPACT AND CONTINUITY

EXPLAIN THE IMPACT OF THE PROJECT: THE DIRECT IMPACT OF THE PROJECT ON THE TERRITORY AND ITS INHABITANTS, ON THE LOCAL GOVERNMENT, ON THE CULTURAL SECTOR OF THE CITY, AND ON THE CITY AS A WHOLE. EXPLAIN ALSO THE TRANSVERSAL IMPACTS OF THE PROJECT, I.E. HOW AND TO WHAT EXTENT THE PROJECT HAS RESPONDED TO LOCAL ISSUES AND CHALLENGES, AND TO THE NEEDS OF THE INHABITANTS OF THE TERRITORY. EXPLAIN ALSO WHETHER THE PROJECT HAS HAD OR HAS CONTINUITY. THESE EXPLANATIONS SHOULD BE VERY CLEAR.

5.1. Impacts

NOTE: The impact of the project on the territory and its inhabitants should be evidenced. Answers may address the following questions:

- Impact on the territory, on its population or, more broadly, on the region.

- Cross-cutting impacts of the project, i.e. how and to what extent the project has responded to local issues and challenges, and to the needs of the inhabitants of the territory. For example, impacts on the exercise of rights, gender equality or the resolution of other social, economic, urban, environmental, etc. issues can be included here.

- Impact on culture and cultural agents and other local actors in the city/region.

- Impact on the local government: how has the local government changed after the project?

 The maximum length is 200 words.

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5.2. Evaluation

NOTE: The evaluation or monitoring mechanism of the policy, programme or project should be explained. Please describe its methodology, indicators and/or instruments used. The response should not exceed 200 words.

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5.3. Key factors

NOTE: Please indicate, in your opinion, which key factors explain the success of the policy, programme or project. The response should not exceed 200 words.

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5.4. Continuity and replicability

NOTE: If applicable, information should be provided on how the local government is giving continuity to a completed project, or plans to provide continuity to an ongoing policy, programme or project. In a maximum of 200 words, you may provide details of the organisational, technical and financial dimension of such continuity, or indicate the key elements that another government should consider in order to effectively replicate the project in their territory.

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6. PROMOTION OF THE AWARD

THE WINNING CITY AGREES TO PROMOTE THE PROJECT PRESENTED TO THE AWARD WITH THE SUPPORT OF UCLG AND THE GOVERNMENT OF MEXICO CITY.

6.1. Local promotion

NOTE: Local promotion actions planned or envisioned by the local government, if your city were to win the Award, should be described in a maximum of 200 words.

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6.2. International promotion

NOTE: International promotion actions planned or envisaged by the local government, if your city were to win the Award, should be described in a maximum of 200 words.

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7. ANNEXES

OBLIGATORY ANNEX

A letter of presentation signed by the Mayor or Head of Government shall head any candidature.

The letter of presentation of the Mayor, with free structure and content, should dedicate one paragraph to summarise the project (outlining section 1 of the form), and another paragraph mentioning the membership of UCLG.

PHOTOGRAPHS

Five good quality photographs (minimum 300dpi, in JPEG, PNG, TIFF or similar format) need to be enclosed alongside the application.

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|  | Title | Author |
| Photo 1 |  |  |
| Photo 2 |  |  |
| Photo 3 |  |  |
| Photo 4 |  |  |
| Photo 5 |  |  |

OPTIONAL ANNEXES

List here the additional documents attached to your application, including the regulatory framework if any, with a maximum of 3 documents, either text, video or multimedia. These documents must be sent with links to [WeTransfer](https://wetransfer.com/). Each file should be no larger than 2Mb; documents exceeding this volume will not be considered.