

OUTLINE

TITLE OF THE PROJECT

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NAME OF THE APPLICANT LOCAL / REGIONAL GOVERNMENT

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CITY / COUNTRY

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Deadline for the submission of applications: **18 March 2020**

Please submit this application to award@agenda21culture.net

1. PRESENTATION

PRESENT THE PROJECT IN A SUMMARISED WAY

THE INFORMATIONS MUST BE CLEAR AND SUCCINCT

THE CONTENTS OF THIS SECTION WILL BE REPRODUCED ON OUR WEBSITE AND TRANSLATED TO OTHER OFFICIAL LANGUAGES OF UCLG.

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. You should present the overall policy, programme or project, in a maximum of 300 words.

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1.3. Duration

NOTE. It is necessary to explain the start and end dates of the policy, programme or project, indicating if it is a completed initiative, one in progress, or otherwise indicating its timeline.

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| Start date |  |

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| End date (only if it has finished) |  |

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 the local/regional government

NOTE. Write here the details of the mayor or head of local/regional government. All fields are mandatory. These details should correspond exactly to the details that appear in the letter of presentation or annex A.

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

2.3. Details of the person responsible for the bid

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

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| Name |  |
| Position |  |
| Address |  |
| City |  |
| Country, province and state |  |
| Telephone |  |
| E-mail |  |

3. CONTEXT

EXPLAIN THE CONTEXT IN WHICH THE POLICY, PROGRAMME OR PROJECT HAS BEEN DEVELOPED. YOU NEED TO GIVE EVIDENCE AS TO HOW THE POLICY, PROGRAMME OR PROJECT RESPONDED TO A SPECIFIC SITUATION AND TOOK INTO ACCOUNT THE REAL NEEDS OF THE POPULATION. THE EXPLANATION SHOULD BE BRIEF AND VERY CLEAR, AVOIDING ELABORATING TOO MANY UNNEXCESSARY ARGUMENTS OR PROVIDING IRRELEVANT INFORMATION.

3.1. Description of the city / territory where the project has been developed

NOTE. You should present the situation in the city / territory where the project was developed, in a maximum of 200 words.

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3.2. Background of the policy or project

NOTE. You should present the background to the policy, programme or project, in a maximum of 400 words.

The explanation should respond to these questions:

- What is the general framework of local cultural policies in the city or region? How does this relate to the policy, programme or project described here?

- Who started the project? Why?

- What need, problem or gap did it aim to address?

- In what way is the programme or project coherent with the development policies of your city?

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3.3. Relation of the policy, programme or project with UCLG’s documents in the field of culture

NOTE. You should give evidence that there exists a relation between the project and the Agenda 21 for culture (see http://award.agenda21culture.net/documents/agenda-21-for-culture) and particularly with the Cutlure 21 Actions toolkit (see http://award.agenda21culture.net/documents/culture-21-actions). You should describe this precisely, in a maximum of 200 words.

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3.4. Relation of the policy, programme or project with cultural rights and/or global development agendas

NOTE. You should give evidence that there exists a close relation between the project and cultural rights or with the global agendas on development, including particularly the Sustainable Development Goals (SDGs) integrated in the UN Agenda 2030 (see <https://www.un.org/sustainabledevelopment/>) or the New Urban Agenda (see http://habitat3.org/the-new-urban-agenda/). You may also include references to other relevant global or regional agendas on culture or sustainable development. You should describe this precisely, in a maximum of 300 words. It may be useful to check UCLG’s document *Culture in the Sustainable Development Goals: A Guide for Local Action* (see <http://www.agenda21culture.net/advocacy/culture-in-SDGs>).

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4. DESCRIPTION

DESCRIBE THE PROJECT IN ALL ITS DETAILS

4.1. General aim

NOTE. There should only be one general aim. In this section you should explain in a simple, very synthetic and concise way, what the general aim of the policy, programme or project is, in a maximum of 150 words.

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4.2. Description

NOTE. In this section you should describe the policy, programme or project. The maximum length is 1,200 words. As general guidance, you may consider the following elements:

- Specific goals

- Beneficiary population

- Main actions carried out

- Phases

- Partner entities (e.g. if NGOs, other civil society organisations, private companies or groups of citizens have been involved, and how)

- Other partner governments (e.g. if regional/provincial/state or national/federal governments have been involved, and how)

- Budget

- Obstacles faced in the implementation

- Results

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5. IMPACT AND CONTINUITY

EXPLAIN HOW THE IMPACT OF THE PROJECT HAS BEEN MEASURED: THE DIRECT IMPACT OF THE PROJECT IN THE LOCAL GOVERNMENT, IN THE CULTURAL SECTOR AND IN THE CITY AS A WHOLE; YOU SHOULD ALSO EXPLAIN THE TRANSVERSAL IMPACTS OF THE PROJECT. PLEASE INDICATE IF THE PROJECT HAS HAD ANY CONTINUITY. THESE EXPLANATIONS SHOULD BE VERY CLEAR.

5.1. Impacts

NOTE. Give evidence of the impact of the project for the local government, for the cultural sector and for the city as a whole. The following aspects should be addressed in your responses (maximum length is 400 words):

- Impact on the local government: how has the local government changed as a result of the project?

- Impact on the culture and the cultural actors of the city or region

- Broader impact on the city / region and its population. You may refer here to impacts in the exercise of rights, gender equality, and other economic, social and environmental aspects.

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5.2. Evaluation

NOTE. You should explain whether any evaluation mechanism for the policy, programme or project has been planned. In this case, the methodology and indicators applied as well as the results obtained should be described. Answers should be of a maximum of 200 words.

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5.3. Key aspects

NOTE. You should describe the key aspects which serve to explain, in your view, the effectiveness of the policy, programme or project that is the object of this application. Answers should be of a maximum of 200 words.

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5.4. Continuity

NOTE. Provide information about the way in which the local government has given continuity to a completed project, or foresees giving continuity to a project in progress. You can give details about the organisation, technical and financial dimension of this continuity in a maximum of 200 words.

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6. DESTINATION OF THE AWARD

THE CITY THAT WINS THE AWARD IS COMMITTED TO USING THE AMOUNT FOR THE INTERNATIONAL PROMOTION OF THE PROJECT PRESENTED AND TO STRENGHTENING THE LOCAL IMPLEMENTATION OF THE AGENDA FOR CULTURE. THIS SECTION ALLOWS YOU TO GIVE AN EXPLANATION OF THE ACTIONS THE CITY WILL CARRY OUT IF IT WINS THE AWARD.

6.1. Local and international promotion

NOTE. Describe the actions of local and international promotion foreseen by the local government, if the city is awarded the prize, in a maximum of 300 words.

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6.2. Local implementation of the Agenda 21 for culture and cultural rights

NOTE. In this section you should describe the local actions planned for the strengthening of the local implementation of the Agenda 21 for culture (including the promotion of cultural rights and/or the strengthening of the relation between cultural aspects and international objectives on sustainable development, such as the SDGs –UN Agenda 2030- or the New Urban Agenda), if the city is awarded the prize, in a maximum of 200 words.

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6.3. Budget

NOTE. In broad headings, include the details of the budget dedicated to each of the actions and sub-actions of sections 6.1. and 6.2. All items above Euro 5,000 should be detailed.

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7. ANNEXES

OBLIGATORY ANNEX

A letter of presentation signed by the mayor or head of the government who will lead the whole bid.

A. Letter of presentation of the mayor, with free structure and contents, although one paragraph should be dedicated to summing up the project (summarising section 1), another should outline how the city will use the funds of the Award (summarising section 6) and another paragraph that mentions the membership in UCLG.

PHOTOGRAPHS

At least 3 photographs in high quality (minimum 150ppp; JPEG, PNG, TIFF or similar format) need to be enclosed alongside the application.

OPTIONAL ANNEXES

(List here the complementary documents included with your bid, a maximum of 3 documents, either text, videos or multimedia).