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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PHASE 1.

* Only those sections of this form marked in yellow should be completed.
* Deadline for receipt of applications: 22nd April 2022.
* This form should be sent to <cultureaward@uclg.org>.

PHASE 2 (FINAL).

* Only the 50 finalist applications will participate in this phase.
* All sections of this form must be completed.
* Deadline for receipt of applications: 27th May 2022.
* This form should be submitted to [cultureaward@uclg.org](mailto:cultureaward@uclg.org).



1. PRESENTATION

PRESENT THE PROJECT IN A SUMMARISED WAY

THE INFORMATIONS MUST BE CLEAR AND SUCCINCT

THE CONTENTS OF THIS SECTION MAY 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. All fields are mandatory.

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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. Description of the cultural impact of the Covid-19 pandemic.

NOTE. Present this impact and its relation to the project, with a maximum of 200 words.

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3.3. Background of the policy or project

NOTE. You should present the background to the policy, programme or project, in a maximum of 200 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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3.4. Relation of the policy, programme or project to cultural rights and to the documents of UCLG in the field of culture.

NOTE. The relationship between the project and cultural rights must be evidenced by means of the UCLG documents 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) or the [Izmir Declaration](https://agenda21culture.net/sites/default/files/izmir2021_statement_en.pdf). The relationship must be described precisely, with a maximum of 200 words.

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

NOTE. The existing relationship or alignment of the application with global development agendas, 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>), should be evidenced. You may also include references to other relevant global or regional agendas on culture or sustainable development. 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 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 is the general aim of the policy, programme or project, in a maximum of 200 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. whether NGOs, other civil society organisations, private companies or groups of citizens have been involved, and how)

- Other partner governments (e.g. whether 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 OR HAS HAD ANY CONTINUITY. THESE EXPLANATIONS SHOULD BE VERY CLEAR.

5.1. Impacts

NOTE. Provide 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:

- 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.

The maximum length is 200 words.

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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 explain, in your view, the success of the policy, programme or project. 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 WINNING CITY COMMITS TO PROMOTING THE PROJECT PRESENTED WITH THE SUPPORT OF CGLU AND THE GOVERNMENT OF MEXICO CITY.

6.1. Local and international promotion

NOTE. Describe the actions of local and international promotion foreseen or expected by the local government, if the city is awarded the prize, in a maximum of 200 words.

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

NOTE. Describe the local actions planned by the local government for the strengthening of the 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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7. ANNEXES

OBLIGATORY ANNEX

A letter of presentation signed by the Mayor or Head of the government who will lead the whole bid.

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), and another paragraph should mention the membership in UCLG.

PHOTOGRAPHS

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

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|  | Title | Authorship |
| Photo 1 |  |  |
| Photo 2 |  |  |
| Photo 3 |  |  |

OPTIONAL ANNEXES

(List here the additional documents that you attach to your application, with a maximum of 3 documents, whether text, video or multimedia. These documents should be sent with links to WeTransfer).